



# Japan Local Government Centre

Council of Local Authorities for International Relations (CLAIR), London

## **Outline of the Japan Study Tour Seminar 2010**

The Japan Study Tour Seminar (hereinafter referred to as “the Seminar”) is hosted by the Council of Local Authorities for International Relations (CLAIR) in Japan. The Seminar brings together people from both Japan and abroad who work in local governments or related organisations with the goal of developing a network between local governments overseas, in Japan and CLAIR.

By exchanging information and engaging in debate regarding the current condition and issues of local governments, the Seminar’s purpose is to raise awareness about the state of local governments in Japan and abroad. In addition, the Exchange Events in Local Authorities Program, hosted by a Japanese local government, provides overseas participants with the opportunity to learn more about Japanese culture, an initial step toward future exchange.

### **1. Sponsor**

The Council of Local Authorities for International Relations (CLAIR)

### **2. Schedule**

The Seminar will be held from 25 July (Sun) to 4 August (Wed), 2010. Participants will take part in the Seminar as one group.

### **3. Eligible Participants**

Eligible participants should be residents from countries for which CLAIR London office is responsible who are “local government senior staff” or “staff involved in the promotion of local area international exchange and cooperation” and deemed eligible by the Director of CLAIR London. In addition, applicants from national organisations, research institutes, or other related organisations may be eligible to participate, providing their backgrounds relate to the theme of the Seminar.

#### **(1) Invited Participants**

Up to 9 participants will be accepted from the following countries through CLAIR London: the United Kingdom, Ireland, Germany, Austria, Holland, Denmark, Norway, Sweden, and Finland.

#### 4. Itinerary

The Seminar's basic schedule is outlined below. Specific details and contents are to be determined by CLAIR and the host institution.

<b>Date</b>	<b>Details</b>	<b>Accommodation</b>
25 July (Sun)	Arrival in Japan	Tokyo
26 July (Mon)	Tour of Government Facilities in Tokyo	Tokyo
27 July (Tue)	Tokyo Seminar <sup>1</sup> (Presentation of CLAIR activities, Introduction to Japanese Local Government System, Talk with the Chairman of CLAIR's Board of Directors, Welcome Reception)	Tokyo
28 July (Wed)	Travel to Japanese Host Local Government Exchange Events in Local Authorities <sup>2</sup> (Courtesy Visit, Workshops, Welcome Reception)	Kyoto Prefecture
29 July (Thu)	Exchange Events in Local Authorities (Workshops, Tour of Various Facilities)	Kyoto Prefecture
30 July (Fri)	Exchange Events in Local Authorities (Workshops, Tours of Various Facilities, Homestay)	(Homestay)
31 July (Sat)	(Homestay)	(Homestay)
1 August (Sun)	(Homestay)	Kyoto Prefecture
2 August (Mon)	Opinion Exchange/ Workshop, Reception Hosted by CLAIR, Free Time	Kyoto Prefecture
3 August (Tue)	Return to Tokyo, Free Time	Tokyo
4 August (Wed)	Departure from Japan	

##### <sup>1</sup>**Tokyo Seminar**

The Tokyo Seminar's primary focus is to provide knowledge on the Japanese local government system and the theme of the Seminar. It includes lectures on the present state of affairs and issues in Japanese local governments.

##### <sup>2</sup>**Exchange Events in Local Authorities**

Kyoto Prefecture will host the exchange events for participants from CLAIR London. In Kyoto prefecture, participants will take part in tours, inspection visits, workshops, and meetings. In addition, participants will also have the opportunity to experience Japanese culture.

#### 5. Language and Interpretation

The language for the Seminar will be English. Interpretation will be provided during the Seminar.

**6. Invitation Period**

Participants are invited for the period set forth by CLAIR Overseas Offices and mentioned above in “2. Schedule”.

**7. Expenses**

**(1) Invited Participants**

- 1. Expenses incurred for Seminar registration and materials will be borne by CLAIR.
- 2. Any expenses prior to arrival in Japan and after departing from Japan shall be borne by participants. Partial airfare grants are available for participants from countries qualified by the International Bank for Reconstruction and Development (IBRD) and/or the International Development Association (IDA). Details are specified in the “Partial Airfare Grant Guidelines”.
- 3. Expenses incurred during the Seminar period in Japan (transportation within Japan, accommodation, meals (excluding during free time), and overseas travel insurance) will be borne by CLAIR. Personal expenses shall be borne by participants (e.g. phone calls, food and/or drinks from the hotel mini-bar, expenses incurred during free time, etc.).

The type and amount of coverage provided by the overseas travel insurance is detailed below:

Type of Coverage	Insured Amount (in JPY)
Death and Residual Disability	¥20,000,000
Medical Expenses for Injury	¥3,000,000
Medical Expenses for Sickness	¥3,000,000
Death from Sickness	¥20,000,000
Liability Insurance	¥50,000,000
Damage or Loss of Personal Belongings (Amount Deductible)	¥300,000 (¥0)
Rescue Expenses	¥3,000,000

**8. Application Process**

Applicants interested in participating in this year’s Seminar should fill out the appropriate forms from the list below and submit them to CLAIR London.

**Application Forms:**

- 1. Participant Application Form (Form 1)
- 2. Information Form for Accompanying Person (Form 1-1; \* if applicable; see No.9)
- 3. Flight Information Form (Form 2) (Please submit a form for each applicant, including accompanying person)
- 4. Partial Airfare Grant Application Form (\* for eligible participants)

Please contact CLAIR London regarding the application submission deadline(s).

CLAIR uses Personal Data which applicants submit to CLAIR London for only Works of

CLAIR (such as Seminar).

### **9. Accompanying Person**

In Japan it is not usual for participants to be accompanied by their spouses or partners to academic meetings, and the Seminar is for professionals in related fields only. However, if participants require assistance because of any disability, please consult with CLAIR London to discuss requirements and/or being accompanied.