

Local Authorities International Cooperation Specialist Dispatch Project
Detailed Principles

(1) Aim

The Local Authorities International Cooperation Specialist Dispatch Project places current or former Japanese local government officials or anybody with special knowledge or technical skills, into organizations of overseas local governments in order to improve the quality of administration and strengthen cooperative relations between Japanese and overseas local governments.

(2) Organizing body (Japanese local government)

This project is run by individual local government with support from CLAIR and the Ministry of Internal Affairs and Communications (hereinafter MIC) in Japan.

(3) Host Institution

- ① Overseas local government
- ② Any other related organization deemed appropriate by CLAIR.

(4) Selection of Specialists

Based on the requests submitted by the host institution, CLAIR and MIC will identify the most appropriate specialists to be dispatched and discuss it with the related Japanese local government. The Japanese local government will then make the final decision to dispatch the specialist.

(5) Dispatch Period

The dispatch period is usually around one to two weeks.

(6) Cooperation Topics

The cooperation topics are in the field requested by the host institution as well as those chosen by CLAIR or MIC.

(7) Expenses

Expenses are borne by CLAIR and the host institution. (Please refer to Enc 4: Distribution of expenses)

* Distribution of expenses as stipulated in Enc. 4 can be further discussed between the host institution and CLAIR.

(8) Working Criteria

CLAIR and the host institution will discuss, in advance, the working criteria. Any items not thereby covered will be subject to discussion between CLAIR and the host institution.

(9) Obligations of the Specialist

- ① During the dispatch period, the specialist must abide by the rules of the host institution.
- ② The specialist must work towards the goals of the host institution and strive to promote work.

(10) Other

Any other items necessary to the execution of the project will be covered separately.

Local Authorities International Cooperation Specialist Dispatch Project Request Form

Country: _____

Local Government/Organization: _____

Field of Specialist :

(We cater to requests for specialists in a wide variety of fields. However, please be very specific when indicating the required field of specialization.)

Number of Specialist(s) required (normally only 1 Specialist will be dispatched) :

Preferred Date(s) :

(With regards to the preferred date(s), please indicate preference only when there is a valid reason. If not, please indicate that you have no specific preferred dates. In this case, specialists are normally provided between July 2012 and February 2013.)

☐ _____ month / _____ year ☐ No preference

If possible, please provide us with your suggested schedule for the Specialist

Eg.

| | | |
|-----|---|-------------------------|
| Day | 1 | Arrival of Specialist |
| | 2 | Activity 1 |
| | 3 | Activity 2 |
| | | |
| | | Departure of Specialist |
| | | |

(Total Days)

Name of Organization that will host the Specialist (Host Institution) :

Name of Contact Person :

Contact Person Position/Title :

E-mail :

Phone Number :

Address :

Details of Request:

1 Problem Areas (current problem in specified field) :

2 Background (What have local people done about this problem so far?) :

3 Plan (What kind of cooperation do you require? Please be as specific as possible regarding what you require from the specialist.) :

4 What would you like the specialist to prepare and bring with them? (materials, chemical reagents, product samples, articles to be donated to you, etc) :

5 Results (Expected results after hosting the specialist(s)) :

Supplementary Data:

1 Organizational Profile (Please provide details about the specific department/section in which the specialist will be hosted) :

(1) Name of the Host Department/Section :

(2) Number of staff within Department/Section :

(3) Organization Outline/Chart :

(4) Organization's Work Scope (Explanation of responsibilities/duties of the department/section) :

2 What can you provide to the specialist for the duration of their stay? (office space, commuting allowance, interpretation, translation, meals, etc) :

*Please kindly note that it is **COMPULSORY** for the Host Institution to pay/provide for the following:

1. Expenses for translation of training materials and interpreter service (between Japanese and local language) for the Specialist during the dispatch period
2. Accommodation for the Specialist (and if necessary, the interpreter)
3. Meals (3 meals a day) for the Specialist (and if necessary, the interpreter)
4. Domestic transport for the Specialist (and if necessary, the interpreter). For example, domestic flights, or transport between place of accommodation and place of work etc.
5. An office for the Specialist where he/she could use the computer, internet, printer and international telephone.

*Please kindly inform us on whether your local government could provide for all Items 1 to 5 as stated in the above. Host Institution which can provide for all of the above items will be given priority.

