

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



MEDICAL GUIDELINES and COVID-19 COUNTERMEASURES for FIG Artistic and Rhythmic Gymnastics World Championships 2021

FIG Artistic Gymnastics World Championships 2021

Oct. 18 to Oct. 24, 2021

FIG Rhythmic Gymnastics World Championships 2021

Oct. 27 to Oct. 31, 2021

Kitakyushu (JPN)

Version 1.1 June 2021

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1. Preamble

The COVID-19 pandemic has been affecting unprecedented challenges across every aspect of human life in 2020 and 2021. The world of sports has been no different, with local and international competitions being halted and, consequently, forced to adapt accordingly to return to action.

Meanwhile, human society has researched and learned the characteristics of the virus and its behavior of pandemic. Scientists have developed a variety of countermeasures and vaccines to subside the pandemic. Sports society can also appreciate and utilize those countermeasures to continue training and organizing national and international competitions.

The Fédération Internationale de Gymnastique or International Gymnastics Federation (FIG) and its Anti-Doping, Medical and Scientific Commission (FIG ADMSC) have been working for “FIG Medical guidelines for FIG Competitions and Events” (<https://www.gymnastics.sport/site/pages/medical-covid19.php>) based on the World Health Organisation’s risk assessment tool. (<https://www.who.int/publications/m/item/guidance-for-the-use-of-the-who-mass-gatherings-sports-addendum-risk-assessment-tools-in-the-context-of-covid-19>)

With taking into account the “FIG Medical Guidelines for FIG Competitions and Events,” FIG, the local organizing committee (LOC), and the medical committee (MC, Chairperson Dr. IWASAKI, Chair of FIG ADMSC) for the FIG Artistic and Rhythmic Gymnastics World Championships 2021 have created this preliminary document to establish the principles, protocols, and guidelines to be followed by all stakeholders that are due to participate in the Championships 2021, on October 18 to 24 for Artistic Gymnastics and October 27 to 31 for Rhythmic Gymnastics, in Kitakyushu, Japan.

Therefore, this document includes guidelines to mitigate risks related to the COVID-19 and set countermeasure procedures for the FIG Artistic and Rhythmic Gymnastics World Championships 2021 in Kitakyushu, Japan.

These guidelines are preliminary versions based on the current laws, regulations, and pandemic situation in May 2021. Therefore, this document will be updated according to the amendment of the related laws and regulations set by the Government of Japan (GOJ), Fukuoka Prefectural Government (FPG), the City of Kitakyushu (COK), and their local health authorities.

It must also be stated that any protocol or guideline found in this document does not supersede GOJ, local governments (FPG and COK) laws, and regulations.

The focus of COVID-19 prevention is on six main pillars:

- Social distancing (to avoid catching splash from and to each other)
- Reducing contact (also to avoid catching splash and transmitting the virus through direct contact)
- Control/screening of participants,
- The autonomy of the participants,
- Education.
- Vaccination

This document will be discussed with GOJ and the local authorities.

All individuals participating in the FIG Artistic and Rhythmic Gymnastics World Championships 2021, including but not limited to athletes, team officials, local workforce, and service providers must oblige, at all times, to the guidelines set herein.

Note: As of June 15th, 2021, participants already vaccinated for COVID-19 also have to take all the countermeasures and (PCR) tests required in this document.

2 FIG Artistic and Rhythmic Gymnastics World Championships 2021 Policies

General Measures

The following practices are expected to be followed by every individual taking part in the FIG Artistic and Rhythmic Gymnastics World Championships 2021, regardless of function and role:

- Wash/sanitize your hands frequently. Especially if you have had contact with a person or an object of common use
- Practice routine daily hygiene (recommend showering at the start of the day and after physical activity)
- No handshakes. Use a contactless greeting or use your elbows
- Wear a mask at all times and in all common areas outside of your hotel room, and change the mask if soiled
- Maintain social distancing as much as possible
- Sanitize/disinfect personal items frequently, including your mobile phone, accreditation, water bottle, pens etc
- Avoid sharing your items with others (mobile phone, water bottle, pens, etc)
- If a person has symptoms of COVID-19, notify the LOC and/or the MC. Specific contact details will be provided in the workplan.

