**Overseas Local Government/Organization**

**Request Form for International Cooperation Specialist**

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| Requesting Local Government/ Organization | Country：Local Government/Organization： |
| Contact details | Contact Person： Position/Title of Contact Person：E-mail：Phone Number：Address： |
| 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 dispatch date(s) | Please indicate your preference only when there is a valid reason. Otherwise, please indicate that you have no specific preferred dates.：🞎 month / year🞎 No preference |
| Online/Virtual dispatch | \* Due to the ongoing COVID-19 pandemic, it may be necessary to conduct the project online/virtually. Under such circumstances, the specialist may only be able to deliver online lectures to the participants. Would you agree to conduct the project online/virtually? Please select from the followings:🞎 Yes (Please indicate the preferred online meeting software:\_\_\_\_\_\_\_\_)🞎 No |
|  |
| **Details of Request** |  |
| Problem areas (current problem in specified field) |  |
| Background (What have local people done about this problem so far?) |  |
| What kind of assistance/training program would you like to receive from the specialist? Please be as specific as possible. |  |
| Where would you take the specialist for site inspections?  |  |
| What topic would you like the specialist to prepare for their lecture? |  |
| Results (Expected results after hosting the specialist) |  |

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| **Supplementary Data** |  |
| Profile of organization  | Profile of organization (Please provide details about the specific department/section in which the specialist will be hosted)：1. Name of host department/section：
2. Number of staff within department/section：
3. Outline of organizational structure：
4. Work description of organization：
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| Expenses for the specialist  | Please kindly note that it is **COMPULSORY** for your organization to pay/provide for the following:1. Accommodation for the Specialist (and if necessary, the interpreter)
2. Meals ( 3 meals a day) for the Specialist (and if necessary, the interpreter)
3. 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.
4. An office for the Specialist where he/she could use the computer, internet, printer and international telephone.

\* Please note that your organization shall be responsible for the arrangement and expenses for translation of training materials and interpreter service (between Japanese and local language) for the Specialist during the dispatch period.\*\*Please note that the organization which can provide for all of the above items will be given priority.\*\*\*Please inform us whether your organization could provide for all of the above expense items as stated in the above:🞎 Yes 🞎 No (Please indicate the expense items that your organization could provide:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| Qualifications of specialist | Desired qualifications of specialist (only if applicable) : |