

Education Bureau Circular Memorandum No. 142/2023

From: Secretary for Education

To: Secondary school heads of all government, aided and caput schools and schools under the Direct Subsidy Scheme

Ref: EDB (SSS)/JEN/28/1/1(14)

Date: 5 September 2023

Japan-East Asia Network of Exchange for Students and Youths (JENESYS) Programme (2023/24 School Year)

SUMMARY

The purpose of this circular memorandum is to invite schools to nominate one student and/or one teacher to join the JENESYS Programme (the Programme) sponsored by the Japanese Government.

DETAILS

2. At the Second East Asia Summit (EAS) held in January 2007, the Japanese Government announced a youth exchange programme to invite young people from the EAS member states (including members of the Association of Southeast Asian Nations (ASEAN), Australia, China, India, New Zealand and the Republic of Korea) to visit Japan in the period from 2007 to 2011, with a view to establishing a basis of Asia's solidarity through youth exchange. The programme was revived in the 2013/14 school year as an extension of the previous 5-year programme. Hong Kong was invited to join the exchange programmes from 2008 to 2011 and 2014 to 2022. Due to the COVID-19 pandemic, the exchange programmes from 2020 to 2022 were conducted online. The Japanese Government has recently informed the Education Bureau of the resumption of the exchange programme to visit Japan in the 2023/24 school year and invited Hong Kong to continue participating in it.

3. Under the Programme, the Hong Kong Delegation will visit Japan from 10 to 16 December 2023 inclusive. The activities scheduled in Japan include field visits, school attachments and home stay for cultural exchanges, etc. (The itinerary of visit is subject to the final arrangement of the receiving party of Japan.)

4. The Delegation will comprise 43 students and 4 teachers. Schools are invited to nominate one Secondary 5 student and/or one teacher to join the Programme. As requested by the Japanese Government, the nominated students and teachers should possess a **valid Hong Kong Special Administrative Region (HKSAR) Passport**. Preference will be given to those students who have not participated in similar kind of programmes before and to those teachers who have experience in leading exchange programme(s), and/or can speak some Japanese/possess a valid First Aid Certificate.

5. Successful applicants are required to attend all training sessions (around 6 to 8 sessions), pre-tour meetings, briefings and rehearsals, etc. to be held from November to December 2023. Failure to attend these activities may result in cancellation as a member of the Delegation.

6. For details of the Programme, please refer to Annex I or visit the EDB website (<http://www.edb.gov.hk/jenesys>). Nomination Forms for students and teachers are at Annexes

II and III respectively. Schools interested in making nomination(s) are requested to complete and submit the nomination form(s) and upload the supporting documents via the Common Log-on System (<https://clo.edb.gov.hk/>) (Common Log-on System > e-Form Submission System > e-Forms Application > Japan-East Asia Network of Exchange for Students and Youths (JENESYS) Programme Nomination Form (Student)/(Teacher) (2023/24)) on or before 3 October 2023 (Tuesday). Alternatively, schools may complete and return the attached nomination form(s), together with the supporting documents, by hand to the following address before the aforementioned deadline:

Student Special Support Section
Education Bureau
Room 1141, 11/F, Wu Chung House,
213 Queen's Road East, Wanchai, Hong Kong

Application by post is not advised given that applicants may risk personal data leakage due to postal delivery loss. Late applications or submissions by fax/e-mail will not be accepted.

7. The selection results for teacher-chaperons and students will be released in late November 2023 through their schools. Those who have not been notified may assume that their applications are unsuccessful.

ENQUIRIES

8. For enquiries, please contact Mr Eric PUN at 2892 6659 or Ms Holly TANG at 2892 6658.

Ms Cynthia CHAN
for Secretary for Education

c.c. Heads of Divisions and Sections

Japan-East Asia Network of Exchange for Students and Youths (JENESYS) Programme

1 Objective

The JENESYS Programme aims to promote mutual understanding among the East Asia region, and to deepen understanding of Japan through the following activities:

- Field visits to research institutes, museums, specific organisations;
- Interaction with Japanese youths through attachment to schools; and
- Cultural experiences by home stays, visits to traditional cities and historical sites.

