

Outline of the Local Government Exchange and Cooperation Seminar 2017 (CLAIR SYDNEY)

1. Program Overview

The Local Government Exchange and Cooperation Seminar (hereinafter referred to as “the Seminar”) is hosted 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 consists of two parts: the Tokyo Seminar and Local Authority Exchange Program. At the Tokyo Seminar, participants will learn about the overall Japanese local government system through a lecture and go on inspection of public facilities and tourist attractions. After the Tokyo Seminar, participants will travel to a host local authority. Based on the theme of the seminar, participants will engage in opinion exchange with the host local authority, learn about the relevant issues through inspection, and experience local Japanese culture through site visits and homestay.

2. Organizer

The Council of Local Authorities for International Relations (CLAIR)

3. Host Local Authority

Higashine City (Yamagata Prefecture)

4. Eligible Participants

Eligible participants should be residents of countries covered by CLAIR Sydney*. 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 Sydney will make the final decision regarding eligibility. Up to 5 participants will be selected.

*Countries covered by CLAIR Sydney: Australia and New Zealand

5. Schedule

The Seminar will be held from 12-21 February 2018. Participants will arrive in Tokyo, then travel to Higashine City (Yamagata Prefecture), the host local authority.

The Seminar’s basic schedule is outlined below. Specific details and contents are to be determined by CLAIR and the host local authority at a later date.

Day	Date	<u>Details (DRAFT)</u>	Accommodation
Day 1	12 February (Mon)	- Participants arrive in Japan - Orientation	Tokyo
Day 2	13 February (Tue)	Tokyo Seminar - Presentation on the Japanese Local Government System - Site visits and inspections - Welcome Reception held by CLAIR	Tokyo
Day 3	14 February (Wed)	- Site visits and inspections	Tokyo
Day 4	15 February (Thu)	- Travel to Higashine City - Courtesy visit to Higashine City - Presentation on Higashine City - Welcome Reception held by Higashine City	Higashine City
Day 5	16 February (Fri)	- Site visits and inspections	Higashine City
Day 6	17 February (Sat)	- Site visits and inspections - Meet with Host Family (Homestay)	Higashine City
Day 7	18 February (Sun)	- Homestay Activities (Homestay)	Higashine City
Day 8	19 February (Mon)	- Final Opinion Exchange with Higashine City - Farewell Dinner held by CLAIR	Higashine City
Day 9	20 February (Tue)	- Return to Tokyo - Free time in Tokyo	Tokyo
Day 10	21 February (Wed)	- Departure from Japan	-

*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.

6. Language

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

7. 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, expenses incurred in free 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

8. Application Process

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

Required Forms:

- 1. Participant Application Form (Form 1)
- 2. Flight Information Form (Form 2)

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

Personal information provided to CLAIR will only be used for the purpose of planning the Seminar.