

April 2013

# Guide for Foreign Journalists in Japan

**International Press Division  
Ministry of Foreign Affairs**

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International Press Division, Ministry of Foreign Affairs  
Telephone: 03-5501-8134 (direct line)

# Foreword

This guide contains useful information for foreign journalists reporting on Japan, particularly in relation to the Ministry of Foreign Affairs and other Japanese public institutions. We hope this information will serve to make your reporting in Japan more efficient and rewarding.

April 2013

## MOFA provides the following services for foreign journalists:

1. Dissemination of information, for example via press conferences and briefings by the Minister for Foreign Affairs and other officials.

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2. Provide a window to manage requests for interviews or comments by government officials.

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3. Issuance and Control of Foreign Press Registration Cards

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4. Assistance by the Foreign Press Center / Japan (FPCJ) for reporting activities.

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## MOFA Regular Press Conferences (in Japanese)

MOFA press conferences are scheduled as outlined below. Foreign journalists are also welcome to attend and ask questions (see notes).

### -Speakers-

Tue: Foreign Minister  
Wed: Press Secretary  
Thu: Parliamentary Senior Vice-Minister  
Fri: Foreign Minister

Start times are subject to change due to speakers' schedules.

※Foreign Press Registration Card holders will be informed of the latest schedule.

Location: Press Conference Room, MOFA (3F, South Wing)

※The location of the press conference by Foreign Minister is subject to change due to Foreign Minister's schedule.

### NOTES:

- ※1 Regular members of the Foreign Correspondents Club of Japan (FCCJ) and holders of the Foreign Press Registration Card can attend the press conferences. Foreign Press Registration Card holders can enter the MOFA premises by showing their Cards. Others who desire to attend are requested to call the International Press Division at the reception desk to be escorted to the conference room.
- ※2 All statements by speakers and Q&A should be made in Japanese, except at the Minister's Press Conference where simultaneous interpretation (Japanese-English) is provided.

## MOFA Regular Press Conference (for foreign journalists)

In addition to the regular press conferences outlined on the previous page, MOFA also holds press conferences by the Deputy Press Secretary twice a week that are primarily intended for foreign journalists.

### **1. Press conference in English**

Date/Time: Thursday 13:30

Location: MOFA Press Conference Room  
(3F, South Wing)

### **2. Press conference in Japanese**

Date/Time: Friday 14:30

Location: MOFA Press Conference Room  
(3F, South Wing)

### NOTES:

Please refer to note ※1 on the previous page. The same guidelines apply to attending these press conferences for foreign journalists and entering the MOFA premises.

## Regular Press Conference by the Chief Cabinet Secretary (in Japanese)

Foreign journalists are welcome to attend the Chief Cabinet Secretary's regular press conferences at the Prime Minister's office.  
(Simultaneous Japanese-English interpretation is available)

**Date/Time:**

**Tue, Fri:** After Cabinet meeting (morning) and 4p.m.

**Mon, Wed, Thu:** 11a.m.and 4p.m.

(\* Start times are subject to change due to speaker's schedule)

**Venue:** Press Conference Room at the Prime Minister's office

**Qualification for Attendance:** Observers registered in the Nagata Club

(\*Reporters who do not register in the Nagata Club can attend the conference on Friday afternoon.)

**Application for Attendance:** Application must be submitted between 10a.m. to 6p.m. on the day prior to the press conference, to the Press Division of the Prime Minister's Office

(Tel:03-3581-0101) .

(\*A separate application is required for each individual press conference.)

**Note:** Questions must be made in Japanese (interpretation is NOT provided).

## Other services for reporters

### Press releases in English

MOFA press releases are translated from their original Japanese into English and provided to foreign journalists (Foreign Press Registration Card holders only) via e-mail.

### Press briefings

Press briefings in English (and Japanese as necessary) are held for foreign journalists prior to major diplomatic functions such as high level visits.

### Information desk for foreign journalists

If you have any inquiries regarding MOFA-related media issues, such as press coverage guidelines for diplomatic events, please feel free to contact the Press Assistance Unit of the International Press Division of MOFA for information.

### MOFA website

MOFA's website (<http://www.mofa.go.jp>) and International Press Division's Facebook Page (<http://www.facebook.com/InternationalPressDivision.MOFA.Japan>) contain a variety of useful information, such as records of press conferences by the Minister for Foreign Affairs (videos and text), outcomes of bilateral meetings, and details of our foreign policy in relation to particular regions and issues. (English pages are also available.)



