

## The Roles of the Supervisors / Leaders for JENESYS2019 ASEAN

**In accordance with implementation of JENESYS2019, close cooperation among supervisors / leaders and JTB escorts are expected smooth and safe operation of the program.**

**As for the student batch, the supervisor / leader must be a teacher/professor of the High-school/university the participating students are attending, and is responsible for protecting and guiding the students, and must accompany with and be accountable in any situation where students get sick, injured, or any other instance where assistance is necessary.**

### 1. Supervision during the visitation to Japan and the return from Japan

Supervisors / Leaders shall responsively lead the participants to travel to and from Japan (JTB escort will NOT accompany the travel).

(1) Arriving at Japan	<ul style="list-style-type: none"> <li>① Gather all of the participants and roll-call</li> <li>② Confirm the passport, tickets, embarkation/disembarkation cards, etc. of the participants.</li> <li>③ <u>Have a pre-travel health check of participants</u></li> </ul> <p>If anyone has health problem the supervisor / leader is responsible for the decision as to whether he/she can travel to Japan.            *Any participant with health hindering aspects such as pregnancy, pre-existing medical conditions (including chronic diseases), temperature over 37.5C, or any other health conditions is not allowed to travel.</p> <ul style="list-style-type: none"> <li>④ Assist participants with their embarkation procedure and transit procedures at transit site, find the boarding gate and confirm the number of participants.</li> <li>⑤ Assist with Japan immigration procedures</li> </ul>
(2) Departing from Japan	<ul style="list-style-type: none"> <li>① Check the return route of each participant</li> <li>② Assist with embarkation procedure and transit procedures at transit site, find the boarding gate and confirm the number of participants.</li> <li>③ Assist with immigration procedures of applicable country</li> <li>④ See off the participants</li> </ul>

### 2. During the stay in Japan

During the stay, separate the duties with JTB escorts as shown below and cooperate together in order to manage the duties smoothly. Mainly the supervisor / leader must check the general status of the participants, report their status and share information with status with the JTB escorts.

	Supervisors / Leaders	JTB Escorts (JTB Interpreters)
(1) Orientation	① Give explanations on safety management to the participants (*1) ② Distribute SOS card (*2)	
(2) During the program	① Roll-call before leaving all sites ② Check for items left behind ③ Make sure everybody is aware of the meeting time ④ Reminder of the rules and prohibitions ⑤ Arrangement of speech by group representative for visit /observation ⑥ Supervise participant's health ⑦ Assist participants with questions about religion and cultural customs ⑧ Assist during coverage by the media ⑨ Collect pictures/data of dissemination related to the program by the participants through SNS etc, and submit to JTB	① Overall management of schedule ② Explanation of the visit/ observation summary and the purpose of the program ③ Guidance ④ Interpretation ⑤ Providing additional information pertaining to the subject at that time ⑥ Providing advices for living in Japan during the stay ⑦ Checkup visit during the homestay ⑧ Check dissemination related to the program by the participants through SNS
	<p><b><u>Emergency Protocol</u></b></p> <p>In case of an emergency, supervisors / leaders and JTB escorts make an initial response by closely communicate with each other, and consult with JTB escorts.</p> <p>If a participant becomes ill, supervisor / leader must accompany the sick participant with the JTB escorts to the hospital.</p>	
(3) Hotel	① Preliminary check of the emergency routes of hotels and the venues ② Relay the rules of going out; give permission	② Explanation of rules during the hotel stay ③ Reminder of the meeting time and the schedule

(\*1) Safety management lecture given at the orientation

- Regarding prevention of transmitting sickness (washing hands and throat, usage of masks and hand sanitizers, not sharing food and drinks.)
- Procedures for going to the hospital
- Constant reminders regarding situations such as robbery, lost items, incidents and accidents
- Procedures if a natural disaster (especially an earthquake) occur
- Check for allergies, the cause of allergic reactions, necessary procedures to take if the student gets sick, and the name of the medication the participant takes regularly

(\*2) Includes the JTB Escort's emergency phone number

### 3. After returning to the home country

Support the participants in implementing Action plan, collect pictures/data of Action Plan / dissemination by the participants through SNS etc, and submit to JTB.