

# 2016 Local Government Officials Training Program in Japan

## Trainee Invitation Guidelines

The Local Government Officials Training Program (LGOTP) invites foreign provincial/state, municipal and other local government officials to come to Japan as trainees. Successful applicants are assigned to prefectures, designated cities, or other municipalities (hereinafter referred to as local governments) for a fixed period. The objectives of the program are to provide trainees with the know-how and technical skills of Japanese local governments, to contribute to the development of the trainees' local governments, to promote the internationalization of the host institutions, and to increase mutual understanding between the hosts and participants.

Each participating Japanese local government takes the lead in organizing the training program, along with the support of the Ministry of Internal Affairs and Communications (MIC), and the Council of Local Authorities for International Relations (CLAIR).

### 1 Program Overview

Since being established in 1996, the LGOTP has welcomed 1,087 trainees from 37 nations. After returning home, past trainees have utilized the valuable experiences gained while studying in Japan and have continued to play an active role in promoting friendly relations with their host institutions.

### 2 Length of Training

The training program runs for approximately 6 to 12 months, starting on 15 May 2016. The length of training varies depending on the host institution.

### 3 Training Program Overview

#### (I) Group Training

##### ① Tokyo Orientation (May 16<sup>th</sup> – 17<sup>th</sup>) : Tokyo

An orientation to Japan, lectures on the Japanese local government system, and meeting representatives from host governments

##### ② JIAM Training (May 18<sup>th</sup> – June 16<sup>th</sup>) : Shiga Prefecture

Focuses on building Japanese language skills, learning about Japanese culture, and providing a deeper understanding of the Japanese local government administration. Training is held at JIAM (Japan Intercultural Academy of Municipalities) in Shiga Prefecture.

## (II) Specialized Training

Practical training is provided to each trainee in a specific field. This is held at the host institution.

### 4 **Program Details**

Upon arrival in Japan, trainees will spend approximately one month in Group Training. Group Training focuses primarily on Japanese language studies, but also includes studies of local government administration and other topics.

Following the completion of Group Training, trainees will move to their assigned local government to receive Specialized Training which is organized by each host institution. Specialized Training is the core component of the LGOTP. The content and length of the training program will vary depending on the trainee's host institution and will be decided by the host institution with considerations given to the wishes of the trainee.

### 5 **Eligibility Criteria**

Candidates for the LGOTP should:

- (1) Be an official of a province/state, municipality or other local government body.
- (2) Be able to converse in Japanese or English. In particular, Japanese is extremely important as the trainee will be residing in Japan for an extended period of time. Those with language skills will be given precedence if the number of applicants is greater than that of training positions being offered at host institutions.
- (3) Be eager and committed to studying at a local government in Japan. Also, after returning home, trainees must actively apply the knowledge attained during training to their own local government and work towards furthering the friendship between both countries and local governments.
- (4) Be willing to cooperate with the host institution and follow the host institution's instructions. Applicants must also fully acknowledge that conditions during their Specialized Training may differ from those of other trainees. Depending on the host institution, there may be differences involving the length and content of the training program, working conditions, living environments, etc.
- (5) Be able to obtain the recommendation of trainee's department head and receive approval to spend 6 to 12 months training in Japan.
- (6) In principle, be between 20 and 39 years of age upon arrival in Japan.

(However, this does not apply if an agreement has been reached between the dispatching and hosting institutions, or under other special circumstances.)

- (7) Have completed secondary education (high school education) in the trainee's home

country.

- (8) Be a reliable individual who is physically and mentally healthy. (Because the program runs for an extended period, it is possible that this may pose risks to pregnant women. Therefore pregnancy is regarded as a disqualifying condition for participation in this program.)
- (9) Not have any past legal problems that would prevent the trainee from entering Japan.
- (10) Have never previously participated in the program.

## **6 Terms and Conditions**

### **(1) Selection and Placement of Trainees**

The capacity of local governments to receive trainees is limited and the placement of applicants with host institutions cannot be realized unless the conditions of applicants and host institutions can be successfully matched. For this reason, the acceptance and placement of trainees is decided by host institutions, CLAIR, and MIC through discussions based on candidate applications.

### **(2) Working conditions during Specialized Training**

As previously stated in the “Eligibility Criteria” section, conditions for each trainee will differ depending on the host institution.

In general, the hours of training will be the same as the normal working hours of the host institution. Saturdays, Sundays, and Japanese national holidays will generally be non-working days. However, the trainee should follow the instructions set out by the host institution in regards to holidays. In some cases, depending on circumstances surrounding the training program, it may be necessary to schedule training activities on Saturdays, Sundays, or Japanese holidays.

Appropriate housing will be arranged by the host institution.

### **(3) Expenses and Discontinuation of Training**

Host institutions will cover training costs, including round-trip international airfare, living expenses, training fees, and transportation expenses within Japan. However, if a trainee discontinues training before the end of the training period to return to the trainee’s home country without a compelling reason, all the training costs shall, in principle, be paid by the trainee or by the organization in the trainee’s home country which recommended the trainee for the LGOTP.

Trainees will generally not be permitted to leave Japan for temporary visits during the period of training unless there is a compelling reason and a re-entry permit is granted. In the rare case that a temporary trip abroad is approved, the costs shall be borne by the trainee (unless the trip is deemed a part of their training).