# Interviews

When you want to request an interview:

The Press Assistance Unit of the International Press Division is the contact point when wishing to submit a request to interview senior figures in the government (Prime Minister, Foreign Minister and other high-level MOFA officials).

※ Please contact individual government agencies about requests for interviews with other Ministries' officials.

When you want to request a comment:

The Deputy Press Secretary or the Assistant Press Secretary will brief you about our position on diplomatic issues. (Please contact the Press Assistance Unit of the International Press Division .)

## MOFA Open House

MOFA occasionally invites foreign journalists to “MOFA Open House” events, where MOFA officials provide background briefings on topical diplomatic issues.

## Issuance and control of the Foreign Press Registration Card

MOFA issues Foreign Press Registration Cards to support the reporting work of representatives of foreign news organizations stationed in Japan.

MOFA recommends that foreign journalists who satisfy the requirements below hold and regularly renew the card to help facilitate their work in Japan.

### Benefits

- Card holders are entitled to attend press conferences held at MOFA without additional registration or being escorted by Ministry officials.
- Card holders will receive MOFA press releases(translated into English), the latest press conference schedule, and other useful information via registered e-mail addresses.
- Possessing the Foreign Press Registration Card is necessary to report at the National Diet or the Prime Minister's Office.

### Basic requirements

1. You must be a professional journalist who is undertaking reporting or other journalistic activities in Japan
2. You must be employed by or have constant contracts with a foreign media company
3. The “foreign media company” must have their main office outside Japan

※ Other requirements relating to status of residence also apply

- Applications should be made to the Foreign Press Center / Japan (FPCJ).
- Inquiries about the Foreign Press Registration Card should be directed to the Press Assistance Unit of the International Press Division.
- The card is valid for one year. Please be sure to renew your Card before expiration.

# Foreign Press Center / Japan

The Foreign Press Center / Japan (FPCJ) supports foreign journalists residing in or visiting Japan. The FPCJ, under MOFA sponsorship, is always ready to help you with the following. Please feel free to make use of its services.

## Support for individual reporting activities

The FPCJ provides support for foreign journalists covering Japan, such as: 1)provision of information on relevant topics; 2)advice for selecting the most suitable places to report from, depending on the subject; 3)making appointments for interviews and photography; and, 4) provision of information relating to arrangements for interpreters, photographers and equipment.

## Press briefings

The FPCJ hosts press briefings for foreign journalists twice a month on average. Distinguished experts and government officials brief reporters on subjects relating to Japanese politics, economics, and society.

## Press tours

The FPCJ holds press tours for foreign correspondents in Tokyo 10-15 times a year. The tours will take you to various locations in Japan to cover political, economic and social issues.

## FPCJ web site

The FPCJ website (<http://fpcj.jp>) features a wealth of information including the FPCJ Media Directory, a list of useful contacts, and records of press conferences and briefings held at the FPCJ.

Reference : Contact Information for Related Institutions

MOFA

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

- Tel: 03-3580-3311 (main)
- <http://www.mofa.go.jp>

- International Press Division:  
Tel: 03-5501-8134 (direct)
- Press Division (accompanying Minister  
on official trip):  
Tel: 03-5501-8131 (direct)



## Foreign Press Center Japan (FPCJ)

Nippon Press Center Building 6F, Uchisaiwaicho 2-2-1,  
Chiyoda-ku, Tokyo 100-0011

- Tel: 03-3501-3401 (main)
- Fax: 03-3501-3622
- <http://fpcj.jp>



- Inquiries regarding assistance for individual reporting activities:
  - Media Relations Division - 03-3501-3405, 5070
  - Application form for assistance for individual reporting (FPC website)  
[fpcj.jp/old/j/mass/assistance\\_form.php](http://fpcj.jp/old/j/mass/assistance_form.php) (Japanese)  
[fpcj.jp/old/e/mass/assistance\\_form.php](http://fpcj.jp/old/e/mass/assistance_form.php) (English)
- Inquiries regarding press tours
  - [ma@fpcjpn.or.jp](mailto:ma@fpcjpn.or.jp)
  - Media Relations Division - 03-3501-3405, 5070
- Inquiries regarding press briefings
  - [cp@fpcjpn.or.jp](mailto:cp@fpcjpn.or.jp)
  - Coordination and Planning Division 03-3501-5251
- Inquiries regarding the Foreign Press Registration Card
  - [cp@fpcjpn.or.jp](mailto:cp@fpcjpn.or.jp)
  - Coordination and Planning Division 03-3501-5251