2 Nomination Criteria

(a) For student-delegates

The nominee should:

- (i) be a Secondary Five student;
- (ii) have good common sense and good academic performance with other learning experiences outside classroom;
- (iii) be able to communicate effectively in Putonghua and English, and preferably can speak some Japanese;
- (iv) possess a valid HKSAR Passport;
- (v) be recommended by the Principal, who is encouraged to consider applicants coming from disadvantaged families as appropriate; and
- (vi) express in around 50 to 100 words on the expectation and the plan on how to share the experience with their peers after the visit in Section (G) of Annex II.

(b) For teacher-chaperons

The nominee should:

- (i) be teaching senior secondary classes or having experience in leading senior secondary students for extra-curricular activities;
- (ii) be recommended by the Principal;
- (iii) have a mastery of Putonghua and English, and preferably can communicate in Japanese; and
- (iv) possess a valid HKSAR Passport.

(Preference is given to those who have relevant experience in leading students for exchange programme(s) and/or possess a valid First Aid Certificate.)

Please note:

The selection of student-delegates is independent of the teacher-chaperons. For a school who nominates both its student and teacher to participate in the Programme, whether the student is selected will not affect the selection result for the teacher and vice versa.

3 The Programme

The Programme offers home stays, attachment to schools, lectures as well as visits to prefectures and cultural, social, economic, political, environmental and advanced technology facilities, etc. (The itinerary of visit is subject to the final arrangement of the receiving party of Japan.)

4 Date of Visit

The period of the exchange visit is from 10 to 16 December 2023.

5 Others

- (i) Programme expenses such as air fares, local transport, board and lodging are provided by the Japanese Government;
- (ii) The receiving party of Japan will arrange insurance policy covering the period of visit for the Hong Kong Delegation.¹ The Education Bureau does not bear any responsibilities for any loss, damage or injury which are not under the coverage of the Block Insurance Policy; and
- (iii) Successful nominees should acquire a comprehensive travel insurance at their own costs to expand the coverage to cater for unexpected circumstances such as accident, loss of baggage and personal property, etc.

6 Obligations of the Delegates

- (a) Student-delegates are required to:
 - (i) behave properly and be disciplined, and perform all responsibilities and obligations as required;
 - (ii) attend all pre-tour meetings, training sessions, briefings and rehearsals, etc.;
 - (iii) prepare relevant materials on Hong Kong for presentation to the receiving parties;
 - (iv) participate in talent shows during the exchange visit;
 - (v) complete an individual evaluation form after the exchange visit;
 - (vi) compile a group report on the outcome of the exchange visit within one and a half months after the visit; and
 - (vii) attend functions organised by the Education Bureau and/or the sponsor as and when invited or requested.

- (b) Teacher-chaperons are required to:
 - (i) be responsible and be committed to serve as a role model for student-delegates;
 - (ii) attend all pre-tour meetings, training sessions, briefings and rehearsals, etc.;
 - (iii) plan and conduct training programmes for the student-delegates;
 - (iv) lead selected students to prepare relevant materials on Hong Kong for presentations to the receiving parties;
 - (v) assist in the administrative work, logistic arrangement and rehearsals of the Delegation prior to departure;
 - (vi) lead a group of students and carry out the duties as a group leader in the Delegation;
 - (vii) take care of the student-delegates and deal with their discipline and behavioral problem during the exchange visit;
 - (viii) complete an individual evaluation form after the exchange visit;
 - (ix) guide the student-delegates in compiling the group report on the outcome of the exchange visit within one and a half months after the visit;
 - (x) compile a report about the exchange visit and share their experience on how they are going to facilitate their students to learn from the programme within two months after the visit; and
 - (xi) attend functions organised by the Education Bureau and/or the sponsor as and when invited or requested.

¹The insurance policy provided by the receiving party of Japan essentially covers injury or death, medical expenses and emergency rescue services, etc.

7 Submission of Documents

School should submit the following documents for each nominee –

(a) Student nominee:

- (i) duly-completed nomination form (at Annex II);
- (ii) copies of the last two examination reports in Secondary Four;
- (iii) copy of document in support of his/her proficiency in/studying of Japanese, if any; and
- (iv) copy of document in support of his/her outstanding performance in Putonghua and/or English, if any.

