Media Accreditation Process for Members of the Media [G7 Hiroshima Foreign Ministers' Meeting]

STEP 1

Registration for Media Organization
(Submission of Organization Information)

Application Period: Tue. 1 March – Fri. 18 March, 2016 (Japan time)

Media organizations that require Press IDs must register during the above period. Please apply by completing the specified application form (Excel file) with the required information by e-mail.
This form can be downloaded from the section entitled "7. Media Accreditation" on the Ministry of Foreign Affairs' G7 Hiroshima Foreign Ministers' Meeting Media Website by accessing the link below.
(http://www.mofa.go.jp/ms/is_s/page24e_000139.html)

Screening

Organizations will be screened based on their applications, and notified of the result.

If approved, the Press ID application site URL will be sent via e-mail.

STEP 2

Application for Press ID
(Submission of Individual Information)

Application Period: Tue. 15 March – Thur. 31 March, 2016 (Japan time)

Access the Press ID application site URL sent in the notification e-mail, and submit the necessary information for all individuals that will require Press IDs during the above application period.

Screening

Applicants will be screened based on their applications, and notified of the result.

If approved, applicants will be sent an approval confirmation e-mail.

STEP 3

Distribution of Press ID

Applicants must present a photograph-bearing document (e.g. passport, an employee ID or driver's license) along with the Press ID Certificate of Issuance (receipt) sent with the approval confirmation e-mail for the Press ID to be issued. The details for distribution will be provided at a later date.

17 February, 2016

Media Accreditation for the G7 Hiroshima Foreign Ministers' Meeting

The following are the guidelines on how to apply for Press ID cards (hereafter referred to as "Press ID") for the G7 Hiroshima Foreign Ministers' Meeting (hereafter referred to as "FMM") scheduled for Sunday, 10 April and Monday, 11 April, 2016. Press IDs must be obtained by journalists who cover FMM-related programs (including airport coverage) and bilateral meetings, as well as those who wish to use the International Media Center (hereafter referred to as "IMC"). Please note that all relevant participants (including messengers and drivers employed by media organizations) who may need access to the areas surrounding FMM are required to submit applications. Please also note that, for security purposes, access of persons without a Press ID to the site of FMM or to the IMC will be denied under any circumstances.

1. Basic Application Procedure
 (1) Registration for Media Organizations
    Application Period: Tuesday, 1 March – Friday, 18 March, 2016 (Japan time)

As part of the process to register media organizations, the application form (Excel format) specified in these guidelines is to be completed with the required organization information. Please download and complete the specified form using the link under the section entitled "7. Media Accreditation" on the Ministry of Foreign Affairs' G7 Hiroshima Foreign Ministers' Meeting Media Website
    (http://www.mofa.go.jp/ms/is_s/page24e_000139.html).
Place the completed Excel file and the necessary attached documents in the same folder, compress it as a password-protected Zip file, and send it by e-mail. (Passwords are to be 8 or more letters and numbers. Please send the password in a separate e-mail). An e-mail confirming receipt of the application e-mail will be sent after it has been confirmed as received.
Applications for registration of media organizations should be made in the name of representative of each organization (for example, the president, representative director or managing editor). Please note that, the e-mail address registered to be used for communications related to the application process thereafter, such as

application results, this e-mail address should not necessary be that of the bearer of the Press ID.

From Tuesday, 15 March, an e-mail regarding the results of the application will be sent to the e-mail address registered during the application process (in the event registration of the organization has been approved, apply for Press IDs following the process in "(3) Applying for Press IDs").

Freelance journalists who are contracted with an organization are requested to make their application under that organization's name. However, those who are not affiliated with any organization are required to apply individually for registration as a media organization. In this case, the freelance's own name will serve as the name of the media organization.

Please keep the following points in mind when registering.

A) Applications for media organization registration must be completed between Tuesday, 1 March and Friday, 18 March, 2016 (Japan time). Please note that applications cannot be made after this deadline under any circumstances. .

B) Media organizations sharing the same corporate affiliation, including the headquarters, branch offices and subcontractors, are requested to register together. In this case, when members of the organization who are employed at one of its branches or subcontractors apply for a Press ID, they may submit a certificate of employment issued by their branch office or subcontractor (see "(3) Applying for Press IDs") after the organization has been registered.

C) When applying to register a media organization, a PDF file (2MB or smaller) containing a scan of the certificate of employment of the registered representative. Freelance journalists applying to register individually as a media organization are required to attach articles with their name written in the last 6 months. Also if available, please submit letters of reference from media organizations or government agencies and a scanned member card of the Foreign Correspondents' Club of Japan.