Conditions of Participation

The LOC and MC will update the Regular Updates COVID-19 Situation every month. The LOC reserves the right to create or alter any documents related to participation conditions in the FIG Artistic and Rhythmic Gymnastics World Championships 2021.

Definitions

For the purpose of this document, the following definitions are hereby established:

Participants – Any person accredited for the event.

Workforce (including volunteers and suppliers) – Person who works in FOP for equipment maintenance, FOP cleaning and disinfection, etc. They are divided into Category A and B based on how each task requires to come close to athletes.

Social Distancing – Maintaining a minimum of 1.5-meter distance to any other individual.

Mask – Preferably surgical or FFP2 masks. Textile masks will be tolerated.

Sanitizer - A hygienic liquid or gel that has sanitizing properties in accordance with local health regulations preferably provided in contactless dispensers.

Personal Protection Equipment (PPE) - any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards.

Temperature Checks - screening process of contactless temperature measurement.

COVID-19 PCR Test - Polymerase Chain Reaction testing for COVID-19 infection.

COVID-19 Liaison Officer (CLO) – All delegations are asked to appoint CLO responsible for all COVID-19 related matters pertaining his/her delegation. (TBC if the LOC requests)

Vaccinated – People who are considered fully vaccinated for COVID-19 2 weeks and more after receiving the second dose in a 2-dose series, or 2 weeks and more after receiving a single-dose vaccine.

COVID-19 Symptoms – The presence of any manifestation of one's body that raises a medical concern over the high probability of COVID-19 infection. Symptoms include:

- Fever (over 37.5 degrees)
- dry cough
- tiredness
- muscle or joint pain
- sore throat
- diarrhea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes
- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

3. Medical Team

A) LOC Medical Team

Chief Medical Officer: IWASAKI Yasunobu MD, Contact +81-90-2115-9389

Medical Doctors: To be announced

Head Physiotherapist/Trainer: To be announced

FIG Anti-Doping, Medical and Scientific Commission Representative
IWASAKI Yasunobu MD

LOC Medical working team for COVID-19

To be announced

Medical Services

Medical services will be provided to participants of the event as per normal procedures. In addition to this, a specific protocol must be put in place to adjust to the reality of the COVID-19 pandemic.

For this, the LOC will ensure that:

- Medical assistance is available 24 hours a day
- A hotline is provided for all participants in the event to promptly reach the LOC MC 24 hours per day
- Adequate transportation service is available 24 hours for removal of individuals from their hotel rooms into an isolated environment and/or the designated hospital

A) Hospitals

The LOC must liaise with local authorities to fully understand the hospital services that will be at the disposal of the individuals taking part in the event. It has become common for hospitals to be reaching their full capacity and, for this reason, COVID-19 reference hospital/clinics have been created. For the safety and security of all the participants the LOC has clearly identified the following hospitals for each medical demand to act accordingly.

Injuries & Illnesses	Name of Hospital	Address	Contact Person
Possible COVID-19	Public Health Center	Kitakyushu	MC /LOC
Injuries	Designated HP	Kitakyushu	MC/LOC
Medical problems	Designated HP	Kitakyushu	MC/LOC
Ear, Eye, etc.	Designated HP	Kitakyushu	MC/LOC
Pharmacy	Designated	Kitakyushu	MC/LOC

Drugs and Medical Devices Import (Early action required)

GOJ sets strict rules for importing drugs and medical devices. Therefore, all teams participating in the FIG Artistic and Rhythmic Gymnastics World Championships 2021 must apply and get approval in advance for all medicines and medical equipment to be brought into Japan for the team's use, not for individual use. (Appendix 1. Q&A Import Drugs)

A) Processes to get approval

Besides individual usage of OTC, prescribed medicines, and cosmetic products, which are carried in by each person, medicines, and medical devices for the team's use must get approval before arriving in Japan.

Offices to apply

There are two offices to submit application documents depending on the airport you enter into Japan.