(b) Teacher nominee

- (i) duly-completed nomination form (at Annex III);
- (ii) any other documents that are useful in supporting the application;
- (iii) copy of document in support of his/her proficiency in/studying of Japanese, if any; and
- (iv) copy of the First Aid Certificate, if any.

8 Interview

Suitable teacher and student nominees may be invited to attend an interview. Student nominees' interview will be in the form of group interview. Both interviews will be held in October 2023.

參考編號：
Reference No.:
(此欄由教育局填寫 For official use only)

**21 世紀東亞青少年大交流計劃
提名表格 (學生) (2023/24 學年)
Japan-East Asia Network of Exchange
for Students and Youths (JENESYS) Programme
Nomination Form (Student) (2023/24 School Year)**

注意 Note:

- (a) 提名表格應以**英文**填寫為宜。
This nomination form should be completed preferably in **English**.
- (b) 本表格內的資料將用於處理 21 世紀東亞青少年大交流計劃的申請。如表格上的空位不敷使用，請**另紙**填寫。
Information given in this form will be used for processing application for the JENESYS Programme. If there is insufficient space in the form, please give details on a separate sheet.
- (c) 申請人須提交照片壹張，並應貼於本提名表格上。照片必須為正面半身近照，大小須為 5 厘米乘 3.8 厘米；所用相片必須為普通薄光面相紙及未經貼用者。
One recent full-face photograph of the nominee affixed to the nomination form is required. The size of the photograph must be 5 cm x 3.8 cm. It should be printed on normal thin photographic paper and has not been used.
- (d) 如未能提供所需資料 / 文件，可能引致申請不獲接納。
Failure to provide information / documents as required may result in the application being declined.

第一部份 由獲提名人填寫
Part I To be completed by the Nominee

(A) 個人資料 Personal Particulars

姓名 (請依香港特別行政區護照所示填寫):
Name (as appeared in the HKSAR Passport):

(英文)
(English)

(中文)
(Chinese)

(中文姓名電碼)
(Chinese Character Code)

出生日期:
Date of Birth:

出生地點:
Place of Birth:

性別:
Sex:

香港身份證號碼:
HKID No.:

住址:
Home Address:

請貼上照片
Affix a photo here

住宅電話： _____ 流動電話： _____
Home Tel. No.: _____ Mobile Phone No.: _____
電郵地址： _____ 傳真： _____
E-mail Address: _____ Fax No.: _____
香港特別行政區護照號碼： _____
HKSAR Passport Number: _____
屆滿日期： _____ 簽發日期： _____
Date of Expiry: _____ Date of Issue: _____

居港聯絡人資料 Person to be Contacted in Hong Kong

姓名： (英文) _____ (中文) _____
Name: (English) _____ (Chinese) _____
與獲提名人的關係： _____
Relationship with the Nominee: _____
地址： _____
Address: _____
住宅電話： _____ 流動電話： _____
Home Tel. No.: _____ Mobile Phone No.: _____
電郵地址： _____ 傳真： _____
E-mail Address: _____ Fax No.: _____

(B) 學業概況 Academic Details

學校名稱： _____
Name of School: _____
學校地址： _____
School Address: _____
年級： _____
Level: _____
選修科目： _____
(二或三科)
Elective subjects: _____
(2 or 3 subjects)

請夾附中四最後兩次考試成績表副本。

Please attach copies of your last two examination reports in Secondary Four.

(C) 校內服務 Responsibilities in School

期間 Period	學生會 / 學會 / 會社 Student Union / Society / Club	崗位 Post

上述經驗對你有何裨益？

How do you benefit from these experiences?

(D) 語言能力 Language Proficiency

(i) 你能否說以下語言？

Can you speak the following languages?

語言 Language	請在合適的方格填上「✓」號 Please put a "✓" in the appropriate box(es)			
	流利 Fluent	可以表達 Can express	不懂 Cannot speak	備註 Remarks
日語 Japanese				
英語 English				
普通話 Putonghua				

(ii) 你有否進修日語課程？

Have you ever learnt Japanese?