D) Once a media organization has been registered successfully, please submit the personal information required for the Press IDs as soon as possible. Freelance journalists will also need to submit their personal information again individually.

E) Once your application is approved, the URL of the Press ID application website will be sent to the applicant's organizations via e-mail. Journalists are also reminded that applications which fail to submit all the requested materials will not be processed. This URL can be accessed using the password

set by the applicant when they applied to register their organization. Along with this URL, in order to expedite and simplify the application process, additional applicant proxy accounts (access URLs) will be issued at the request of organizations to allow proxy applications for Press IDs (multiple applications cannot be completed at the same time with the same URL and password). Accordingly, please make sure to enter the number of Press IDs and additional Press ID application proxy accounts desired on the media organization registration application page. For example, if an organization plans to register 100 individuals, we recommend requesting approximately 10 proxy accounts (up to a maximum of 30 can be requested). However, please note that there may be cases where the Ministry of Foreign Affairs may need to adjust the number of these proxy accounts requested.

F) The name entered in the "Description of name on Press ID (English)" field on the media organization registration application page will be automatically printed on the Press IDs (English only, maximum 32 letters; abbreviations acceptable, for example: British Broadcasting Corporation as BBC). Once registration is completed, it is not possible to change or revise it afterwards. Also, please note that special characters in languages other than English (French accents, for example) cannot be printed on the Press IDs.

G) The Ministry of Foreign Affairs may make inquiries of or request the submission of additional documentation from the representative with regard to application information provided.

(2) Notification of Press ID Application Website URL

A) After an application to register a media organization has been received and approved, the URL of the Press ID application website will be sent to the e-mail address registered during the application process, starting Tuesday, 15 March, 2016. This URL is accessible with the password set by the applicant during the registration application process.

B) Registered representatives are requested to make certain that all concerned individuals at their organization are aware that they must complete the Press ID application process.

C) Please take all necessary precautions to prevent the misuse of the URL of the Press ID application website and passwords, as any individual that applies using the URLs and passwords issued to an organization will be considered a member of that organization.

D) Please note that notification the URL of the Press ID application website does

not guarantee the issuance of Press IDs.

E) URL of the Press ID application proxy account will be sent to the individual e-mail addresses of those organization members registered as proxies. As the temporary password used to access these URLs will only be sent to the registered representative, they will need to notify the proxy applicants of this password.

(3) Applying for Press IDs

A) Please apply for Press IDs through the Press ID application website using the URL that was sent via e-mail and the registered password.

B) The Press ID application period is from Tuesday 15 March to Thursday 31 March, 2016 (Japan time). Please note that applications submitted on or after Friday, 1 April, 2016 will not be accepted.

C) When submitting an application for a Press ID, applicants are required to attach a PDF file (2MB or smaller) containing scans of both a photo-bearing ID and a certificate of employment, as well as a portrait photo (2MB or smaller) in the JPEG format (*.jpg extension).

D) Please note that special characters that exist in languages other than English (French accents, for example) cannot be printed on the Press IDs.

E) If a registered representative who registered their media organization plans to cover FMM themselves, he/she must also apply for a Press ID individually. Please note that an application to register a media organization is not a substitute for his/her individual Press ID application.

F) Those who are expected to access the areas around the IMC, such as messengers or drivers employed by each media organization, are also requested to apply for Press IDs.

(4) Final Confirmation by the Registered Representative

The registered representative is requested to perform a final check of every individual applicant, including proxy applications, on the Press ID application website. Please note that by internally approving these applications, the Press ID application process will be completed. This final confirmation must be performed during the individual application period as well. (Tuesday, 15 March – Thursday, 31 March, 2016).

(5) Completion of procedures

Once the Ministry of Foreign Affairs has completed its screening of the submitted applications, each applicant will be notified of the results via a Press ID confirmation e-mail which will also be sent to the registered representative.

Please print out and keep this e-mail as it will serve as the Press ID Certificate of Issuance (receipt), which you will need to present to receive Press ID.

2. Distributing Press IDs

(1) Prior to the start of FMM, we will issue all Press IDs to those media organizations that completed both the media organization registration and Press ID applications early. The date and location etc. for handing of the IDs will be notified to the recipients later.

(2) Applicants must present a photograph-bearing document (for example an employee ID card, driver's license or passport) along with the Press ID Certificate of Issuance (receipt) to receive Press ID.

(3) A Media Accreditation Desk will handle the issuance of Press IDs at the site of FMM from Saturday, 9 April to Monday, 11 April, 2016. Details will be provided separately.

