

# **Outline of the Local Government Exchange and Cooperation Seminar 2016 (CLAIR New York)**

## **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, 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 New York\*. 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 New York will make the final decision regarding eligibility. Up to 7 participants will be selected.

\*Countries covered by CLAIR New York: USA, Canada

## **5. Schedule**

The Seminar will be held from 27 November – 7 December, 2016. Participants will arrive in Tokyo, and travel to Shizuoka City (Shizuoka Prefecture), the host local government.

The Seminar’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>
27 November (Sun)	- Participants arrive in Japan - Orientation	Tokyo
28 November (Mon)	- Presentation on the Japanese Local Government System - Presentation on topics related to the theme of the seminar - Welcome Reception held by CLAIR	Tokyo
29 November (Tue)	- Site Visits and Inspections	Tokyo
30 November (Wed)	- Travel to Shizuoka City - Courtesy Visit to Shizuoka City - Presentations by Shizuoka City - Welcome Reception held by Shizuoka City	Shizuoka
1 December (Thu)	- Site Visits and Inspections	Shizuoka
2 December (Fri)	- Site Visits and Inspections - Homestay	Shizuoka
3 December (Sat)	- Site Visits and Inspections - Homestay	Shizuoka
4 December (Sun)	- Homestay ends	Shizuoka
5 December (Mon)	- Final Opinion Exchange with Shizuoka City - Farewell Dinner held by CLAIR	Shizuoka
6 December (Tue)	- Return to Tokyo, free time	Tokyo
7 December (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 interpreter (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, etc.)

The type and amount of coverage provided by the overseas travel insurance is detailed below:

<b>Type of Coverage</b>	<b>Insured Amount (JPY)</b>
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 New York.

### ***Required Forms:***

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

***Deadline:*** Please contact CLAIR New York regarding the application deadline(s).

Personal information provided to CLAIR will only be used for CLAIR activities.