

## Workshop on Computer Assisted Personal Interviewing (CAPI)

31 July-4 August 2017

SIAP Headquarters, Chiba, Japan

### **INFORMATION NOTE FOR PARTICIPANTS**

#### **I. Course-related information**

##### Venue and opening session

1. The *Workshop on Computer Assisted Personal Interviewing (CAPI)* will be conducted at the United Nations Statistical Institute for Asia and the Pacific (SIAP) in Chiba, Japan during the period of between 31 July and 4 August 2017.

United Nations Statistical Institute for Asia and the Pacific  
JETRO-IDE Building  
2-2 Wakaba 3-chome, Mihama-ku,  
Chiba-shi, Chiba 261-8787, Japan  
Telephone numbers: +81-43-299-9796; +81-43-299-9782  
Facsimile number: +81-43-299-2521  
E-mail address: [staff@unsiap.or.jp](mailto:staff@unsiap.or.jp)

2. The opening session will be held at 9:30 am on Monday 31 July 2017 in Lecture Rooms 2-4 of SIAP, 4th floor of the JETRO-IDE Building, where all subsequent sessions will also be held.

##### Identification badges

3. Participants will be provided with name badges on Monday 31 July 2017. For identification and security reasons, participants are requested to wear the name badges at all times during the workshop.

##### Working language of the workshop

4. The workshop will be conducted in English and all communication will be in English. No translation/interpretation services will be provided.

##### Secretariat of the workshop

5. The workshop is organized by the United Nations Statistical Institute for Asia and the Pacific (SIAP), a regional institute of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) with assistance of the Ministry of International Affairs and Communications.

6. Contact details of focal point of SIAP is as follows:

Ms Akiyo Shibuya  
Staff Assistant  
Telephone number: +81-43-299-9797 (direct line); +81-43-299-9782  
E-mail address: akiyo.shibuya@unsiap.or.jp; [staff@unsiap.or.jp](mailto:staff@unsiap.or.jp)

## II. Financial support for participation in the workshop

7. Travel-related costs, including air travel, daily subsistence allowance (DSA) for the duration of official stay in Chiba and terminal fees will be funded by SIAP.

## III. Travel

### Hotel Accommodation

8. Block booking has been made for the participants who will be attending the Workshop at Hotel Green Tower Makuhari:

Hotel Green Tower Makuhari  
2-10-3 Hibino, Mihama-ku Chiba-shi, Chiba 261-0021 Japan  
Telephone number: +81-43-296-1122  
Facsimile number: +81-43-296-1125  
Email: [m-room@greentower.co.jp](mailto:m-room@greentower.co.jp)  
Website: <http://www.greentower.co.jp/english>  
Room rate: 7,800 JPY per night per person  
(tax/service charges inclusive, breakfast not included)  
Check-in time: 14:00 hours  
Check-out time: 11:00 hours

Hotel Green Tower Maukuhari is located near SIAP. It takes about 12-15 minutes on foot from the hotel to SIAP. The location map of the hotel and SIAP is provided in Attachment 1.

9. At Hotel Green Tower Makuhari, participants are required to pay their own room charges and other expenses by check-out time. Hotel Green Tower Makuhari accepts payment in Japanese Yen cash, as well as by credit cards such as Visa, Master and Diner's.

10. The following penalties will be applied upon cancellation: cancellation on 25 July (20% of 7,800 JPY); cancellation notification made on 26 July and thereafter (80% of 7800 JPY); no-show on 30 July without prior cancellation will incur a 100% charge of 7,800 JPY.

11. At Hotel Green Tower Makuhari, Wi-Fi routers can be borrowed at the front desk for free. Upon borrowing, you will be asked to sign a form that states that you will be charged 2,000 JPY in case you fail to return the router.

