These regulations prescribe the Terms and Conditions of Asia-Euro Policy Dialogue Fellowship Program (hereinafter the “Fellowship”), which are determined as a general rule among National Graduate Institute for Policy Studies, Japan (hereinafter referred to as “GRIPS”), Centre for Strategic and International Studies, Jakarta, Indonesia and Ecole de Hautes Etudes en Sciences Sociales, France (hereinafter collectively “three core institutions”). The program outline, the application instructions and the implementation guidelines of the Fellowship are separately prepared and documented in the “AEPD Fellowship Program Application Instructions”.

I. Grant Coverage

The grant for the duration of the Fellowship Period will be provided to the fellow by the respective core institution as follows, subject to the condition that the grant shall be provided to the fellow in accordance with the rules and regulations of the fellow’s home core institution.

1. Airfare

Circle-trip airfare, economy-class for the shortest direct route (or an indirect route if a direct route is unavailable) from the airport nearest to the fellow’s residence to the same origination airport with two stopovers in the Fellowship activity areas, will be provided.

a. The fellow must agree to the condition that the flight routes and grades be chosen in an economical and reasonable manner.

b. Notwithstanding the aforementioned, three core institutions may not disburse nor reimburse to the fellow the entire requested amount if the fellow’s home core institution judges that the airline ticket the fellow purchased is not appropriate based on this general rule.

2. Stipend

The basic rule is that a stipend of JPY 390,000 per month for a stay in Tokyo, JPY 600,000 per month for a stay in Jakarta, or JPY 810,000 per month for a stay in Paris will be provided in a lump sum for accommodation, meal, commutation, oversea travelers’ insurance(*) and other sundry expenses and that the stipend shall be adjusted on a prorated basis in case the fellow’s staying in one region, i.e., ASEAN, Europe or Japan, should be shorter than thirty (30) days. However, each core institution may not be prevented from disburse to their fellow such other payment amount as derived from the prorated calculation based on the fellow’s specific research schedule.
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* The fellow is required to subscribe to overseas travelers’ insurance from the time of leaving her/his home until the time of return to her/his residing country.

a. If, for any reason, the fellow returns to her/his country of residence sooner than planned after receiving the stipend, the fellow must refund the remaining portion of the paid stipend to the relevant core institution.
b. The fellow’s staying in one activity area for exceeding 30 days will not be approved under any circumstances.

3. Small fund
   JPY 150,000 will be also provided to the fellow for the expenses for intercity transportation more than 100 kilometers so that the fellow’s research objective is to be satisfactorily accomplished within one activity area. For example, in case where the fellow from ASEAN or Japan visits London during her/his stay in Paris, the round-trip train fare will be covered by this fund. However, this fund does not cover those items to be compensated by the stipend, e.g., those expenses such as transportation in London, meals etc.

II. Procedures
1. Entry Visa
   a. If a visa is necessary for entry into the country of activity area or a transit point, it is the fellow’s responsibility to obtain said visa at the fellow’s expense.
b. Three core institutions will issue English or Japanese certificates if necessary.
c. If expenses resulting from the lack of a visa occur, the fellow will be responsible for those expenses, regardless of the circumstances.

2. Research Completion Report and other outcomes
   a. The fellow should prepare a summary of the Fellowship activity, an implementation report, a description of outcomes, general observations and travel report, if any and submit them as a research completion report with the approval of the fellow’s supervisor. It is required that this report will discuss and propose key policy findings leading to the strengthening of cooperation among Japan, ASEAN and Europe.
b. To the extent possible, copies of any printed materials and other outcomes driven from work done during the Fellowship Period should also be submitted to either of three core institutions.
c. The basic rights including copyright on the research completion report and other outcomes belong to the fellow, provided however that the research completion report and other outcomes may not be cited nor quoted without a prior consent from the AEPD secretariat.
d. The fellow must clearly indicate on the research completion report and other outcomes, including for public relations purpose, that those activities were supported by The Japan Foundation Asia Center and GRIPS ALLIANCE.

III. Points of Attention
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1. Any changes or corrections to information in the Application materials must be reported without delay to the fellow’s home core institution.

2. Commitment to Activities/Project
   During the Fellowship Period, fellows are to commit to their proposed activities/project.
   a. In principle, earning income as a signed employment and/or receiving honoraria and such fees for activities/project are prohibited.
   b. The Fellowship must not be received simultaneous with other grants.

