

**Outline of the Japan Study Tour 2022, hereafter ‘Local Government Exchange  
and Cooperation Tour  
(Japan Local Government Centre, hereafter CLAIR London Office)**

**Notice about Coronavirus**

JLGC is proceeding with recruitment for JST 2022 on the basis that it will go ahead as planned, and that current restrictions on foreign nationals entering the country will be lifted by January 2022. HOWEVER, applicants can only apply on the understanding that the tour may be cancelled at the last minute depending on any public health measures taken by the Government of Japan, and/or the host city at the time of the tour. JLGC takes no responsibility for any costs to participants caused by late cancellation and applicants are advised to check with airlines cancellation policies in such circumstances and repayment of flight costs.

**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.

**2. Organizer**

The Council of Local Authorities for International Relations (CLAIR)

**3. Host Local Government**

Shizuoka City (Shizuoka Prefecture)

**4. 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 General 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.

## 5. Schedule

The Tour will be held from 16 – 22 January, 2022. Participants will arrive in Tokyo, and travel to Shizuoka City (Shizuoka Prefecture), the host local government.

The Tour’s basic schedule is outlined below. Specific details are to be decided by CLAIR and the host local government at a later date.

<b>Date</b>	<b>Details</b>	<b>Accommodation</b>
16 January (Sun)	- Participants arrive in Japan - Orientation	Tokyo
17 January (Mon)	- Presentation on the Japanese Local Government System - Presentation on topics related to the theme of the tour - Welcome Reception held by CLAIR	Tokyo
18 January (Tue)	- Travel to Shizuoka City - Courtesy Visit to Shizuoka City - Presentations by Shizuoka City - Welcome Reception held by Shizuoka City	Shizuoka
19 January (Wed)	- Site Visits and Inspections	Shizuoka
20 January (Thu)	- Site Visits and Inspections - Final Opinion Exchange with Shizuoka City - Farewell Dinner held by CLAIR	Shizuoka
21 January (Fri)	- Return to Tokyo	Tokyo
22 January (Sat)	- 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 excursions unless specified.

## 6. Language

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

## 7. 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.)

**8. Coronavirus Information**

***Coronavirus measures to be implement through the tour:***

The tour will take place under the “Three Cs” policy of Japan’s Ministry of Health Labour and Welfare, avoiding the following situations:

“Three Cs”

- Closed spaces
- Crowded places
- Close-contact settings

Reference to Ministry of Health, Labour and Welfare website (in English):

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708\\_00079.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00079.html)

***Participants infected with coronavirus during the tour:***

If participants are suspected of being infected with corona, they will be referred to a medical professional for infectious diseases. (In the case of mild illness, it may be a medical treatment at a hotel etc.)

CLAIR will provide all appropriate support from discharge (treatment completion) to return from Japan but will not provide financial assistance. All expenses related to illness not covered by CLAIR supplied medical insurance for the duration of the tour 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 (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

**9. 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).

**Submit/Contact:** [mailbox@jlgc.org.uk](mailto:mailbox@jlgc.org.uk).

FAO Keith Kelly, Fumitoshi Nishikawa

Personal information provided to CLAIR will only be used for CLAIR activities. CLAIR gathers and processes your personal information in compliance with the relevant data protection law. If you need more information regarding your personal information, please contact CLAIR London.