3 Desired Qualifications of Specialist(only if necessary) :

Specialist Fields

| No | Field |
|----|---|
| 1 | Agriculture |
| 2 | Agricultural Irrigation, Drainage and Civil Engineering |
| 3 | Forestry |
| 4 | Livestock Industry |
| 5 | Fishery |
| 6 | Biotechnology |
| 7 | Commerce |
| 8 | Industrial |
| 9 | Pottery (Ceramic Industry) |
| 10 | City Planning |
| 11 | Environment Conservation |
| 12 | Civil Engineering |
| 13 | Water supply and sewage |
| 14 | Public Transportation |
| 15 | Waste Disposal Management |
| 16 | Architecture and Housing |
| 17 | Electricity, Power Generation |
| 18 | Fire fighting, Disaster Prevention |
| 19 | Social Welfare |
| 20 | Medical |
| 21 | Health & Hygiene |
| 22 | Education |
| 23 | Vocational Training |
| 24 | Cultural Asset Preservation |
| 25 | Japanese Studies |
| 26 | Japanese Language |
| 27 | Tourism |
| 28 | Law |
| 29 | Financial Control |
| 30 | Tax system, Tax collection |
| 31 | Election management |
| 32 | Others |

Enc.4

Distribution of Expenses

| Item | Expenses | | Paid by |
|--|---|--|------------------|
| | Category | Details | |
| 1. Airfare | Economy Ticket | International flights from nearest international airport in JAPAN to the nearest international airport to Host Institution | CLAIR |
| 2. Domestic transport | Car / Van / Train etc. | Domestic flights within the Host Institution's country; if necessary | Host Institution |
| 3. Accommodation | Hotel / Guesthouse (According to Hosting Institution's rules) | Within the Host Institution's country | Host Institution |
| 4. Food | | Throughout the period of specialist's dispatch | Host Institution |
| 5. Interpreter (including translation of training materials) | | 3 meals (breakfast, lunch, dinner) | Host Institution |
| 6. Telecommunications | | Needed to help the specialist interpret his / her work | Host Institution |
| 7. Shipping of equipments | Equipments needed for the training program | Phone, fax, internet etc. | Host Institution |
| 8. Insurance | | Shipping by TNT from Japan to Host Institution and vice versa | CLAIR |
| 9. Medical expenses | | In the event that accident occurs during the dispatch period | CLAIR |
| 10. Miscellaneous | | According to overseas accident insurance | CLAIR |
| | | Medical checkup expenses in Japan | CLAIR |
| | | Passport and visa expenses | CLAIR |

* Distribution of expenses as stipulated in the above can be further discussed between the Host Institution and CLAIR.

Case Examples of Specialist Dispatch Project

(1) Cambodia (Dispatch field: Pottery): Fiscal Year 2005, 2006

Cambodia's Ministry of Interior and Kampong Chhnang Provincial Government have submitted a request to CLAIR for technical assistance on pottery production and its marketing channels. Based on the request, CLAIR has dispatched a specialist from the Ceramic Technology Support Centre in Japan's Tochigi Prefecture to Ondoung Russei Village in Rolea Boier District of Kampong Chhnang Province for 3 times (around one week per dispatch) in order to conduct the relevant training.

Starting from Fiscal Year 2007, due to its remarkable success, this project has been further upgraded to a 'Model Project' under CLAIR's scheme, which will serve as a success model for other similar project. The Model Project in Kampong Chhnang Province focuses on improving the existing pottery production facilities in the village, in addition to sending local villagers from Kampong Chhnang to attend trainings in Japan.



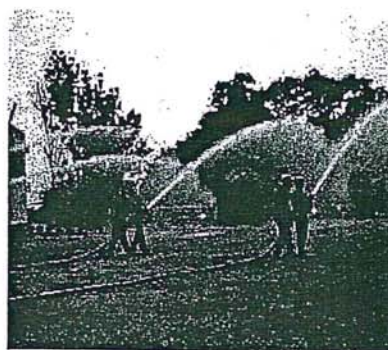
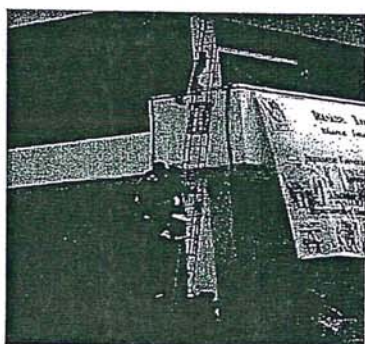
(2) Thailand (Dispatch field: Health & Welfare): Fiscal Year 2008

In order to conduct technical training in the field of health and welfare in Sriracha Municipality of Chonburi Province in Thailand, two specialists (from Nagasaki City and Chiba City in Japan) were dispatched to the municipality for around one week respectively. The specialist from Nagasaki City has focused on field works and has conducted on-the-job training to a public health nurse from Sriracha Municipality. On the other hand, the specialist from Chiba City has first conducted relevant local research by visiting the various local communities and facilities for the elderly, and based on the research findings, she has given advice and guidance on the formulation of policies in the fields of elderly, people with disabilities, children and social welfare.



