**Outline of the Japan Study Tour 2018, hereafter ‘Local Government Exchange and Cooperation Tour**

**(Japan Local Government Centre, hereafter CLAIR London Office)**

1. **Program Overview**

The Local Government Exchange and Cooperation Tour (“the Tour”) is hosted by the Council of Local Authorities for International Relations (CLAIR). The goal of the Tour is to build networks and promote mutual understanding between the local governments in Japan and overseas.

The Tour, 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**

Shizuoka City (Shizuoka 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 Tour. 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 Tour will be held from 8– 14 January, 2018. Participants will arrive in Tokyo, and travel to Shizuoka City (Shizuoka Prefecture), the host local government.

The Tour’s basic schedule is outlined be

low. Specific details are to be decided by CLAIR and the host local government at a later date.

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| **Date** | **Details** | **Accommodation** |
| 8 January  (Mon) | * Participants arrive in Japan * Orientation | Tokyo |
| 9 January  (Tue) | * Presentation on the Japanese Local Government System * Presentation on topics related to the theme of the tour * Welcome Reception held by CLAIR | Tokyo |
| 10 January  (Wed) | * Travel to Shizuoka City * Courtesy Visit to Shizuoka City * Presentations by Shizuoka City * Welcome Reception held by Shizuoka City | Shizuoka |
| 11 January  (Thu) | * Site Visits and Inspections | Shizuoka |
| 12 January  (Fri) | * Final Opinion Exchange with Shizuoka City * Farewell Dinner held by CLAIR | Shizuoka |
| 13 January  (Sat) | * Return to Tokyo | Tokyo |
| 14 January  (Sun) | * Departure from Japan | --- |

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

1. **Language**

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

1. **Expenses**

***CLAIR covers:***

* Expenses incurred during the Tour 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 Tour 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 being confirmed as a successful applicant)

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

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