3. Important Notice

(1) Applications for Press IDs will not be accepted on and after Friday 1 April. Therefore, all persons expected to be engaged in media activities at FMM should register in a timely manner.

(2) Please note that for security purposes, the Media Accreditation Desk at the site of FMM will not accept applications for new Press IDs nor issue new Press IDs.

(3) Due to space constraints, only media pools may cover the Foreign Minsters' Meeting events. A Pool Card must be worn in addition to the Press ID in order to cover these events. Details regarding Pool Cards will be provided at a later date.

(4) Please note that as part of the screening process, the Ministry of Foreign Affairs may make inquiries or request the submission of additional documentation.

For Inquiries:

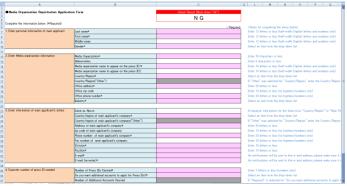Accreditation Center

TEL: +81-3-6264-1745

Email: accreditation@aosata4036.haimumaka761.go.jp

Office Hours: 09:00 -18:00 (JAPAN TIME, GMT+9)

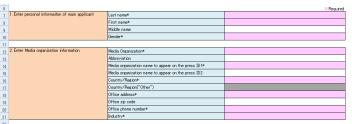(Closed on Saturdays, Sundays and Japanese public holidays; 21 March, 29 April, 3-5 May)

Media Organization Registration
Application Flow

<①Media Organization Registration Application>

■ Enter the required information into the Excel file provided. Cell C3 shows the result of a check of the entered information, and will change from "NG" to "OK" when all of the required information has been filled in. Please confirm that the cell has changed to "OK" before you send the file.

■ Enter the following information.
Required items are marked with a *.

1. Registered Representative Personal Information
   *Please register your organization's representative, such as the president, representative director or managing editor.
   Last Name (in Roman Letters)*
   First Name (in Roman Letters)*
   Middle Name (in Roman Letters)
   Gender <Select one>*

2. Media Organization Information

   Media Organization Name *
   Abbreviation
   Description of Name on Press ID Line 1 (English)*
   Description of Name on Press ID Line 2 (English)
   *The company name entered in this field will be shown on the Press ID. Once registration is completed, it is not possible to change or revise it afterwards. (Max. 16 letters x 2 lines)
   *English letters and numbers only, abbreviations acceptable (e.g. NHK, BBC)
   Country/Region<Select one>*
   Country/Region (if "Other" selected)
   Address*
   Zip Code (half-width numbers, no hyphens) (e.g. 1008919)
   Main Phone Number* (half-width numbers, no hyphens) (e.g. 0355018000)
   Industry<Select one>* (Choose from: TV / RADIO / NEWSPAPER / NEWSAGENCY / MAGAZINE / FREELANCE / INTERNETMEDIA / Other)

3. Enter information of main applicant's duties	Same as Above	
	Country/region of main applicant's company*	
	Country/region of main applicant's company("Other")	
	Address of main applicant's company*	
	zip code of main applicant's company	
	Phone number of main applicant's company*	
	Fax number of main applicant's company	
	Division*	
	Position*	
	E-mail*	
	E-mail (re-enter)*	

4. Expecter number of press ID needed	Number of Press IDs Desired*	
	Do you want additional accounts to apply for Press IDs?*	
	Number of Additional Accounts Desired	

5. Press ID Application Login Information	Password*	
	Secret Question (used to reset password)*	
	Secret Question Answer (used to reset password)*	

3. Registered Representative Employer Information

*If employer information for the items from "Country/Region" to "Phone Number" are the same as in "2. Media Organization Information," select "Same."

Country/Region<Select one>*
Country/Region (if "Other" selected)
Address*
ZipCode (half-width numbers, no hyphens) (e.g. 1008919)
Work Phone Number* (half-width numbers, no hyphens) (e.g. 0355018000)
Work FAX Number (half-width numbers, no hyphens) (e.g. 0355018000)
Division*
Position(Job Title)*
E-mail *
E-mail (re-enter)*

*When your media organization is confirmed as a result of the examination of the application, the Press ID application site URL will be sent to this e-mail address, so please make sure that it has been entered correctly.

*If your e-mail software is set to only receive e-mail from specific addresses or domains, make sure to set @aosata4036.haimumaka761.go.jp as an authorized address.

*Please enter a PC e-mail address, provided by the organization you are affiliated with. Free e-mail addresses will not be accepted.

*The same e-mail address cannot be used to apply to register multiple media organizations.