(3) Thailand (Dispatch field: Fire and disaster prevention): Fiscal Year 2009

Under CLAIR's Specialist Dispatch Project scheme, Tokyo Fire Department has dispatched its staff to assist in the implementation of a training program administered by 4 staff from Thailand's Department of Disaster Prevention and Mitigation, who had completed their training on fire and rescue techniques at Tokyo Fire Department. The 3-week training program which started on 25th January 2009 was conducted at Thailand's Disaster Prevention and Mitigation Academy, whereby Tokyo Fire Department has dispatched 5 of its staff as specialists who have provided training on techniques such as using ropes, ladder control, search and rescue, in addition to fire fighting skills. A total of 60 trainees from Disaster Prevention and Mitigation Regional Centres, and also branches of the Disaster Prevention and Mitigation Academy under Thailand's Ministry of Interior have participated in the training program.



(4) Malaysia (Dispatch field: Health and Sanitation): Fiscal Year 2009

A training on health and sanitation was conducted to restaurant owners in Kuantan, which is situated in the state of Pahang in Malaysia for about 2 weeks. The training was conducted by a specialist from Kagoshima Prefecture in Japan.

During the dispatch, the specialist and officials from Kuantan Municipal Council have conducted on-site inspection on restaurants that were randomly selected, whereby the specialist has conducted activities such as checking the current local conditions of sanitation management, gathering test samples for the quantitative analysis of coliform bacterium and interviewing local restaurant owners. In addition, the specialist also inspected the sanitation conditions in local restaurants and provided the relevant advice to restaurant owners on sanitation management.



Apart from the above activities, a health and sanitation seminar targeted at staff from Kuantan Municipal Council, restaurant owners and food handlers was also conducted. There were a total of 123 participants for the seminar, whereby 75 were staff from Kuantan Municipal Council, and the remaining 48 were restaurant owners and food handlers. In the seminar, participants were given an opportunity to practice the hygienic methods of hand washing, and they were also able to learn about the importance of sanitation management through group work activities such as the 'risk communication game'.

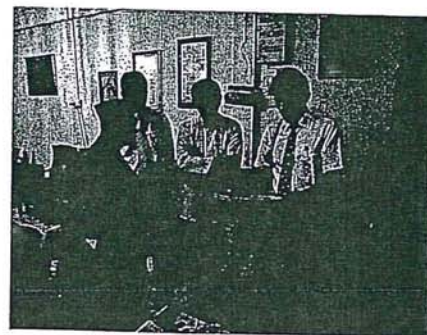
(5) Thailand (Preservation of Intangible Cultural Assets): Fiscal Year 2010



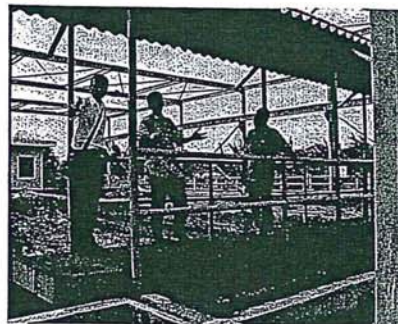
Phitsanulok Municipality in Thailand has a wealth of intangible cultural assets that are of distinctive preservation values. Realizing the necessity to preserve the unique local cultures for the future generations, Phitsanulok Municipality has participated in CLAIR's Specialist Dispatch Project, so as to learn about the methods and systems of preserving the intangible cultural assets that exist locally. An expert in the field of intangible cultural assets preservation from Japan's Niigata Prefecture was dispatched to Phitsanulok Municipality from 13th to 27th of August 2010 to implement the relevant training program. Participants of the program were able to acquire new knowledge on the methods of planning and implementing programs to preserve the local distinctive cultural assets. In addition, participants were also given an opportunity to observe how the Japanese Government implements efforts in preserving its important cultural assets, through various case studies.

(6) Brunei [Dispatch field: Development of Local Specialty Product (One Village One Product)]: Fiscal Year 2010

Based on a request by Brunei's Ministry of Home Affairs, a specialist from Japan's Oita Prefecture was dispatched to Brunei for 2 weeks so as to provide assistance in the Government's efforts in the development of local specialty product (One Village One Product). During the dispatch period, the specialist visited villages in the 4 districts of Brunei to gain information on the current circumstances of local specialty product development, whereby he provided advice and solutions to issues faced by local villagers. In addition to site visits, discussion sessions were also held so as to enable participants to gain knowledge on the various aspects related to the development of local specialty product, such as marketing methods, quality control, sanitation management, and the export of local specialty product.



(7) Indonesia (Dispatch field: Environmental Conservation): Fiscal Year 2012



Surabaya, a metropolitan city in the heart of Indonesia's East Java Province has grown from strength to strength, transforming itself from a seaport town to a vital commercial hub that catalyzes economic developments in the region today. Famous for its Clean and Green policy, Surabaya City is one of the most beautiful cities in Indonesia with various public parks and immaculately clean streets. In this regard, Surabaya City Government envisions to create an environmentally friendly city that complements local industrial and commercial developments, so as to achieve sustainable growth for the city in the long run. It is this vision that drives Surabaya City Government to constantly look for urban solutions to its environmental needs.