#### (4) Overseas Travel Expenses

The host institution will provide the trainee with a round-trip ticket between a designated international airport in the trainee's country and an international airport in Japan. The trainee shall bear the cost of transportation to the designated international airport in the trainee's home country. However, expenses related to use of the designated international airport, expenses incurred at in-transit stops (such as overnight accommodation fees), and the cost of traveling in Japan between the international airport and the trainee's assigned host institution shall be borne by the host institution.

As Tokyo Orientation will be held immediately after arriving in Japan, all trainees should arrive at Narita International Airport.

### 7 Application Procedure

(1) In the case where applications are made directly to CLAIR, each applicant shall submit the *LGOTP Trainee Application Form* (Attachment 1), the *Written Pledge* (Attachment 2), and the *Medical Checkup Sheet* (Attachment 3) by no later than Friday, 15 January, 2016 to their employer, who should pass on these documents to the respective overseas office of CLAIR (in the case of Brazil, to the Confederação Nacional dos Municípios) which is responsible for handling matters concerning the trainee's home country. (For contact details, please refer to the List of CLAIR Overseas Offices.)

(2) However, in cases where applicants are applying to the program through a mutual agreement which is based on special relations (i.e. sister city relations) that already exist between their place of employment and a Japanese local government, applications shall be submitted to the related Japanese local government by no later than Friday, 15 January, 2016.

\* Any personal data contained in the application form shall only be used for matters relating to this program.

### 8 Preparing to Come to Japan after Selection

(1) Host institutions will send a *Notification of Acceptance* to successful applicants' employers who shall then pass it on to the trainees.

(2) Trainees whose acceptance has been confirmed shall submit the following documents in preparation for entering Japan as per the instructions of the host institution:

- ①  Photographs (4 photos of 4cm height × 3cm width taken within the past 3 months)

- ② Post-training return-to-job guarantee form (original and duplicate, 1 copy each)
- ③ Personal identification (one copy)
- ④ Passport (one copy)

Trainees without a passport are asked to apply for one immediately upon acceptance to the program and must submit a copy as soon as it is issued.

- (3) After a trainee has been selected, the dispatching organization shall ensure that the trainee has the time and opportunity to study Japanese, and the trainee shall take it upon him or herself to do so prior to arriving in Japan.

Even for trainees who will undergo training in English (or their mother tongue), a basic level of conversational Japanese is necessary, as English (or their mother tongue) is generally not used in daily life in Japan. Trainees should attain a basic level of the Japanese language prior to arrival in Japan.

- (4) Should a pregnancy be discovered after acceptance to the program, notify your host institution or CLAIR immediately.

Note: Japanese government regulations state that dependents of trainees participating in this program may NOT qualify for a dependent visa.

### **List of CLAIR Overseas Offices**

#### ○ New York Office

Japan Local Government Center (CLAIR, New York)  
3 Park Avenue, 20<sup>th</sup> Floor  
New York, NY 10016-5902, U.S.A.  
TEL 1-212-246-5542                      FAX 1-212-246-5617  
E-mail: [jlgc@jlgc.org](mailto:jlgc@jlgc.org)

#### ○ London Office

Japan Local Government Centre (CLAIR, London)  
15 Whitehall, London SW1A 2DD, U.K.  
TEL 44-20-7839-8500                      FAX 44-20-7839-8191  
E-mail: [mailbox@jlgc.org.uk](mailto:mailbox@jlgc.org.uk)

#### ○ Paris Office

Centre Japonais des Collectivités Locales (CLAIR, Paris)  
3, rue Scribe 75009 Paris FRANCE  
TEL 33-1-40-20-09-74                      FAX 33-1-40-20-02-12  
E-mail: [contact@clairparis.org](mailto:contact@clairparis.org)

○ Singapore Office

The Japan Council of Local Authorities for International Relations, Singapore  
(CLAIR, Singapore)

6 Battery Road, #26-01/02 Singapore 049909

TEL 65-6224-7927 FAX 65-6224-8376

E-mail: info@clair.org.sg

○ Seoul Office

CLAIR, Seoul

17th Floor Kyobo Bldg. 1, 1-ga, Jongno, Jongno-gu Seoul, 110-714, Korea

TEL 82-2-733-5681 FAX 82-2-732-8873

E-mail: info@clair.or.kr

○ Sydney Office

Japan Local Government Center (CLAIR, Sydney)

Level 12 Challis House, 4 Martin Place Sydney, NSW 2000 Australia

TEL 61-2-9241-5033 FAX 61-2-9241-5014

E-mail: mailbox@jlgc.org.au

○ Beijing Office

CLAIR, Beijing

Chang Fu Gong Office Bldg. 5F Jia-26 Jian Guo Men Wai St.

Chao Yang District Beijing, China P.O. Code : 100022

TEL 86-10-6513-8790 FAX 86-10-6513-8795

Email: clairbj-jp@clair.org.cn

※The recruitment and application process for trainees from Brazil is handled with the kind cooperation of the Confederação Nacional dos Municípios.

○ Confederação Nacional dos Municípios (CNM)

CNM INTERNACIONAL

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