- (1) . For those who arrive at Narita, Haneda, and Shin Chitose International Airport;

By post mail: Pharmaceutical Inspector

Section of Inspection and Guidance,
Kanto-Shin'etsu Regional Bureau,
Ministry of Health, Labour and Welfare
Saitama-Shintoshin Godochosha 1, 7th floor,
1-1 Sintoshin, Chuo-ku, Saitama City, Saitama Prefecture, JAPAN 330-9713

By e-mail: yakkan@mhlw.go.jp

- (2) For those who arrive at Kansai, Chubu, and Fukuoka International Airport or Naha Airport;

By post mail: Pharmaceutical Inspector

Section of Inspection and Guidance,

Kinki Regional Bureau,
Ministry of Health, Labour and Welfare,
Ohue Bldg, 7th floor,
1-1-22 Nonin Bashi, Osaka City, Chuo-ku, Osaka Prefecture, JAPAN 540-0011

By e-mail: kiyakuji@mhlw.go.jp

Prohibited Drugs

Please note that psychoactive drugs and narcotics for medicinal use are not permitted for delegations use. Medical cannabis and stimulants (including raw materials) are not permitted to be imported to Japan under any circumstances.

Drugs for Attention-deficit hyperactivity disorder (ADHD)

Methylphenidate (Ritalin, Concerta) can be carried in for personal use. When the amount of the drug exceeds 2.16g, an advance application is required. Amphetamine (Adderall) is not allowed to bring in Japan.

Note: GOJ sets unique and strict rules regarding drugs to compare to other countries. Also, the process of approval may take longer than anticipated. Therefore, please contact the offices above as soon as possible.

COVID-19 Prevention Measures (TBC)

As of May 2021, the LOC is working with GOJ, FPG, COK and the local health authorities regarding concrete COVID-19 prevention measures for the FIG Artistic and Rhythmic Gymnastics World Championships 2021. Because of the uncertain factors in the pandemic, the LOC and MC will update the regulation set by authorities every month.

Meanwhile, the LOC and MC recommend you to refer to the Tokyo 2020 Playbooks (<https://olympics.com/tokyo-2020/en/games/tokyo-2020-playbooks/>) where you find regulations to enter and travel in Japan.

Venue Operations

All participants in each area of the venue are expected to wear their masks at all times, respect social distancing as much as possible, use surface markings when applicable, and sanitize their hands frequently (at minimum, when entering and exiting an area). Some people will be required to use additional PPE.

A) Entry/Exit (TBC)

Different entries and exit points should be allocated for the different category groups.

Temperature checks should be made by the LOC upon entry of each individual. Where applicable, dedicated times should be respected to enter/exit to avoid athletes crossing.

Venue Flows(TBC)

All the flows should ideally be one-directional. Informing and orientating the different groups by displaying information and clear signage around the venue will be key in order to avoid unnecessary crossing of flow. The entries and exits of the different zones must be staffed for accreditation checks.

The final layout of the venue flows and workforce dot plan will be defined by the LOC.

Field of Play (FOP)

The presence of individuals in the FOP should be reduced to the essential minimum whenever possible. The layout of the FOP, as well as the people's flows within it, should be adjusted in order to avoid the crossing of paths. In addition, sanitizer and a closed garbage bin must be within reach of everyone with a function in the FOP.

The LOC provides:

- Multiple hand sanitizers in the area
- Closed garbage bins
- Extra masks
- Surgical gloves

(1) Stakeholders in FOP

Stakeholders who must be in FOP will be divided in Category A to D based on the contact risk of duty. (PCR) tests are scheduled according to the category as follows. (TBC)

Stakeholders in FOP	(PCR) Tests			
	Oct XX	Oct XX	Oct XX	Oct XX
Category A	X	X	X	X
Category B				
Category C				
Category D				
(Vaccinated)				

Team Delegations (Category A)

Coaches/supporting personnel stipulated in the Directives will be able to accompany each competing athlete into the FOP.

For Doping control, team delegations will follow instructions given by the DCO/Chaperon.

Officials and Judges (Category B)

All officials and judges should use their respective designated PPE before entering the FOP.

