

## **Application Procedure for the 160th Anniversary of the Establishment of Diplomatic Relations between Japan and Switzerland**

In 2024, Japan and Switzerland will celebrate the 160th anniversary of the establishment of diplomatic relations. In order to celebrate this anniversary with as many people as possible and to further promote exchanges between the two countries, the Governments of both countries will, upon application, authorise various events taking place in both countries as anniversary events. The application procedure is as follows.

### **1 Eligible Projects**

- (1) Projects that deepen mutual understanding and promote friendship between Japan and Switzerland in the fields of culture, arts, sports, education, tourism, economy and science etc.
- (2) In principle, projects to be held in Japan or Switzerland in 2024. However, in exceptional cases, projects to be held at the end of 2023 or beginning of 2025 may also be eligible.
- (3) Projects that do not fall into any of the following categories:
  - a. Projects offensive to public order or public morality.
  - b. Projects that violate or may violate the laws and regulations of Japan or Switzerland.
  - c. Projects that do not suit the purpose of the anniversary project, which is to promote friendly relations between Japan and Switzerland.
  - d. Projects aimed at promoting a particular political view or religion.
  - e. Projects that are not pursued in the public interest.
  - f. Projects whose main purpose is profit-making.

### **2 Application Procedure.**

- (1) When organising a project in Switzerland, the organiser should send the following application documents to the Embassy of Japan in Switzerland by e-mail, in principle no later than six weeks before the project. (For information on how to apply for a project in Japan, please contact the Embassy of Switzerland in Japan.):
  - a. Application form
  - b. Budget for the project

- c. Letter of pledge
  - d. Documents showing the content of the project (proposal, list and photos of works to be exhibited (in the case of exhibitions, etc.), description of the works (in the case of films, plays, etc.), programme, application guidelines (in the case of public exhibitions, competitions, etc.), etc.)
  - e. Documents giving an overview of the organising body
    - (1) List of officers
    - (2) Articles of incorporation, constitution, articles of association, act of endowment, or other documents equivalent to thereto.
    - (3) History, business performances, activities, etc. of the organisation.
    - (4) When the organiser and the applicant are different, documents showing the relationship between them (e.g. written contracts).
- ※ For government offices, diplomatic missions, consular missions, international organisations, local authorities and incorporated administrative agencies under the jurisdiction of the Ministry of Foreign Affairs, it is not necessary to either (1), (2) or (3).

(2) Applications received at the Embassy are examined by the Ministry of Foreign Affairs, if necessary. The Embassy will then inform the organisers of the results and send them the official logo in case the project is approved as an anniversary project. This will enable the organisers to use the official logo on the publicity materials of each project (however, the organisers must submit all publicity material using the official logo to the Embassy before printing and obtain permission from the Embassy).

### **3 Report on the Completion of the Project**

The organiser is required to submit a project report to the Embassy after the project is completed. The contents of the submitted report may be published in the Embassy's publicity materials.

### **4 Points to Note**

(1) Points to note when applying:

- a. Application documents sent to the Embassy will not be

returned.

- b. If the documents submitted at the time of application are insufficient, the Embassy may make enquiries or request additional documents.
- c. If the application is submitted less than six weeks before the project is due to take place, or if the application documents are significantly incomplete, the screening process may be refused.
- d. Inquiries about the screening process, etc. cannot be answered.

(2) Points to note during preparation and implementation:

- a. Even if a project is approved as an anniversary project, all responsibility for the implementation of the project rests with the organiser. The Embassy does not assume any responsibility as a result of the approval of the project.
- b. If the project is cancelled, or if the project is changed from the content at the time of application, the Embassy must be informed immediately.
- c. The approval may be withdrawn in case any of the following (1) to (3) apply.
  - (1) If the project has changed from the content at the time of application but is not immediately reported to the Embassy.
  - (2) If details of the project not included in the application documents are discovered later, or if the project has changed from what it was at the time of application and falls under any of the categories in Article 1 Paragraph (3).
  - (3) If the aspect ratio, colour or design of the official logo is changed. In addition, if the official logo is used for a project other than the approved project.

## 5 Contact details

(1) In case the project is implemented in Switzerland:

Embassy of Japan in Switzerland

(Address) Engestrasse 53, 3012 Bern

(Tel.) +41-31-305-15-70

(Email) japan-switzerland160@br.mofa.go.jp

(2) If the project is implemented in Japan:

Embassy of Switzerland in Japan

(Address) 5-9-12 Minami-Azabu, Minato-ku, Tokyo 106-8589

(Tel.) +81-3-5449-8400

(Email) [tokyo.culture@eda.admin.ch](mailto:tokyo.culture@eda.admin.ch)