

**Outline of the Japan Study Tour 2024, 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.

2. Organizer

The Council of Local Authorities for International Relations (CLAIR)

3. Host Local Government

Fukushima 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 9 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 14 – 20 January, 2024. Participants will arrive in Tokyo, and travel to Fukushima 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.

Date	Details	Accommodation
14 January (Sun)	<ul style="list-style-type: none">Participants arrive in JapanOrientation	Tokyo

15 January (Mon)	<ul style="list-style-type: none"> • Presentation on the Japanese Local Government System • Presentation on topics related to the theme of the tour • Welcome Reception held by CLAIR 	Tokyo
16 January (Tue)	<ul style="list-style-type: none"> • Travel to Fukushima Prefecture • Courtesy Visit to Fukushima Prefecture • Presentations by Fukushima Prefecture • Welcome Reception held by Fukushima Prefecture 	Fukushima
17 January (Wed)	<ul style="list-style-type: none"> • Site Visits and Inspections 	Fukushima
18 January (Thu)	<ul style="list-style-type: none"> • Site Visits and Inspections • Final Opinion Exchange with Fukushima Prefecture • Farewell Dinner held by CLAIR 	Fukushima
19 January (Fri)	<ul style="list-style-type: none"> • Return to Tokyo 	Tokyo
20 January (Sat)	<ul style="list-style-type: none"> • 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
- Other expenses which CLAIR will admit.

Participants cover:

- Round trip airfare to Japan
- Any other 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 period of insurance shall be the same day as the duration of the event, commencing at 0am on the first day of the event and ending at 12pm on the last day of the event. Please note that the period before entry into or after departure from Japan is not included in this insurance. The time shall be based on Japan Standard Time.

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

Please note that even if the expenses are covered by overseas travel insurance, the person must make an advance payment for themselves. It will be reimbursed after insurance claim processing.

8. 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: 30 September

Submit/Contact: mailbox@jlgc.org.uk

FAO Keith Kelly, Natsumi Sasaki

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.