

Kyoto MICE Fund Operating Guidelines

(Purpose)

Article 1

This document outlines the guidelines for the administration of the Kyoto MICE Fund (hereafter referred to as “the Fund”) by the Kyoto Convention & Visitors Bureau (hereafter referred to as “KCVB”). Developed over the span of its long history, Kyoto’s wide array of culture and art, rich natural environment, and beautiful scenery are the pride of Kyoto as an international MICE city. The Fund was established in keeping with the goals listed in Article 3 of the KCVB articles of incorporation to collect donations from individuals and organizations during MICE events taking place in Kyoto, for the purpose of supporting initiatives that contribute to the preservation, conservation, and use of such resources, while also increasing Kyoto’s appeal, improving the lives of residents, developing MICE and tourism, and contributing to the SDGs.

(Operational Structure)

Article 2

- 1 The Kyoto MICE Fund Steering Committee (hereafter referred to as “the Committee”) will be established to handle deliberation, selection, authorization, and operations pertaining to the usage and management of funds in a fair and appropriate manner, as entrusted by the donors.
- 2 The Kyoto MICE Fund Administrative Office (hereafter referred to as “the Office”), which will carry out the administrative needs of the Committee, will be established within KCVB.

(Steering Committee)

Article 3

- 1 The Committee will carry out the duties listed below.
 - (1) Approval of the Fund’s business plan and reports
 - (2) Selection and dismissal of committee members and observers
 - (3) Authorization and approval of the creation, amendment, or repeal of the operating guidelines; of fundraising, acceptance, processing, and usage (including selection) of donations; and of management, etc. of the Fund
 - (4) Authorization and approval regarding the work of the Office
 - (5) Any other matters deemed necessary by the Committee
- 2 The Committee will consist of 5 members. To ensure continuous operation of the Fund, the committee chair will be a staff member of KCVB. The committee chair and members, listed in Table 1, will be appointed by the Head Director of KCVB.
- 3 The Committee will choose 1 observer each from the Kyoto Prefectural Government and the City of Kyoto.
- 4 The Committee will convene when a majority of members are in attendance, and resolutions will pass with approval from a majority of those present. However, in the event of a tie, the final ruling will rest with the committee chair.
- 5 For matters that require authorization or approval by the Committee, when all

committee members have indicated agreement with the authorization or approval in writing or via electronic record, this will be deemed equivalent to a committee meeting resulting in authorization or approval.

- 6 The committee members and observers will be unpaid.
- 7 Committee meetings will convene when called by the committee chair.
- 8 Committee members will serve a term of 2 years. If observers have been selected, they will serve a term of 1 year. However, for both positions, there are no restrictions on renewal of terms.
- 9 When a committee member's term ends, their replacement will be chosen from a list of candidates created by the Office.

(Operations and Management)

Article 4

- 1 The usage and management of funds will take place according to the Kyoto MICE Fund Regulations on Handling Donations. The expenses incurred by such usage and management may be disbursed from the funds.
- 2 The business year for Fund operations will be from April 1 to March 31 of the following year.

(Business Plan)

Article 5

The business plan must be made and must receive approval by the Committee by the day before the start of the new business year. However, this does not apply to the first year of the Fund.

(Business Report and Financial Close)

A business report must be made and must receive approval by the Committee after the completion of each business year.

(Handling of Information)

Article 7

The Fund will handle the personal information of donors, etc. in keeping with the privacy policy and guidelines established by KCVB and all relevant laws.

(Other)

Article 8

Matters that are not outlined in these operating guidelines will take place according to the direction of the Head Director of KCVB.

Supplementary Provision

These operating guidelines are effective as of March 4, 2021 as approved by the KCVB Board of Directors.

Table 1

Members of the Kyoto MICE Fund Steering Committee

Title and Organization	Field/Industry
Kyoto Convention & Visitors Bureau Managing Director	Fund Management Committee Chair
Kyoto International Conference Center General Affairs Department Director	Meeting Facilities
Kyoto Tourism Federation Secretary General	Tourism
Kyoto City Tourism Association Secretary General	Tourism
Kyoto Chamber of Commerce and Industry Business Promotion Division Director	Business