

Japan Study Tour 2009

The Japan Study Tour is hosted by the Council of Local Authorities for International Relations (CLAIR) in Japan. This Seminar brings together people from both Japan and abroad who are working in local governments and related organisations with the goal of promoting a network between overseas local government executives, local governments in Japan, and CLAIR.

By exchanging information and engaging in debate regarding the current condition and issues of local governments, the Japan Study Tour functions to make people more aware of the state of local governments in Japan and abroad. In addition, the Exchange Events in Local Authorities Program held in a host Japanese local government provides overseas participants the opportunity to learn more about Japanese culture and can also be an initial step to future exchange.

It is CLAIR's sincere hope to have a number of people working in or with local governments who are interested in international exchange and cooperation to participate on this tour.

1. Sponsor

The Council of Local Authorities for International Relations (CLAIR)

2. Schedule

The tour will be held from Monday 16th November to Thursday 26th November 2009.

3. Eligible Participants

Eligible participants are persons from countries covered by CLAIR's London Office* who are local government officers or officers involved in the promotion of local area international exchange and cooperation, and who are approved by the director of CLAIR London. In addition, people from national organisations, research institutes, or other related organisations may be eligible to participate, providing their backgrounds are appropriate to the theme of the tour.

*CLAIR London currently covers the following countries: the United Kingdom, Ireland, Germany, Austria, Holland, Denmark, Norway, Sweden, and Finland. CLAIR is prepared to accept 11 participants from the area covered by CLAIR London for the Japan Study Tour 2009.

4. Itinerary

The tour will adhere to the basic schedule outlined below. Specific details will be determined by CLAIR and the host institution.

Date	Details	Accommodation
16 November	Arrive in Japan	Tokyo

(Mon.)		
17 November (Tue.)	Tokyo Seminar ¹ (Presentation of CLAIR activities, introduction to Japanese local government, courtesy visit by chairman of CLAIR board of directors, welcome reception)	Tokyo
18 November (Wed.)	Tour of government facilities in Tokyo	Tokyo
19 November (Thu.)	Travel to the host Japanese local authority (welcome Reception)	Sapporo, Hokkaido
20 November (Fri.)	Exchange events with Hokkaido prefectural government (workshops, Tours of Various Facilities)	Sapporo, Hokkaido
21 November (Sat.)	Tours of facilities in Date city and Toyako town	Toyako Town, Hokkaido
22 November (Sun.)	Tours of facilities in Toyako town and Niseko town	Niseko, Hokkaido (Homestay)
23 November (Mon.)	Tours of facilities in Otaru city Free time in Sapporo	Sapporo, Hokkaido
24 November (Tue.)	Exchange events with Hokkaido prefectural government (opinion exchange, workshops)	Sapporo, Hokkaido
25 November (Wed.)	Return to Tokyo, free time	Tokyo
26 November (Thu.)	Depart Japan	

¹Tokyo Seminar

The Tokyo Seminar is primarily focused on promoting knowledge of Japan's local government system and will include lectures on the present state of affairs and issues of local governments in Japan.

5. Languages and Interpretation

Interpretation will be provided during the tour.

6. Expenses

1. Expenses for tour registration and materials will be borne by CLAIR.
2. Expenses in Japan during the tour period (transportation within Japan, accommodation, meals, and overseas travel insurance) will be borne by CLAIR.
3. Personal expenses during the tour shall be borne by the participant (e.g. phone calls, food and/or drinks from the hotel mini-bar, expenses incurred during free time, etc.)
4. Expenses to and from Japan, including air-fare, will be borne by the participant.

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

7. Participation Application Process

People interested in participating in this year's tour should fill out the applicable forms from the following list and submit the completed forms to CLAIR London.

Participation Application Forms:

1. Participant application form (form 1)
2. Information form for accompanying person (form 1-1; *only if applicable)
3. Flight information form (form 2) (Please submit an additional form 2 if there is an accompanying person)
4. Partial airfare grant application form (*only for certain participants, provided after selection)

Please contact CLAIR London regarding the deadlines for submission of the above documents.

8. For Participants Requiring Assistance

1. Participants who need special personal assistance may be able to bring their spouse or someone else for this purpose.
2. The participant should submit the "information form for accompanying person (form 1-1)" and the "flight information form (form 2)" with the spouse/accompanying person's flight information. Please contact CLAIR London for the submission deadline.
3. All expenses incurred by the spouse/accompanying person (accommodation, transportation, etc.) shall be borne by the participant.