* 有 **Yes** / 沒有 **No**

* (請圈著適用者 please circle as appropriate)

若有，請於下表提供有關資料，並附上有關證明：

If Yes, please provide information by filling in the following table and attach supporting document(s):

課程名稱 Name of Course	獲取程度 Level Attained	開始 / 完結日期 Start / Completion Date

(iii) 在普通話及/或英語方面，你有否突出表現？(如考獲國家語委普通話水平測試二級乙等或以上成績、國際英語水平測試(IELTS)整體成績為6級或以上)

Have you had outstanding performance in Putonghua and/or English? (e.g. attaining Level 2 Grade B or above in Putonghua Shuiping Ceshi (PSC), Band 6 or above in IELTS)

若有，請於下表提供有關資料，並附上有關證明：

If Yes, please provide information by filling in the following table and attach supporting document(s):

考試 / 比賽名稱 Name of Examination / Competition	獲取程度 Level Attained	完成日期 / 獲獎日期 Completion Date / Award Date

(E) 興趣及才藝 Interests and Talents

請於下表填上你的興趣及才藝，若有需要，可附上有關證明：

State your interests and talents in the following table and attach supporting documents, if any:

興趣 / 才藝 Interests / Talents	成績 (相關紀錄，如有) Achievements (relevant records, if any)

(F) 旅遊經驗 Traveling Experience

前往國家 Country Visited	期間 Period	次數 (至2023年10月) Times (up to October 2023)	目的 (例如：遊覽、交流、服務) Purpose (e.g. sight-seeing, exchange visit, voluntary service)

(G) 請回答下列問題 Please answer the following questions

(a) 你為何有興趣參加本計劃？
Why are you interested in this Programme?

(b) 你期望從中可獲得甚麼？
What do you expect from this Programme?

(c) 你打算於外訪後如何與同儕分享此行的體驗？
How will you share your experience with your peers after the visit?

(H) 其他資料 Further Information

(i) 一旦獲選，你能否出席安排於星期六、日早上 / 下午及週日午後 / 黃昏舉行的活動？ *可以 Yes / 不可以 No / 不肯定 Not sure
*(請圈著適用者 please circle as appropriate)

If you are selected, are you able to attend the activities which are held in the morning / afternoon at week-ends and late afternoon / evening on week days?

(ii) 你有否申請 / 獲取錄參加於 2023 年 11 月至 12 月期間舉行的其他交流計劃及 / 或類近的活動？ *有 Yes / 沒有 No
*(請圈著適用者 please circle as appropriate)

Have you ever applied for / been admitted to any other exchange programmes and / or similar activities from November to December 2023?

(a) 若有，請於下表提供有關資料。

If Yes, please provide information by filling in the following table.

期間 Period	活動名稱 Programme(s)	舉辦機構 Hosting Organisation	備註 Remarks <i>*(請圈著適用者 please circle as appropriate)</i>
			*正在申請 / 已獲取錄 under application / admitted
			*正在申請 / 已獲取錄 under application / admitted
			*正在申請 / 已獲取錄 under application / admitted

(b) 如果你獲選，你是否會 / 可以放棄於同一時期舉行的交流計劃？

Are you willing / able to give up the exchange programme(s) to be held in the same period if you are selected?

*是 Yes / 否 No

**(請圈著適用者 please circle as appropriate)*

(I) 聲明 Declaration

(a) 本人聲明，上述所填報的資料均屬真確無訛。

I declare that the information provided above is true and correct.

(b) 本人承諾一旦獲選，定當：

If selected, I undertake to:

- (i) 作為學生代表，敦品勵行、嚴守紀律，並履行一切相關的責任及義務；
behave properly and be disciplined as a student-delegate and perform all responsibilities and obligations as required;
- (ii) 出席所有出發前的會議、簡介會、訓練及綵排活動等，並明白一旦缺席上述任何活動，作為代表團成員的資格可被取消；
attend all pre-tour meetings, training sessions, briefings, rehearsals, etc., and understand that failure to attend any of these activities may result in cancellation as a member of the Delegation;
- (iii) 製訂有關香港的資料以備向接待機構講解；
prepare relevant materials on Hong Kong for presentation to the receiving parties;
- (iv) 在外訪期間參與才藝表演；
participate in talent shows during the exchange visit;
- (v) 於外訪結束後完成此行的個人評估表；
complete an individual evaluation form after the exchange visit;
- (vi) 於外訪結束後一個半月內製備有關交流成果的小組報告；及
compile a group report on the outcome of the exchange visit within one and a half months after the visit; and
- (vii) 應教育局及 / 或贊助機構的邀請或要求，出席相關活動。
attend functions organised by the Education Bureau and / or the sponsor as and when invited or requested.

