# **Annex**

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**REQUIRED TASK**

**Museum Report / Public Forum / Final Report**

**for the Museums and Community Development Course**

**1.　Museum Report (For ALL the applicants, to be submitted together with the Application Form)**

\*The Museum Report should have about four pages of double-spaced text, a small number of illustrations (if available), and should be in English. The report is crucial for maximizing participants’ learning efficiency. It is highly recommended to take sufficient time to complete it so that lecturers can fully understand the situations of your institutions

1. Name of applicant
2. Nationality
3. Present job title, and work history
4. Name of the museum
5. Organization chart of the museum (including the number of staff and scope

of work)

1. Building plan, zone plan of the museum
2. Collection and exhibitions of the museum
3. Education program of the museum
4. Year’s schedule of events
5. Financial status of the museum (funding source, annual funding)
6. Present conditions of the museum (physical facilities, staffing, collections,

etc.; also specifying deficiencies, if any)

1. The applicant’s professional role in the museum, and any previous projects

or work

1. Additional considerations related to the museum (if any)
2. Current issues concerning the applicant’s duties/museum

The report should include two contents;

* A report on **activities in the applicant’s museum**.
* A report on **the applicant’s own activities related to museums or specialization** acquired during their professional career at a museum (e.g., exhibition planning, conservation, museum education).

**2.　Museum Report Presentation (ONLY for the accepted participants)**

After being informed of the acceptance to participate in this course by the JICA office (or Japanese Embassy) in the respective country, each accepted participant is requested to prepare a presentation of his or her Museum Report before the course starts and submit the presentation data to JICA as below.

**Style:**

* Please modify the “Museum Report” that was made for the Application into a presentation file (Microsoft® PowerPoint, etc.).
* Slide volume: about 10 slides (Given presentation time will be 8 minutes.)
* The presentation should not be merely an introduction to one’s museum. It should report relevant technical information based on the topics specified on pg 21.
* The presentation should include two parts:

1. Information on museum activities in the participant’s country
2. Information on the participant’s own activities related to museums or

specialization

**Language:** English

**Submission: 20 September, 2023**

Please upload the presentation data to designated web uploader by 20 September. The detail will be informed to accepted participants.

Alternatively, presentation data may be sent by email to the following address. However, please note that JICA cannot receive any data exceeding 5MB and any compressed files.

E-mail:

**Presentation Date and Place:** 3 October, 2023 (scheduled)

**Presentation time:**

* Presentation: 15 minutes (Presenter:8 mins + Translator:7 mins)
* Q&A: 5 minutes
* Total: 20 minutes per person

**Others:**

* **Please bring the presentation data to Japan on a USB flash memory device**.
* Please bring museum-related documents (annual reports), reports, and pamphlets, as well as materials such as **photo data and DVDs,** in order to visually convey the situation at each museum.

**3.　Public Forum**

Note: In order to introduce museums of the world to the general public, all the participants are requested to present museum activities in their own countries at a public forum. The current status, problems, etc. presented by each participant will be shared and discussed during the public forum.

**4.　Final Report**

Note: The learning knowledge, skills, and know-how through the program are to be disseminated in each participant’s home museum/institution after the course. Participants are required to prepare a dissemination plan and present it as a *Final Report* on the last day of the course. The dissemination plan must include:

(a) Specification of the intended recipients of the knowledge, skills or know-how that will be

disseminated

(b) The theme that the plan will focus on

(c) A summary of what was learned through the program regarding that theme

(d) The kinds of program, seminar, on-the job training, organizing of interest groups, etc., that are intended under the plan, along with an evaluation of the possibility of organizational or financial support

(e) The goals to be achieved after dissemination

APPENDIX I

**Questionnaire**

Name:

Country:

**Schedule for the Specialized Programs**

Participants will select their preferred themes. The themes available are listed below.

At the time of application, please indicate your preferred training themes and submit it together with the Application Form. Further details about each program are to be found in Appendix II.

|  |  |  |
| --- | --- | --- |
| Choices | **A (max4)**  Conservation and Restoration of Objects | **B**  Exhibition Design |

Please indicate the letter A or B of your preferences.

I prefer :

APPENDIX Ⅱ

|  |
| --- |
| **A. Conservation and Restoration of Objects** |
| This program involves studying the methods and techniques for conservation and restoration practiced in Japan by performing actual conservation and restoration work on artifacts and cultural properties that have been bequeathed by individuals or institutions or excavated from archaeological sites.  Specifically, participants engage in conservation and restoration work on excavated objects and ancient documents so that they can understand the preparatory procedures necessary for artifacts to be displayed in the museum.  In addition, analysis and identification of materials are carried out to demonstrate that preliminary research and analysis are needed for proper conservation and restoration. Through this practical training, participants learn what is required for the conservation and restoration of artifacts.  A1A2　 A3 |
| **B. Exhibition Design** |
| In this program, we will discuss methods of pursuing exhibition design and adding creative characteristics to said design, etc., specifically in instances of new openings of exhibition facilities in museums and/or after renovation of previously existing museums.  Detailed explanations are specifically provided for all aspects, from “soft” (non-material) stages (surveys, conceptions, planning) into the “hard” (material) stages (creation, placement, construction), and finally, “performance” (execution). Texts (documents) are mainly used for this program, while actual plans (diagrams and illustrations) and photographs of case examples will also be introduced. Discussions and explanations will proceed in an easy-to-understand manner. (2 days for the above.)  An exhibition workshop will also be held. Participants will think of their own configurations, including the selection of a theme, materials, methods, etc. Then, using their proposed conceptions, they will create “zoned” floor plans that reflect their respective exhibitions. After this, they will make individual presentations of their respective plans, and all present will share and discuss their views and opinions about the presented plans. (2 days for the above.)  As field surveys of similar facilities, participants will visit individual cultural tourist facilities having museum-like functions. There, they will observe and verify the exhibition(s) and operating status at the visited facilities. (1 day for the above.)  The participants will use a computer to draw a plan and lay out the graphic information that will be reflected in the model. |