**Outline of the Local Government Exchange and Cooperation Seminar 2016**

**Japan Local Government Centre (CLAIR London)**

1. **Program Overview**

The Local Government Exchange and Cooperation Seminar, locally advertised as ***‘Japan Study Tour’*** (hereinafter referred to as “the Seminar”) is organised by the Council of Local Authorities for International Relations (CLAIR). The goal of the Seminar is to build networks and promote mutual understanding between the local governments in Japan and overseas.

The Seminar, based on a chosen theme, consists of two parts: a study tour in Tokyo and in the host local government. In Tokyo, participants will learn about the overall Japanese local government system through a lecture and make inspections of sites related to the theme. Afterwards, the participants will travel to the host local government to learn about its policies and practices in details. In the host local government, the participants will also have opportunities to engage in discussions with Japanese local government officials, visit various theme-related sites, and experience local Japanese culture.

1. **Organizer**

The Council of Local Authorities for International Relations (CLAIR)

1. **Host Local Government**

Iwaki City (Fukushima Prefecture)

1. **Eligible Participants**

Eligible participants should be residents of countries covered by CLAIR London\*. They must also be local government executives or executives involved in regional promotion or international exchange. In addition, applicants from national organizations, research institutes, or other related organizations may be eligible to participate, providing their backgrounds are related to the theme of the Seminar. The Director of CLAIR London will make the final decision regarding eligibility. Up to 8 participants will be selected.

\*Countries covered by CLAIR London: the United Kingdom, Ireland, Germany, Austria, the Netherlands, Denmark, Norway, Sweden, and Finland.

1. **Schedule**

The Seminar will be held from 9 – 15 January, 2017. Participants will arrive in Tokyo, and travel to Iwaki City (Fukushima Prefecture), the host local government.

The Seminar’s basic schedule is outlined below. Specific details are to be decided by CLAIR and the host local government at a later date. The current schedule details are unconfirmed and tentative, although the theme will not change and the proposed visits are planned and will be confirmed to successful candidates.

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| **Date** | **Details** | **Accommodation** |
| 9 January  (Mon) | * Participants arrive in Japan * Orientation | Tokyo |
| 10 January  (Tue) | * Presentation on the Japanese Local Government System * Presentation on topics related to the theme of the seminar * Welcome Reception held by CLAIR | Tokyo |
| 11 January  (Wed) | Transfer to Fukushima City (shinkansen,)  ① Courtesy visit with the Governor of Fukushima Prefecture  ◆Lunch  Venue TBC  ②Site visit  Introduction to Fukushima Prefecture  15:00 Trasfer to Iwaki City  17:00 Arrival at Super Resort Hawaiins  17:30 Lecture (60 minutes)  Joban Kosan Co initiatives "from coal mines to tourism and reconstruction."  19:00 Evening meal  Spa Resort Hawaiians (buffet)  20:30 ‘Flower Girl Show'  21:30 Transfer to hotel  22:00 Onahama Ocean Hotel and Golf Resort arrival | Iwaki |
| 12 January  (Thu) | 09:00 Depart hotel  09:30 ①Courtesy visit with the mayor (30 minutes)  10:00 ②Local government lecture (90 minutes)  Iwaki City policies for post disaster housing  Policies of the local authority for citizens displaced by the nuclear power incident  Commitment to renewable energy such as offshore wind power generation  12:00 ◆Lunch  'Yotsukura' restaurant (Japanese cuisine)  13:00 ③Site visits  ‘Wonder Farm' initiative of agricultural industries combating misinformation  Hisanohama Branch office (evacuation building)  radioactivity testing centre  Toyama Usuiso District (upland relocation, population resettlement sites)  Toyama District Evacuee Public Housing  Toyama Reconstruction - 'Toyo Marche' shopping mall  18:00 ◆Evening reception hosted by Iwaki City Onahama Ocean Hotel & Golf Resort | Iwaki |
| 13 January  (Fri) | 09:00 Depart hotel  10:00 ①Site visit (90 mins)  "Shoko Kanazawa Museum” (calligraphy, experience of tea ceremony)  12:00 ◆Lunch  "Yumoto Onsen Shin Tsuta” restaurant (Japanese cuisine)  13:30 ②Site visit (40 minutes)  Shiramizuamidadō temple  14:30 ③Opinion exchange (120 minutes)  Attendance by related city department senior staff  17:00 ◆Farewell party hosted by CLAIR  Venue TBC | Iwaki |
| 14 January  (Sat) | * Return to Tokyo | Tokyo |
| 15 January  (Sun) | * Departure from Japan, onward plans |  |

\*Participants will take part in the Seminar as one group, and will be traveling together during the seminar. Participants are not allowed to go on their own executions unless specified.

1. **Language**

English will be the main language of communication during the Seminar. A professional interpreter (from Japanese to English, and English to Japanese) will accompany the group for the entire duration of the Seminar.

1. **Expenses**

***CLAIR covers:***

* Expenses incurred during the Seminar period in Japan including transportation within Japan, accommodation, meals, seminar materials, admissions, and overseas travel insurance

***Participants cover:***

* Round trip airfare to Japan
* Any expenses incurred prior to arrival in Japan and after departing from Japan
* Personal expenses incurred in Japan (e.g. shopping, phone calls, food/drinks from hotel mini-bars, etc.)

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

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| --- | --- |
| **Type of Coverage** | **Insured Amount** (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 |

1. **Application Process**

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

***Required Forms:***

1. Participant Application Form (Form 1)
2. Flight Information Form (Form 2 upon confirmation of tour participation)

***Deadline:*** Please contact CLAIR London regarding the application deadline(s).

Personal information provided to CLAIR will only be used for CLAIR activities.