Workforce (including volunteers and suppliers) (Category C)

When entering/leaving the FOP workforce must wear a mask and necessary PPE.

Broadcast (Category D)

Camera positions might need to be adjusted as cameraman standing on any part of the FOP do not make close distancing.

Mixed Zone and Photographers (Category D) (TBC)

Doping Control

Anti-doping procedures during the COVID-19 outbreak or pandemic situation are extensively described by the World Anti-Doping Agency (WADA) and can be found on the WADA website. (<https://www.wada-ama.org/en/resources/doping-control-process/guidance-for-testing-during-covid-19-pandemic>)

During the competition, athletes will follow instructions given by the DCO/Chaperon. As per standard doping control protocol, accompanying Team Officials will be able to do so, where applicable.

Medical services at FOP and Training Halls

Local medical doctors, physiotherapists, and emergency paramedics with ambulatory cars will be on duty at the venue on competition days. Physiotherapists are on duty at training halls on training days and the city ambulatory cars and medical doctors are on call for emergency cases. Massage room will be set up at each venue.

Contact Number:

Chief Medical Officer: Y. IWASAKI MD +81-90-2115-9389

Head Physiotherapist: (TBC)

Food and Beverage

All possible meal areas for the event will be strictly studied by the LOC in order to optimize services and respect the COVID-19 countermeasures.

Spectators & VIPs (TBC)

Spectators must purchase tickets through online. At the entrance of the FOP, each spectator must show the ticket on smartphone and submit health monitoring information.

In the FOP, spectators must comply with the distancing and traffic flow designated by the LOC.

VIPs are advised to enter and exit through designated route and stay in the seats kept at a minimum distancing of 1.5 meters.

Medal Ceremonies (TBC)

If organised, medal ceremonies will be adjusted to ensure that here under protocol is respected:

- Athletes will get on the podium and collect their medal from the medal carrier by himself/herself
- Only one medal presenter will be allowed for each ceremony and he/she will be asked not to come in contact with the athletes
- No handshake between athletes and or between athletes and medal presenters
- Only one volunteer will be involved with the ceremonies and prepare the medals. The volunteer is strongly recommended to wear disposable gloves and he/she must change gloves and disinfect the trays between podium
- Athletes and the medal presenter will only be allowed to take their mask off for pictures if he/she is found alone (distance must be greater than the minimum social distance) on the podium or around it.

Logistics (TBC)

A) Arrivals and Departures (AND)

The LOC will provide the appropriate logistics as per the arrivals and departures information inputted into the registration system. The participants must provide their arrival and departure information to the LOC the latest at the deadline listed in the Directives to allow the LOC arranging the transportation.

Everyone is expected to individually manage their own luggage.

Airport Transfers (TBC)

As (PCR) testing is required at the port-of-entry, the LOC must provide transportation service to the official hotel.

Transportation (TRA)

The LOC ensures that the participants can always keep social distancing, including inside any designated vehicles.

Individuals should enter vehicles one-by-one and take their seats in the designated spaces. Individuals entering first must sit towards the back of the vehicle and must exit last. Individuals must not cross each other when entering or exiting the vehicle.

Seats in the vehicles should be marked to easily identify which seats can be used. Passengers will not be allowed to sit in the front passenger seat, next to the driver.

All windows must be kept open for ventilation. In case of extreme weather conditions, windows shall be opened to at least ¼ of its full capacity.

Individuals should not use public transportation, apart from the workforce.

The LOC makes sure that all people in charge of transport and reception **at the accommodation** (drivers, guides) respect the countermeasures guidelines.

(1) Participants transportation

When using designated transportation services, participants are expected to:

- Wait outside the hotel if possible.
- Do not regroup with other delegations and avoid contact with other people in the hotel.
- Manage your personal items individually.
- Wear clothes that you will use for travel only and change as soon as you arrive to the venue.

Workforce

The LOC staff are allowed to use public transportation on their way into and out of service and are expected to maintain good common practice.

All LOC staff must arrive to a LOC check-in point before reporting to their duties, where they will undergo COVID-19 symptoms tests and hygiene procedures, such as wash and sanitize hands and clothes.