4. Number of Press IDs Desired

Number of Press IDs Desired*
Do you want additional accounts to apply for Press IDs? <Select one>*
Number of Additional Accounts Desired*

*Please note that there may be cases where the Ministry of Foreign Affairs may need to adjust the number of these additional accounts and the requested number cannot be issued.

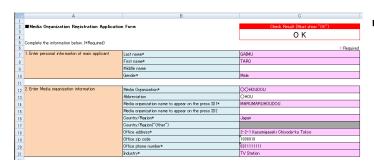## 5. Press ID Application Login Information

Password* (passwords must have 8 or more of each the following letters: numbers, uppercase and lowercase letters, and special characters)

*Do not lose this information, as it is required in order to login to the Press ID application site.

Secret Question (used to reset password)*
Secret Question Answer (used to reset password) (4 or more letters)*

*These will be used to reset your password if you forget it.

	A	B	C
1			
2	■Media Organization Registration Application Form		Check Result (Must show "OK")
3			O K
4			
5	Complete the information below. (*Required)		
6			☐ Required
7	1. Enter personal informaiton of main applicant	Last name*	GAIMU
8		First name*	TARO
9		Middle name	
10		Gender*	Male
11			
12	2. Enter Media organization information	Media Organization*	○○HOUDOU
13		Abbreviation	OHOU
14		Media organization name to appear on the press ID1*	MARUMARUHOUDOU
15		Media organization name to appear on the press ID2	
16		Country/Region*	Japan
17		Country/Region("Other")	
18		Office address*	2-2-1 Kasumigaseki Chiyoda-ku Tokyo
19		Office zip code	1008919
20		Office phone number*	0311111111
21		Industry*	TV Station

- When all information has been filled in, the result of the check will change from "NG" to "OK."

- Compress the PDF file containing the scan of the certificate of employment (Commercial or Corporate Certificate of Registered Matters) as a password-protected Zip file and send it by mail. (Passwords are to be 8 or more letters or numbers. Please send the password in a separate e-mail.) An e-mail confirming receipt of the application e-mail will be sent after it has been confirmed as received.
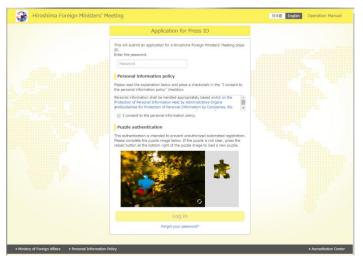
  Certificate of Employment (Commercial or Corporate Certificate of Registered Matters)*
  <Attach PDF File>
  *The certificate of employment must meet all of the following requirements
  1. Is a current document issued by the registered representative or the human resources department
  2. Is impressed with an official seal or sign from which the company's name can be confirmed
  3. Contains the name, position and department of the person responsible for issuing the document
  4. Contains the date the document was issued

  Freelance journalists contracted with a media organization are requested to apply through that organization. Freelance journalists not contracted to an organization are requested to attach documents, such as those given below.
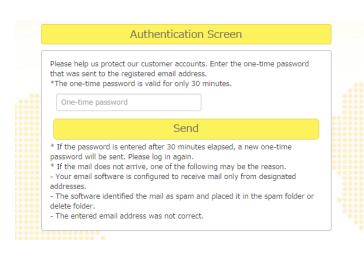 1. Articles with the freelances name (within the last 6 months)
  2. Letters of recommendation from media organization(s) or government agency(s) (if available)
  3. FCCJ ID Card (if a member of foreign media and if available)

- When your media organization is confirmed as a result of the examination of the application, the Press ID application site URL will be sent to the e-mail address registered during the application process.
  *A temporary password for proxy applicants to use when they login for the first time will also be sent in this e-mail. For security reasons, this password will only be sent to the registered representative of the media organization. After registering the proxy applicants, please make sure to inform them of this temporary password.

Press ID Application Flow

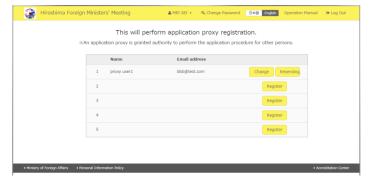**<①Press ID Application Login Page>**

- Enter the password set when applying to register your media organization
  (Proxy applicants: Use the password that the registered representative gave you to login for the first time)

- After reading the notice regarding the handling of personal information, check the box next to "I agree with the above."

- To prevent unauthorized automated registration, you must complete authentication by finishing a puzzle. Drag and drop the puzzle piece to complete the displayed image. If the puzzle is difficult to make out, click the Reload button to the lower right of the image to load a new image.

