

Commemorative Event Approval Guidelines for the 60th Anniversary of the Establishment of Diplomatic Relations between Zambia and Japan in 2024

The Year 2024 marks the 60th anniversary of the establishment of diplomatic relations between Zambia and Japan. In celebration of this landmark year and for further promoting exchanges between the two countries and two peoples, the two Governments approve a wide range of events that will be held in Zambia and in Japan as commemorative events celebrating the 60th anniversary year. The application guidelines are as follows:

1. Eligibility

- (1) Events should aim to deepen mutual understanding and promote friendship between Zambia and Japan in a wide range of areas such as culture, arts, sports, education, tourism, economics and sciences.
- (2) Events should take place in Zambia or in Japan in 2024 in principle. Events at the beginning of 2025 could be eligible on an exceptional basis, taking into consideration the objectives of such events.
- (3) An event that does not fall under any of the cases below:
 - (a) An event against public order or public morality;
 - (b) An event that violates or may violate laws or regulations of Japan or Zambia, or an event which infringe or may infringe the rights of others;
 - (c) An event that does not serve the purpose of commemorative events in promoting friendships between Zambia and Japan;
 - (d) An event that advocates any particular belief, political ideology or religion;
 - (e) An event that does not pursue public interest; or
 - (f) An event mainly for profit-purposes.

2. Application Procedure

- (1) The following documents should be submitted by e-mail to the Embassy of Japan in Zambia* no later than six weeks prior to the date of the event, in principle:
 - (a) Application form
 - (b) Budget form
 - (c) Pledge form
 - (d) Documents outlining the project, e.g. the project proposal, list of work to be presented (in case of an exhibition, etc.), details of the work (in case of a film or theatrical play, etc.), programs, backgrounds of participants or lecturers,

application guidelines (in the case of an exhibition of work by participants or a contest)

(e) Documents Outlining the Organization Hosting the Project

(i) List of officers (Please submit a list that includes the organization and the place of work that you normally belong to and the title of activity, or attached document that indicates your background.)

(ii) Articles of incorporation, constitution, articles of association, act of endowment or other documents equivalent thereto

(iii) History, business performance, activity details, etc. of the organization, etc.

(iv) When the organization hosting the project and the applying organization are different, a document showing their relationship (written contract, etc.)

[Note] If documents similar to any of (i) to (iv) above are unavailable, such documents must be prepared.

[Note] Government offices, diplomatic corps, consular offices, international organizations, local governments, and incorporated administrative agencies under the jurisdiction of MOFA Japan are not required to submit (i), (ii), and (iii) above.

* Note: If applying by post from an address within Japan, please send the application to Second Africa Division of the Ministry of Foreign Affairs.

- (2) The Embassy of Japan in Zambia will inform the applicants of the result after reviewing the application by the Joint Executive Committee of the 60th Anniversary of Diplomatic Relations between Zambia and Japan. Applicants of the approved events will be entitled to use the official logo for the 60th anniversary on publicity materials for the event.

[Note] Organizers should submit all publicity materials using the official logo to the Embassy before printing and obtain permission from the Embassy.

3. Report on the Completion of the Event

After the completion of the event, a summary form on the content or the results of the event should be submitted to the Embassy. The content of the submitted reports may be published in the Embassy's publicity material.

4. Note

- (1) Application procedure

(a) Submitted documents will not be returned.

- (b) We may contact you and ask for submission of additional documents if application is incomplete or where necessary.
 - (c) Last-minute application or application lacking sufficient documentation may not be accepted.
 - (d) Any inquiries regarding the screening process will not be responded to.
- (2) Preparation and implementation of events
- (a) Organizers of the event shall bear full responsibility for the implementation of the event even when it is approved as the commemorative event, and neither the Embassy of Japan in Zambia, the Ministry of Foreign Affairs of Japan nor the Government of Zambia will bear any responsibility by the approval of the event. Approval of the event does not mean providing financial support for the event.
 - (b) In a case that the event is cancelled or major change of the event is made, the information should be reported promptly to the Embassy of Japan in Zambia.
 - (c) The approval can be withdrawn in any of the following cases:
 - i. When the organizer did not report promptly to the Embassy of Japan in Zambia in case the content of the event was changed from the time of application;
 - ii. If, after the approval, it turned out that the event does not meet any of the eligibility criteria; or
 - iii. When the organizer changed the aspect ratio, color or design of the anniversary logo, or used the anniversary logo for unapproved events or purposes.

5. Inquires

Embassy of Japan in the Republic of Zambia

No.5218, Haile Selassie Avenue, Lusaka, Zambia (P.O. Box 34190)

+260-211-251555

jez@lu.mofa.go.jp

* If applying by post from an address within Japan, please send the application to the following address:

Second Africa Division, African Affairs Department

Ministry of Foreign Affairs of Japan

2-2-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8919, Japan

+81-(0)3-5501-8317