Accommodation (ACM)

A hotel protocol will be created by the LOC, taking into consideration local authority regulations.

The basic principles of this protocol are: (TBC)

- Hand sanitizers are displayed across the hotel.
- When in common spaces, mask should be worn at all time, except while eating and drinking.
- Social distancing should be respected as much as possible.
- Snacks and drinks should not be consumed while walking in the lobby, hallways, elevators, etc.
- All individuals should avoid, as much as possible, staying in the hotels' common spaces.
- Once a room is allocated and occupied by an individual, no room changes are allowed.
- Avoid the usage of elevators whenever possible, and do not enter elevators with more than 2 other individuals. (Hotels provide guidance)
- Each member of the delegation must individually manage their luggage and personal items.
- Individuals are restricted from traveling outside of the official designated areas. (hotel, competition and training venues) City tours will be strictly prohibited.

Accreditation

(1) Delegations

For accreditation distribution, the following protocol is enforced:

- A spacious and well-ventilated room should be used.
- Tables and chairs should be easily washable surface and any textile material, such as tablecloth, should be banned. Team delegations should use disinfectant wipes, provided to them, to clear their stations before and after their appointment.
- For additional protection a Plexiglas barrier could be set-up for each check station where accreditation cards of the delegation will also be distributed. This station should be cleaned regularly by the staff manning this area.
- Delegations should use their own pen.

(2) Other

Accreditation desks might be set up (for Workforce, Medias, Guests etc.), however they must respect the here under protocol in order to avoid congestion and crossing of paths:

- In a spacious and well-ventilated location.
- Location of the accreditation desk will be well thought-out.
- All individuals wear masks and the necessary PPE.
- Tables and chairs will be easily washable surface.
- For additional protection a Plexiglas barrier might be set-up for each accreditation desk and cleaned regularly by the staff manning this area.

Food and Beverage (FNB)(TBC)

The LOC will provide dining hall in a spacious and ideally well-ventilated area. If not spacious enough, a schedule should be set up in order to avoid any congestion. Or the LOC may provide boxed food to each participant. In addition, the following protocol should be respected:

- Must wear mask while seated but may remove it while eating and drinking
- For participants, meals boxes delivered in rooms for each meal
- Or eating in a seating area for lunch and dinner will be set up
- Define specific times for each group among technical officials, to avoid crossing each other in dining area
- Simplified grab and go for technical officials/workforce to be picked up at different times

Meetings

A) Technical Meetings

Technical Meetings will be organised online or in a spacious, well-ventilated location.

At the Arena

Judges will be seated apart from each other by a minimum of 1.5 meters and face masks are mandatory. An individual plexiglass shield for each could help mitigate contact while allowing communication and viewing of work between them.

- Judges will be provided with alcohol gel or other kinds of hand sanitizers at their tables
- Judges will be seated in their places before the competition starts, no march-in to avoid congregating
- Judges must avoid congregating during the viewing of any training session(s)
- Judges' tables and computer screens must be sanitized daily

Judges' Meetings

- Meetings will be held online or in large rooms with ventilation with all attendees at least 1.5 meters apart
- Everyone in the meeting must be masked, including all speakers
- Meeting length will be as short as possible
- Any draws for judging positions will be held in advance with no more than 3 participants
- Cancel any unnecessary meetings

Appendix 1. Q&A Import Drugs (and Useful site)

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

In case of bringing medicines, please read the following from Q1 to Q9 and Q11.

In case of sending medicines, please read the following Q1,3,4,6,8,9,10 and Q11

Q1. Can I bring /send any prescription medicine into Japan from abroad?

A1. You can bring /send any prescription medicine into Japan without any special procedures on condition that

- (1) you bring/send it only for your own use
- (2) it is not any prohibited drug in Japan such as Methamphetamine,
- (3) it is not any especially controlled drug in Japan such as Narcotics,
- (4) quantity is up to one month supply.
- (5) it is not permitted to SEND Psychotropic drugs.

Q2. How can I bring more than one month supply of prescription medicine only for my own use into Japan with me?