獲提名人簽署：
Signature of Nominee: _____

獲提名人姓名：
Name of Nominee: _____

日期：
Date: _____

(J) 家長 / 監護人同意書 Parental / Guardian's Consent

本人同意敝子弟參加 21 世紀東亞青少年大交流計劃，並承諾一旦他 / 她獲選，定當督促他 / 她履行(I)段列出的責任及義務。

I agree that my son / daughter will participate in the JENESYS Programme and I will urge him / her to fulfill all the responsibilities and obligations as listed at (I) if he/she is selected.

家長 / 監護人簽署：
Signature of Parent / Guardian: _____

家長 / 監護人姓名：
Name of Parent / Guardian: _____

與獲提名人的關係：
Relationship with the Nominee: _____

日期：
Date: _____

注意 Note :

填妥的提名表格須連同下列文件一併提交：

Completed nomination form together with the following documents should be submitted:

- (a) 正面半身近照一張（需貼於申請表上）；
A recent full-face photograph (affixed on the application form);
- (b) 中四最後兩次考試成績表副本；
Copies of the last two examination reports in Secondary Four;
- (c) 學習日語課程的證明文件，如有；及
Supporting document(s) on Japanese course(s) taken, if any; and
- (d) 普通話及 / 或英語有突出表現的證明文件副本，如有。
Supporting document(s) of outstanding performance in Putonghua and / or English, if any.

第二部份
Part II

推薦 - 由提名學校的校長填寫

Recommendations - to be completed by the Principal of the nominating school

(i) 本人的提名是基於下列原因：

My nomination is based on the following reasons:

(ii) 本人明白學生代表及隨團教師的選拔是獨立處理的。一旦獲提名學生入選，不論同樣獲本人提名參加計劃的教師（如有）是否獲選，本人承諾讓該生於2023年12月10日至16日期內參加交流團。本人將敦促他 / 她出席所有活動及在外訪期間敦品勵行。

I understand the selection of student-delegates is independent of the teacher-chaperons. If my student nominee is selected, notwithstanding of whether the teacher I also nominated for the Programme (if any) is selected or not, I will undertake to release the student from 10 to 16 December 2023 inclusive to join the exchange trip. I will remind him / her to attend all the activities and behave properly during the visit.

(iii) 如對是次提名有任何查詢，可聯絡 _____ 先生 / 女士*。
(負責老師姓名)

For any enquiry about this nomination, please contact Mr / Ms* _____ .
(name of responsible teacher)

*請圈著適用者 *please circle as appropriate*

校長簽署：

Signature of Principal: _____

校長姓名：

Name of Principal: _____

學校名稱：

Name of School: _____

聯絡電話：

Contact Tel. No.: _____

傳真號碼：

Fax. No.: _____

電郵地址：

E-mail Address: _____

日期：

Date: _____

個人資料收集聲明 Personal Information Collection Statement

收集個人資料的目的 Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：

The personal data provided by you in this form will be used by EDB for one or more of the following purposes:

- (a) 處理、核實、審核資格及查證各項補助和津貼，以及由教育局提供的教育服務的提名；
Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the nomination for individual grant and subsidy as well as education service provided by EDB;
- (b) 就上文(a)項所述提名的處理、核實、審核資格及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the nomination mentioned in (a) above;
- (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB; and
- (d) 編製統計資料、研究及政府刊物。
Activities relating to compilation of statistics, research and Government publications.

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理有關提名。

The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the nomination.

可獲轉移資料者 Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：

The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) 政府其他政策局及部門，以用於上文第1段所述的用途；
other Government bureau and departments for the purposes mentioned in paragraph 1 above;
- (b) 與本表格相關的學校，以用於上文第1段所述的用途；
the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) 受聘於教育局以提供服務或意見的人員、代理人、服務供應商或機構，包括日本政府及在香港日本國總領事館、21世紀東亞青少年大交流計劃相關人員和旅行社，以用於上文第1段所述的用途。
personnel, agent, service provider or organisations, including the Government of Japan and Consulate-General of Japan in Hong Kong, the respective personnel of Japan-East Asia Network of Exchange for Students and Youths and travel agencies, engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
- (d) 你曾就披露個人資料給予訂明同意；以及
where you have given your prescribed consent to such disclosure; and
- (e) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料 Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：香港灣仔皇后大道東 213 號胡忠大廈 11 樓 1141 室教育局學生特別支援組助理文書主任(學生特別支援)11 或電郵至 acosss11@edb.gov.hk。

You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Assistant Clerical Officer (Student Special Support)11 at Student Special Support Section, Education Bureau, Rm 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to acosss11@edb.gov.hk.