To realize its vision of creating an eco-city that utilizes recyclable resources such as biomass, Surabaya City Government participated in CLAIR's Specialist Dispatch Project, whereby Mr. HORIBE Takashi, a specialist in the field of environmental conservation from Aichi Prefecture was dispatched to Surabaya from 5th to 9th November 2012 in order to conduct the relevant trainings.

Based on the specific requests from Surabaya City Government, Mr. Horibe conducted 4 lectures throughout the dispatch period, namely, "Biogas Production System and Technique", "Smart City Model of Aichi Prefecture", "Aichi Ecotown Plan" and "Environmental Impact Assessment System in Aichi Prefecture". The lectures were designed in such a manner that the contents were interconnected to provide a seamless understanding to the participants.

Participants of the lectures, who came from related departments such as Environment Department, Cleanliness and Parks Department in addition to other personnel from Surabaya City Government have shown great interest towards the lectures, especially pertaining to the production of biogas and waste management as there exist an abundance of biomass that could be recycled locally.

In addition to delivering lectures, Mr. Horibe also conducted field trips to the various related facilities which included sewerage treatment plant, composting facilities, and an experimental small-scale facility for biogas production. He provided in-depth analysis on the areas that need to be improved for more efficient operation of the facilities.

(8) Indonesia (Dispatch field: Water Supply and Sewerage): Fiscal Year 2013

Renowned for its "Green and Clean" initiatives, Indonesia's Surabaya City has successfully transformed itself into an eco-city that is widely recognized in the country. In line with the city administration's vision of materializing an intelligent eco-city in Surabaya, various infrastructures in the city is currently being upgraded, including its sewerage systems. Sewerage management, in particular management of drainage networks throughout the city has been a key issue to the city administration. In order to learn from Japan's experience in drainage management, Surabaya City Government has participated in CLAIR's "2013 Specialist Dispatch project".

Mr. Koki Senba, a specialist in drainage management from the Naka Land Development Office of Japan's Fukuoka Prefectural Government was dispatched to Surabaya from 20th ~ 25th October 2013 so as to provide the necessary training to the employees of Surabaya City Government. The training focused on the latest technologies and machinery that could be incorporated to effectively clear and prevent blockages caused by wastes as well as sediments in box culverts along the local drainage networks.

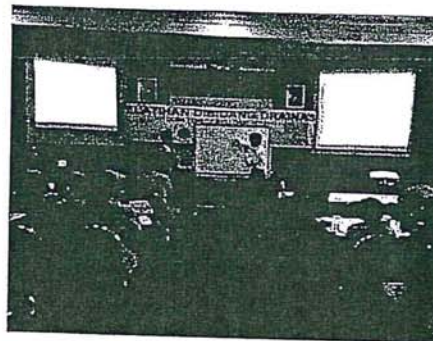
Around 30 employees from the various departments of Surabaya City Government, for example Department of Public Works, Department of Spatial Planning and Department of Environment participated in the training program. During the lectures, the specialist introduced the techniques and machinery used in Japan for clearing clogged box culverts. At the same time, Mr. Senba recommended methods and machinery that could be used by Surabaya City Government in accordance to the local context.

The specialist also had the opportunity to visit the actual sites of box culverts and rivers clogged with wastes as well as sediments. During the visits, Mr. Senba provided advice to the participants on the methods of clearing blockages and also ways to prevent further accumulation of wastes as well as sediments at these places. The specialist commented on the importance of creating awareness among the local residents to prevent illegal dumping of wastes at public places. In addition, he also stated that it is imperative for the city administration to ensure that the local infrastructures are well-maintained so as to prolong the lifespan of these infrastructures.

Through the Specialist Dispatch Project, CLAIR aspires to promote a higher level of knowledge transfer between local governments in Japan and the ASEAN region as well as India. Kindly contact CLAIR Singapore for further information on the project.



A scene from the local site visit



A scene from the lecture

(9) Indonesia (Dispatch field: Disaster Management): Fiscal Year 2014

A specialist in the field of flood management, Mr. Koichi Tagomori from Japan's Fukuoka Prefectural Government was dispatched to Surabaya City Government from 23 ~ 27 November 2014, so as to provide the relevant trainings on flood prevention and management in Surabaya City. In addition to the learning of the theoretical framework of flood management, participants of the training program were also given the opportunity to gain hands-on experience on drafting disaster prevention maps, as well as conducting evacuation during emergencies.



A scene from the local site visit



Group activities during lecture