A2. You can bring more than one month supply of any prescription medicine, if you apply for a so-called “Yunyu Kakunin-sho”, a kind of import certificate, and receive it before you leave home.

Q3. How can I bring any injection and injector only for my own use into Japan with me?

A3. If you import medicines with syringes for them (permissive self-injection like insulin) at the same time for less than 1 month supplies, “Yunyu Kakunin-sho” is not required.

(Regarding to efficacy and dosage)

And if you import syringe only (without medicines), you need to apply for “Yunyu Kakunin-sho” as medical devices even if you import 1 piece

Q4. How can I receive a certificated “Yunyu Kakunin-sho”?

A4. You have to submit the application documents by Email in the PDF format. (If you don't have Email address, by post or FAX.

If the Pharmaceutical Inspector can confirm that your application documents are complete, he/she will send you a “Yunyu Kakunin-sho” by Email in the PDF format. (If you don't have Email address, by post)

Q5. What kinds of documents are required in order to apply for a “Yunyu Kakunin-sho” when I bring medicines with me?

A5. The following documents are required in order to apply for a “Yunyu Kakunin-sho”.

- 1) **Import Confirmation Application Form** [FORM 12] (2 copies of this document), completed the blank application form (See the “Application Forms” attached.) according to the sample application document. (See the “Application Forms” attached.)
- 2) **Explanation of Product** [FORM 13 for medicines or FORM 14 for products except medicines], filled in the blank application form (See the “Application Forms” attached.)

according to the sample application document. (See the Application Forms” attached.) You have to fill out this document for each product.

(Alternative documents such as pamphlets by manufacturers can be accepted, if they show the descriptions required in Explanation of Product.)

(If you apply for 3 kinds of medicines, you need to fill out 3 "Explanation of Pharmaceutical Products” forms.)

3) **Copy of Prescription or Direction for medicines** with a name of the Dr. who prescribed your medicines, by which the Pharmaceutical Inspector can confirm the name and the quantity of each medicine only for your own use clearly.

4) **Document indicating Arrival Date and Place** (ex. Copy of Airline Ticket or Flight Itinerary.)

5) **Return Envelope** (If you can't send application documents by Email or FAX, you need send it by post with application.) It's required with Japanese Postal Stamps and address where you want to receive a “Yunyu Kakunin-sho”. (“Coupon –Réponse International” can be accepted instead of Japanese Postal Stamps required, and Return Envelope needs to have the length 14~23.5 cm and the width 9~12 cm.)

Q6. To which office can I submit application documents for a “Yunyu Kakunin-sho” by post?

A6.

Place of arrival: Narita International Airport, Haneda International Airport, etc.

Kanto-Shin'etsu Regional Bureau of Health and Welfare

Saitama-Shintoshin Godochosha 1, 7th floor,

1-1Shintoshin, Chuo-ku, Saitama City,

Saitama Prefecture, JAPAN 330-9713

TEL: +81-48-740-0800 / FAX:+81-48-601-1336

Email: yakkan@mhlw.go.jp

Place of arrival: Kansai International Airport, Chubu Centrair, Naha Airport, etc.

Kinki Regional Bureau of Health and Welfare

Ooe Building, 7th floor, 1-1-22 Nonin Bashi,

Osaka City, Chuo-ku, Osaka Prefecture, JAPAN 540-0011

TEL: +81-6-6942-4096 / FAX:+81-6-6942-2472

Email: kiyakuji@mhlw.go.jp

Q7. What shall I do, if I have received a certificated “Yunyu Kakunin-sho”?

A7. A “Yunyu Kakunin-sho” is the Import Confirmation of Medication issued by the Minister of Health, Labour and Welfare.

You have to bring the “Yunyu Kakunin-sho” with your medicines in order to show it to Customs on request when you arrive in Japan. The copy of “Yunyu Kakunin-sho” is acceptable at Customs.

It will be valid only when your luggage contents are the same as indicated on the “Yunyu Kakunin-sho”.

You have to take care never to correct the “Yunyu Kakunin-sho”, or it becomes invalid.

Q8. How long does it take to receive a certificated “Yunyu Kakunin-sho”?

