

Outline of the Local Government Exchange and Cooperation Seminar 2025 (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 program consists of two parts: the Tokyo Seminar and the Local Government Exchange Program. At the Tokyo Seminar, participants will be given an overview of the Japanese local government system and the role of CLAIR through presentations held at the CLAIR Headquarters in Tokyo. After the Tokyo Seminar, the participants will then travel to the host local government city. At the host city, the participants will engage in discussions and opinion exchange based on the theme of the seminar, the policies of this year’s host local government and experience local Japanese culture through site visits and homestay.

The goal of the Seminar is to build networks and promote mutual understanding between the local governments of Japan and overseas.

2. Organiser

The Council of Local Authorities for International Relations (CLAIR)

3. Host Local Government

Kuroishi City, Aomori Prefecture

4. Eligible Participants

Eligible participants should be residents of Australia or New Zealand. They must also be local government executives or executives involved in regional promotion or international exchange. In addition, applicants from national organisations, research institutes, or other related organisations may be eligible to participate, providing their backgrounds are related to the theme of the Seminar and the policies of this year’s host local government. The Executive Director of CLAIR Sydney will make the final decision on the eligibility of applicants from these organisations. Up to 5 participants will be selected.

5. Schedule

The Seminar will be held from Sunday, 26 October to Saturday, 1 November 2025. Participants will arrive in Tokyo, then travel to Kuroishi City, the hosting council.

The detailed schedule is shown below.

Please note that this year’s theme is *Community-Driven Waste Management in Local Government*.

Schedule (2025)

Date	Details
26 / Oct	<ul style="list-style-type: none">• Arrival in Japan (Tokyo)• Orientation
27 / Oct	<ul style="list-style-type: none">• Briefing on the Japanese local government system• Discussion and site visit (facilities relevant to the themes)• Welcome reception (dinner)
28 / Oct	<ul style="list-style-type: none">• Travel to the hosting council• Courtesy visit and briefing• Welcome reception (dinner)
29 / Oct	<ul style="list-style-type: none">• Site visit facilities relevant to the themes
30 / Oct	<ul style="list-style-type: none">• Discussion and site visit facilities relevant to the themes• Farewell dinner
31 / Oct	<ul style="list-style-type: none">• Travel to Tokyo• Free time
1 / Nov	<ul style="list-style-type: none">• Departure

*Participants will take part in the Seminar as one group.

6. Language

English will be the main language of communication during the Seminar. A professional interpreter (interpreting between Japanese and English) 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 (excludes meals during free time), seminar materials, admissions, and overseas travel insurance.

Expenses to be covered by individual participants:

- Roundtrip airfare to Japan
- Any expenses incurred prior to arrival in Japan and after departing from Japan
- Expenses incurred during free time, and all other personal expenses incurred during their stay in Japan (e.g. shopping, phone calls, food/drinks from hotel mini-bars, costs for pre/post-nights and early check-in)

Overseas travel insurance:

The type and amount of coverage provided by the overseas travel insurance is detailed in the table below.

a. The period of insurance coverage

The period of insurance coverage begins at midnight on the first day of the invitation period and ends at 12pm on the last day of the invitation period. However, the insurance does not cover the period before entry into Japan or after departure from Japan. The time is based on Japanese standard time.

Even if the expenses are covered, they must be paid for locally by the participant themselves. If an application is made to the insurance company at a later date, the participant themselves will be reimbursed.

b. Type of Coverage and Insured Amount

Type of Coverage	Insured Amount (in JPY)
Death and Residual Disability	¥20,000,000
Medical Expenses for Injury	¥3,000,000
Medical Expenses for Illness	¥3,000,000
Death from Illness	¥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:

Participant Application Form

Deadline: Friday 15 August 2025

All personal information collected will only be used internally for the organisation of this Seminar and record keeping purposes. For all successful candidates, please note that we may contact you in future with regard to your career trajectory after your participation in the Seminar. Please let us know if you would not like to be contacted in the future.

For applicants with disabilities, please consult with CLAIR Sydney.