3. Liability
   (1) The fellow is responsible for all causes and effects resulting from her/his activities/project during the Fellowship. Three core institutions shall not be responsible or liable for any illnesses or accidents, etc., that occur during the Fellowship Period.
   (2) The fellow is advised to take all necessary precautions with regard to safety and accidents by confirming conditions of security and safety with local authorities.

4. When three core institutions determine that any one of the following items applies to the fellow, those institutions may revoke the Fellowship or any of its terms (including the provision of airfare) or request a refund of the Fellowship monies already provided.
   (1) If the fellow’s acceptance is based on a false description in her/his application.
   (2) If the fellow makes a false application regarding airfare or other stipend and receives payment unjustly.
   (3) If achieving the goal of the activity plan listed in the application is determined to be impossible or extremely difficult.
   (4) If a change to the research plan or unplanned temporary travel, is carried out without obtaining a prior approval from the fellow’s home core institution.
   (5) If the fellow neglects her/his duties as a fellow according to the Terms and Conditions of the Fellowship.
   (6) If the fellow violates the laws and regulations of the host country of her/his activity and is prosecuted or convicted.
   (7) If the fellow violates any item prescribed in related rules and regulations and thereby causes detriment for three core institutions.

5. When making a judgement regarding any of the preceding clauses, three core institutions may request that the fellow provide a report in cases where particular necessity is recognized. In such cases, the fellow should respond to the request promptly even if the request is made after the Fellowship has been completed.

6. If an unforeseen event occurs that three core institutions judge will make implementation of Fellowship activity difficult, they may cancel or postpone the Fellowship.

7. Release of information regarding the undertaking.
   (1) Information about the fellow (e.g., name, area of specialization, photo, affiliation, nature of activity, country of activity, Fellowship Period, etc.) may be publicized on three core institutions’ website, in their annual report, and through other channels.
   (2) When a request for information is made to GRIPS based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, Etc." (Law No.
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140; December 5, 2001), materials such as submitted application forms will be disclosed unless stipulated as items not to be disclosed under the above-mentioned law.

8. Handling of personal information
(1) GRIPS gathers, uses, and manages personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003). GRIP’s privacy policy can be accessed on the following website: http://www.grips.ac.jp/en/single/privacy_policy/
(2) In addition to procedures for project operations and post-project evaluations, information in submitted documents will be used for the purposes provided below. The fellow should ensure that other principle parties involved are also notified of these uses of personal information.
   a. The fellow’s name, sex, occupation/title, affiliation, Fellowship Period, Fellowship content, and other related information will be publicized in three core institutions’ and the Japan Foundation Asia Center’s annual report and website and used in the preparation of statistical data. Additionally, said information may be provided to other organizations, including press organizations, for the purpose of publicizing the three core institutions’ projects.
   b. The fellow’s name, sex, nationality, address, year of birth, theme of activity, affiliation, occupation/title, host institution(s)/individual(s), and duration of stay will be provided to the Ministry of Foreign Affairs of Japan.
   c. Submitted documents, reports, outcomes, etc., may be provided to outside consultants for the purpose of program evaluation. In such cases, the consultants will be required to take appropriate measures for securing personal information.
   d. There may be instances when three core institutions will request the fellow’s participation in follow-up questionnaires regarding their undertakings after completion of the project.
   e. The fellow may be contacted using the provided contact information regarding other three core institutions’ projects.
(3) The fellow’s information (e.g., name, sex, occupation/title, affiliation, Fellowship content, email address, host institution(s), name and affiliation of host individual(s)) may be provided to other fellows for the purpose of facilitating information exchange among fellows.
(4) Reports and other outcomes submitted to three core institutions may be used in their public relations.
(5) When necessary for the fellow to conduct research activities at another host institution, three core institutions may send copies of application documents to that institution.

9. Ensuring the Necessary Safety and Security of Projects
Considering the recent instability in global security, with the increase of terrorist attacks in particular, three core institutions highly recommend that Fellows take the necessary security measures to ensure safety when Fellows conduct research, such as to check if there are any security alerts issued in the countries or cities where Fellows’ research takes place and take necessary measures to ensure their safety.