參考編號：
Reference No.:
(此欄由教育局填寫 For official use only)

**21 世紀東亞青少年大交流計劃
提名表格 (教師) (2023/24 學年)
Japan-East Asia Network of Exchange
for Students and Youths (JENESYS) Programme
Nomination Form (Teacher) (2023/24 School Year)**

注意 Note:

- (a) 提名表格應以**英文**填寫為宜。
This nomination form should be completed preferably in **English**.
- (b) 本表格內的資料將用於處理 21 世紀東亞青少年大交流計劃的申請。如表格上的空位不敷使用，請另紙填寫。
Information given in this form will be used for processing application for the JENESYS Programme. If there is insufficient space in the form, please give details on a separate sheet.
- (c) 申請人須提交照片壹張，並應貼於本提名表格上。照片必須為正面半身近照，大小須為 5 厘米乘 3.8 厘米；所用相片必須為普通薄光面相紙及未經貼用者。
One recent full-face photograph of the nominee affixed to the nomination form is required. The size of the photograph must be 5 cm x 3.8 cm. It should be printed on normal thin photographic paper and has not been used.
- (d) 如未能提供所需資料 / 文件，可能引致申請不獲接納。
Failure to provide information / documents as required may result in the application being declined.

第一部份 由獲提名人填寫
Part I To be completed by the Nominee

(A) 個人資料 *Personal Particulars*

姓名 (請依香港特別行政區護照所示填寫):
Name (as appeared in the HKSAR Passport):

(英文)
(English)

(中文)
(Chinese)

(中文姓名電碼)
(Chinese Character Code)

出生日期: _____ 出生地點: _____
Date of Birth: _____ Place of Birth: _____

性別: _____
Sex: _____

香港身份證號碼:
HKID No.: _____

請貼上照片
Affix a photo here

住址：
Home Address: _____

住宅電話：
Home Tel. No.: _____

電郵地址：
E-mail Address: _____

香港特別行政區護照號碼：
HKSAR Passport Number: _____

屆滿日期：
Date of Expiry: _____

流動電話：
Mobile Phone No.: _____

傳真：
Fax No.: _____

簽發日期：
Date of Issue: _____

居港聯絡人資料 Person to be Contacted in Hong Kong

姓名： (英文) _____ (中文) _____
Name: (English) _____ (Chinese) _____

與獲提名人的關係：
Relationship with the Nominee: _____

地址：
Address: _____

住宅電話：
Home Tel. No.: _____

電郵地址：
E-mail Address: _____

流動電話：
Mobile Phone No.: _____

傳真：
Fax No.: _____

(B) 語言能力 Language Proficiency

- (i) 你能否說以下語言?
Can you speak the following languages?

語言 Language	請在合適的方格填上「✓」號 Please put a "✓" in the appropriate box(es)			
	流利 Fluent	可以表達 Can express	不懂 Cannot speak	備註 Remarks
日語 Japanese				
英語 English				
普通話 Putonghua				

(ii) 你有否進修日語課程？
Have you ever learnt Japanese?

*有 **Yes** / 沒有 **No**
*(請圈著適用者 *please circle as appropriate*)

若有，請於下表提供有關資料，並附上有關證明：
If Yes, please provide information by filling in the following table and attach supporting document(s):

課程名稱 Name of Course	獲取程度 Level Attained	開始 / 完結日期 Start / Completion Date

(C) 工作 Employment

任教學校 Present Post

學校名稱： Name of School: _____		
學校地址： School Address: _____		
電話： Tel No.: _____	傳真： Fax No.: _____	
職位： Position Held:	<input type="checkbox"/> 副校長 Assistant Principal	<input type="checkbox"/> 主任 Senior Teacher
		<input type="checkbox"/> 教師 Teacher
到校任教的日期： Date to Present School: _____	出任現職的日期： Date to Present Post: _____	
本學年任教高中的科目 Subject(s) Taught in Senior Classes in the Current School Year		
任教科目 Subject(s) Taught	任教級別 Level Taught	附註 Remarks

非教學工作 (班主任 / 學會顧問 / 課外活動統籌等)
Non-teaching Duties (class teacher / club adviser / activity coordinator, etc.)