- After completing the above, click the Login button.

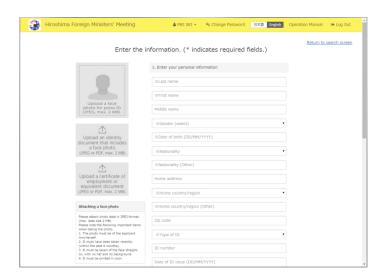**<②Authentication Using a One-time Password>**

- To protect applicants' accounts, two-factor authentication using a one-time password is required when logging in.

- The one-time password will be sent to the e-mail address that was registered for you.

- Enter the one-time password, and click the Send button.

- One-time passwords are valid for 30 minutes. If the issued password is entered after 30 minutes, a new one-time password will be sent. Use this new password to login again.

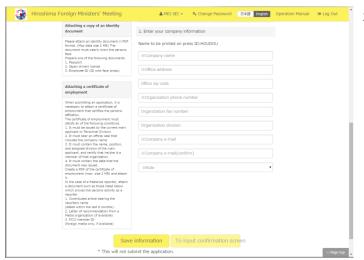**<③Proxy Applicant Information Registration>**

- Register proxy applicant information from the "User Management" menu at the top of the screen after logging in.

- Click the Update button, and enter the name and e-mail address of the proxy applicant.

- After you have finished entering the above information, an e-mail containing the Press ID application login URL will be sent to the proxy applicant.
  *For security reasons, the temporary password for proxy applicants to use when they login for the first time will only be sent to the registered representative of the media organization. After registering the proxy applicants, please make sure to inform them of this temporary password.

■ Click on the Register/Apply button on the upper right of the screen.

■ You will be taken to the Press ID application screen. Enter the following information. Required items are marked with a *.

1. Personal Information
- Last Name (in Roman letters)*
- First Name (in Roman letters)*
- Middle Name (in Roman letters)
- Gender<Select one>
- Date of Birth* (DD/MM/YYYY) (e.g. 12/11/1980)
- Nationality<Select one>*
- Nationality (if "Other" selected)
- Home Address
- Country/Region<Select one>*
- Country/Region (if "Other" selected)
- Zip Code (half-width numbers, no hyphens) (e.g. 1008919)
- ID Type<Select one>*
- ID Number (required only when "Passport" was selected)
- ID Date of Issue (required only when "Passport" was selected) (DD/MM/YYYY) (e.g. 12/11/1980)
- ID Date of Expiration (required only when "Passport" was selected) (DD/MM/YYYY) (e.g. 12/11/1980)
- Attach Copy of ID* <Attach PDF File>
- Attach Portrait Photo* <Attach JPEG file>
  *These files can be uploaded by clicking on or dragging and dropping them into the "Press ID Photo" and "Photo-bearing ID" areas at the upper left of the screen. Depending on your web browser, you may not be able to drag and drop the files. Please upload them by clicking on the respective areas.

2. Employer Information
- Company/Organization Name*
- Address*
- Zip Code*
- Work Phone Number* (half-width numbers, no hyphens) (e.g. 1008919)
- Work FAX Number (half-width numbers, no hyphens) (e.g. 1008919)
- Division
- Work E-mail*
- Work E-mail (re-enter)*
  *Free e-mail addresses are not accepted. Please use the e-mail address provided by the organization you are affiliated with.
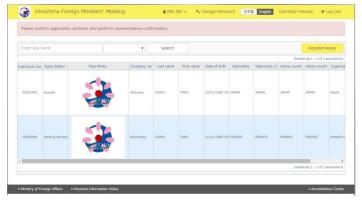- Role <Select one>* (Choose from: Reporter or commentator / TV or movie cameraperson / Still photographer Technical staff / Messenger / Driver / Other)
- Attach Certificate of Employment * <Attach PDF File>
  *The PDF can be uploaded by clicking on or dragging and dropping the file into the "Upload Certificate of Employment" area at the upper left of the screen. Depending on your web browser, you may not be able to drag and drop the file. Please upload the file by clicking on the "Upload Certificate of Employment" area.

Approving Information Entered by Proxy Applicants

<①Approval by the Representative>

- Go to the Search screen after logging in. All of the Press ID application information registered for your organization will be shown.

- Applications (applications made by proxy applicants) marked "Waiting for Confirmation" must be approved by the organization's representative.

- Select an application to approve by clicking on it (click on the row), and approve it from the Details screen.

  *The Ministry of Foreign Affairs cannot **examine** applications until they are approved by the representative. The representative is requested to make sure to approve applications made by proxy applicants by the Press ID application deadline.