A8. After we receive your completed application documents, we normally issue Yunyu Kakunin-sho in a few business days (not including Saturday, Sunday and National holidays)

Q9. What shall I do, if my application is rejected because of lack of documents ?

A9. If your application documents are not complete, the Pharmaceutical Inspector may request additional or revised documents.

If you show your fax number or Email address, you can receive his/her request more rapidly to submit the additional or revised documents.

Please write down your address, fax number or Email address correctly.

Q10. How do I apply for Yunyu Kakunin-sho when I send more than one month supply of prescription medicine to Japan from abroad?

A10. The required documents and the way to apply for a permit is different from the case to bring into as indicated below,

At first, you (or your family) send medicines to the place where you are staying in Japan by postal service (or courier etc/) with the recipient as YOUR NAME.

Then IF you receive notice such as Customs notice (or Air Way Bill etc.) after your medicines arrive in Japan (which means if your parcel is held at the Customs clearance), you need to email us (the contact is described on the notice). Then you need to follow our instruction to receive your medicines.

Then we check the contents of your parcel to the Customs or courier company, and we will give you guidance whether you need to apply for Yunyu Kakunin-sho or not. If you need to apply, you have to send the application documents of Yunyu Kakunin-sho to us by Email, FAX or post.

After confirmation, we will send a certificated Yunyu Kakunin-sho to you by Email (PDF file) or FAX. Then you will send the certificated Yunyu Kakunin-sho" to the Customs or courier company by post or FAX. So you can receive your medicines from them.

The certificated "Yunyu Kakunin-sho" is the Import certificate of Medication, on which one of the Pharmaceutical Inspectors put confirmation seals, certificate numbers, his/her name, and so on. It will be valid only once when your luggage contents are the same as indicated on the "Yunyu Kakunin-sho".

You have to take care never to correct the "Yunyu Kakunin-sho", or it becomes invalid.

Required documents for Yunyu Kakunin-sho when you send medicines are as follows, (It's different from the case of bringing.)

- 1) **Import Confirmation Application Form** [FORM 12] (with your signature, and needed 2 copies only as to this document), filled in the blank application form (See the "Application Forms" attached.) according to the sample application document. (See the "Application Forms" attached.)
- 2) **Explanation of Product** [FORM 13 for medicines or FORM 14 for products except medicines], filled in the blank application form (See the "Application Forms" attached.)

according to the sample application document. (See the Application Forms” attached.) You have to fill out this document for each product.

(Alternative documents such as pamphlets by manufacturers can be accepted, if they show the descriptions required in Explanation of Product.)

(If you apply for 3 kinds of medicines, you need to fill out 3 "Explanation of Pharmaceutical Products” forms.)

3) **Copy of Prescription or Direction for medicines** with a name of the Dr. who prescribed your medicines, by which the Pharmaceutical Inspector can confirm the name of each medicine only for your own use clearly.

4) A copy of Invoice (if you have)

5) A copy of the postcard from a customhouse (with Notice number) (if by Air)

Or A copy of the bill of lading (B/L) (if by Ship)

Q11. What shall I do, if I have further questions regarding medicines which I am bringing/sending into Japan with me, or if I have little time before I leave home?

A11. Please contact any Pharmaceutical Inspector in your place of arrival’s neighboring office by Email with the information including the name of International Airport (Place of Arrival), the product name of your medicines, the name and the amount of active ingredients (ex: XXmg / tablet etc.), figuration of medicines (“vial” or “tablets” etc.), the amount of medicines which you bring (“XXmonth supply” or XXtablets”etc.)

Place of arrival: Narita International Airport, Haneda International Airport, etc.

Kanto-Shin’etsu Regional Bureau of Health and Welfare

TEL: +81-48-740-0800 / FAX:+81-48-601-1336

Email: yakkan@mhlw.go.jp

Place of arrival: Kansai International Airport, Chubu Centrair, Naha Airport, etc.

• Kinki Regional Bureau of Health and Welfare

TEL: +81-6-6942-4096 / FAX:+81-6-6942-2472

Email: kiyakuji@mhlw.go.jp