職位 Position Held	職務 Nature of Duty	期間 Period	附註 Remarks

其他工作經驗（包括非教學經驗及海外的工作經驗）

Other Working Experience (including non-teaching experience and overseas working experience)

學校 / 院校機構 Name of Institute / Organisation	職位 Position Held	期間 Period	附註 Remarks

(D) 交流計劃 Exchange Programme

你過去曾否帶領其他學生交流計劃？

Have you ever led any other student exchange programme(s) in the past?

*有 **Yes** / 沒有 **No**

*(請圈著適用者 please circle as appropriate)

若有，請於下表提供有關資料：

If Yes, please provide information by filling in the following tables:

(a)

No.	期間 Period	主辦機構 Hosting Organisation	曾經到訪的地區 / 國家 Place / Country visited
(1)			
(2)			
(3)			

(b)

No.	該行目的 Purpose of the visit	你的職責 Your role in the visit
(1)		
(2)		
(3)		

(E) 興趣及嗜好 Interests and Hobbies

請於下表填上你的興趣及嗜好，若有需要，可附上有關證明：

State your interests and hobbies in the following table and attach supporting documents, if any:

興趣 / 嗜好 Interests / Hobbies	成績（相關紀錄，如有） Achievements (relevant records, if any)

(F) 其他資料 Further Information

- (i) 你過去曾否接受急救訓練？
Have you got first aid training?

*有 Yes / 沒有 No
*(請圈著適用者 please circle as appropriate)

若有，請列出急救證書的有效日期，並附上有關的證明。

急救證書的有效日期(日 / 月 / 年)：
Date of expiry of the first aid certificate (dd / mm / yyyy):

If Yes, please state the expiry date of the first aid certificate and attach a copy of it. _____

- (ii) 請列出你能訓練學生代表的範疇，例如：簡單日語、演講、合唱等。

State in which area(s), e.g. simple Japanese, speech, choir, etc. that you can train up the student delegates.

- (iii) 請列出其他有助你申請的資料，如曾任日語翻譯等。

State any further information you consider useful in supporting your application, e.g. worked as Japanese interpreter, etc.

- (iv) 一旦獲選，你能否出席安排於星期六、日早上 / 下午及週日午後 / 黃昏舉行的活動？

If you are selected, are you able to attend the activities which are held in the morning / afternoon at week-ends and late afternoon / evening on week days?

*可以 Yes / 不可以 No / 不肯定 Not sure
*(請圈著適用者 please circle as appropriate)

(G) 聲明 Declaration

- (a) 本人聲明，上述所填報的資料均屬真確無訛。
I declare that the information provided above is true and correct.
- (b) 本人承諾一旦獲選，定當：
If selected, I undertake to:
- (i) 盡忠職守，並為學生樹立良好榜樣；
be responsible and be committed to serve as a role model for student-delegates;
 - (ii) 出席所有出發前的會議、訓練、簡介會及綵排活動等；
attend all pre-tour meetings, training sessions, briefing sessions, rehearsals, etc.;
 - (iii) 籌劃及訓練學生代表；
plan and conduct training programmes for the student-delegates;
 - (iv) 帶領學生製訂有關香港的資料以備向接待機構講解；
lead selected students to prepare relevant materials on Hong Kong for presentation to the receiving parties;
 - (v) 協助代表團的行政工作及出發前的綵排活動；
assist in the administrative work, logistic arrangement and rehearsals of the Delegation prior to departure;
 - (vi) 領導學生小組並履行有關的職務；
lead a group of students and carry out the duties as a group leader in the Delegation;
 - (vii) 隨團照顧學生代表及處理他們的紀律及行為問題；
take care of the student-delegates and deal with their discipline and behavioral problem during the exchange visit;
 - (viii) 於外訪結束後完成此行的個人評估表；
complete an individual evaluation form after the exchange visit;
 - (ix) 指導學生代表於外訪結束後一個半月內完成交流成果小組報告；
guide the student-delegates in compiling the group report on the outcome of the exchange visit within one and a half months after the visit;
 - (x) 於外訪結束後兩個月內製備有關此行的報告及分享如何讓自己的學生從中獲益；
及
compile a report about the exchange visit and share my experience on how I can facilitate my students to learn from the programme within two months after the visit; and
 - (xi) 應教育局及 / 或贊助機構的邀請或要求，出席相關活動。
attend functions organised by the Education Bureau and / or the sponsor as and when invited or requested.

