

Outline of the Local Government Exchange and Cooperation Seminar 2026/2027 (CLAIR Sydney)

1. Programme 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).

This programme consists of two parts: the Tokyo Seminar and the Local Government Exchange Programme. 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, participants will then travel to Goka Town in Ibaraki Prefecture, the host local government for this year. During their stay in Goka, participants will engage in discussions and exchange views based on the seminar theme and local policies, while also experiencing 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

Goka Town, Ibaraki 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 also be eligible to participate, provided their backgrounds are related to the themes 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 four participants will be selected.

5. Schedule

The Seminar will be held from Sunday, 14 February to Saturday, 20 February 2027. Participants will arrive in Tokyo, then travel to Goka, the hosting local government.

The detailed schedule is shown below.

Please note that this year’s theme is ***Building an Attractive and Sustainable City for the Next Generation***.

Schedule (2027)

Date	Details
14 / Feb	<ul style="list-style-type: none">• Arrival in Japan (Tokyo)• Orientation
15 / Feb	<ul style="list-style-type: none">• Briefing on the Japanese local government system• Discussion and site visit to facilities relevant to the seminar themes• Welcome Reception (Dinner)
16 / Feb	<ul style="list-style-type: none">• Travel to Goka Town, Ibaraki Prefecture• Courtesy visit and briefing• Welcome Reception (Dinner)
17 / Feb	<ul style="list-style-type: none">• Site visit to facilities relevant to the seminar themes
18 / Feb	<ul style="list-style-type: none">• Discussion and site visit to facilities relevant to the seminar themes• Farewell Dinner
19 / Feb	<ul style="list-style-type: none">• Travel to Tokyo• Free time
20 / Feb	<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 (excluding meals during free time), seminar materials, admission fees, 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 departure from Japan.
- Participants are free to travel to and from Japan at their convenience before and after the Seminar period. However, only expenses incurred during the official Seminar period (14-20 February) will be covered by CLAIR
- Expenses incurred during free time, and all other personal expenses incurred during the stay in Japan (e.g. shopping, telephone and internet expenses, food and drinks from hotel mini-bars, hotel costs for pre and post-nights and early check-in etc.), which fall outside the official Seminar period

(14-20 February)

Overseas travel insurance:

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

a. Period of Insurance Coverage

The period of insurance coverage begins at 12:00am on the first day of the Seminar period and ends at 12:00pm on the last day of the Seminar period. However, the insurance does not cover the period before entry into Japan or after departure from Japan. All times are based on Japanese Standard Time.

Even if expenses are covered by insurance, participants must pay them locally at the time services are provided. Reimbursement may be claimed from the insurance company at a later date.

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

1. 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, 13 November 2026

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

*For applicants with disabilities, please consult CLAIR Sydney.