獲提名人簽署：
Signature of Nominee: _____

獲提名人姓名：
Name of Nominee: _____

日期：
Date: _____

注意 Note :

填妥的提名表格須連同下列文件一併提交：

Completed nomination form together with the following documents should be submitted:

- (a) 正面半身近照一張 (需貼於申請表上) ;
A recent full-face photograph (affixed on the application form);

- (b) 學習日語課程的證明文件，如有；及
Supporting document(s) on Japanese course(s) taken, if any; and

- (c) 急救證書的副本，如有。
Copy of the First Aid Certificate, if any.

第二部份	推薦 - 由提名學校的校長填寫
Part II	Recommendations - to be completed by the Principal of the nominating school

(i) 本人的提名是基於下列原因：
My nomination is based on the following reasons:

- (ii) 本人明白隨團教師及學生代表的選拔是獨立處理的。一旦獲提名教師入選，不論同樣獲本人提名參加計劃的學生(如有)是否獲選，本人承諾讓該教師於2023年12月10日至16日期內參加交流團。本人將敦促他 / 她出席所有活動及履行一切職務。

I understand the selection of teacher-chaperons is independent of the student-delegates. If my teacher nominee is selected, notwithstanding of whether the student I also nominated for the Programme (if any) is selected or not, I will undertake to release the teacher from 10 to 16 December 2023 inclusive to join the exchange trip. I will remind him / her to attend all the activities and discharge all the duties as required.

校長簽署：

Signature of Principal:

校長姓名：

Name of Principal:

學校名稱：

Name of School:

聯絡電話：

Contact Tel. No.:

傳真號碼：

Fax. No.:

電郵地址：

E-mail Address:

日期：

Date:

個人資料收集聲明 Personal Information Collection Statement

收集個人資料的目的 Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
The personal data provided by you in this form will be used by EDB for one or more of the following purposes:
 - (a) 處理、核實及查證就參加21世紀東亞青少年大交流計劃的提名；
Activities relating to the processing, authentication and counter-checking of the nomination for joining Japan-East Asia Network of Exchange for Students and Youths;
 - (b) 就上文(a)項所述提名的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the nomination mentioned in (a) above;
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB;
 - (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；
Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) 編製統計資料、研究及政府刊物；以及
Activities relating to compilation of statistics, research and Government publications; and
 - (g) 執行規則及規例[包括《教育條例》(香港法例第279章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》]。
Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理提名。
The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the nomination.

可獲轉移資料者 Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) 政府其他政策局及部門，以用於上文第1段所述的用途；
other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) 與本表格相關的學校，以用於上文第1段所述的用途；
the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) 受聘於教育局以提供服務或意見的人員、代理人、服務供應商或機構，包括日本政府及在香港日本國總領事館、21世紀東亞青少年大交流計劃相關人員和旅行社，以用於上文第1段所述的用途；
personnel, agent, service provider or organisations, including the Government of Japan and Consulate-General of Japan in Hong Kong, the respective personnel of Japan-East Asia Network of Exchange for Students and Youths and travel agencies, engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
 - (d) 你曾就披露個人資料給予訂明同意；以及
where you have given your prescribed consent to such disclosure; and
 - (e) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料 Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：香港灣仔皇后大道東213號胡忠大廈11樓1141室教育局學生特別支援組助理文書主任(學生特別支援)11或電郵至acosss11@edb.gov.hk。

You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Assistant Clerical Officer (Student Special Support)11 at Extended Support Programmes Section, Education Bureau, Rm 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to acosss11@edb.gov.hk.