### Daily Subsistence Allowance (DSA) and Terminal fee

12. Participants will be provided with DSA and additional terminal fees by SIAP in accordance with the United Nations regulations. If, for any reason, a participant fails to attend the workshop or is unable to attend the full duration of the workshop, the appropriate portion of the allowance must be returned to SIAP. Participants are requested to carry sufficient funds with them to cover expenses for transit/stopover and stay in Chiba until they receive their DSA.

13. DSA and terminal fees will be paid in Japanese Yen cash at the workshop venue during the

workshop.

14. No other allowances will be provided except when stopovers/early arrival/extended stay in Chiba are unavoidable due to the unavailability/cancellation of flights. In such cases, claims for DSA and other reimbursements for actual stopovers, etc. must be made with proof, including **boarding passes, copies of air tickets and hotel receipts after the travel has been completed**. The various receipts and documents must be sent by email to Ms Akiyo Shibuya, Staff Assistant (akiyo.shibuya@unsiap.or.jp; [staff@unsiap.or.jp](mailto:staff@unsiap.or.jp)) within two weeks after completion of the travel.

15. Participants are requested to bring their passports to the workshop venue on the first day of the workshop (31 July 2017) for verifying their identities and processing of DSA payment. Participants are also requested to bring their e-tickets and boarding passes to the workshop venue.

16. SIAP will not assume responsibility for any expenditures/liability relating to participants' attendance in the workshop, such as:

- (i) Salary and related allowances for participants during the period of the course;
- (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the course;
- (iii) Compensation in the event of death or disability of participants in connection with their attending the course;
- (iv) Any loss or damage to personal property of participants while attending the course or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
- (v) Any other expenses.

#### Travel arrangements

17. Travel arrangements will be made by SIAP to issue the most economical air tickets (economy class) to travel from the country of their residence to Tokyo and return.

18. Arrangements will be made for participants to arrive in Japan on Sunday 30 July 2017 and depart for their respective countries on Saturday 5 August 2017. Participants should not change their official travel dates without prior consent from SIAP.

#### Visa requirements

19. It is the responsibility of the participant to obtain a visa. Participants should check with the relevant diplomatic or consular mission of the Government of Japan **IN PERSON** on visa requirements and, where required, obtain appropriate entry visas while informing the officer that a Note Verbale has been/will be, upon request, issued by SIAP. Information on entry visa requirements can be obtained through internet <[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)>. Participants who need to stopover in other countries should also obtain appropriate transit visas. Participants are requested to take early action in applying entry and/or transit visa(s).

#### Arrival at International Airports in Tokyo

20. Upon arrival at the Narita/Haneda International Airport, proceed for immigration clearance, then to baggage claim, on to customs inspection, and reach the arrival lobby. Please take a **Keisei Limousine Bus** bound for the Chiba Chuo Station and get off at "Hotel Green Tower Makuhari". A bus ticket is to be purchased in JPY at the Keisei Limousine Bus Counter located at the Airport arrival lobby after the customs inspection area. The participants must therefore exchange USD to JPY before proceeding to the Keisei Limousine Bus ticketing counter (see para. 26 and 27 for instructions regarding foreign exchange facilities). The bus ride from Narita Airport to Hotel Green Tower Makuhari is approximately an hour, costing 900

JPY; while the bus ride from Haneda Airport to Hotel Green Tower Makuhari is approximately an hour, costing 1,150 JPY.

The schedule of the Airport Limousine Bus from Narita airport can be found at the bottom table of <http://www.keiseibus.co.jp/global/en/timetable.php?id=22>. The schedule of the Airport Limousine Bus from Haneda Airport can be found at the bottom table of <http://www.keiseibus.co.jp/global/en/timetable.php?id=1>. The last bus from Narita Airport is at 22:25 hours (Terminal 1). Should participants catch the last bus or early morning buses that do not stop at Hotel Green Tower Makuhari, they can get off at Kaihin-makuhari Station and walk from the Station to the Hotel (5 minute walk). **Those who have concerns that they may not be able to catch the last airport limousine bus should contact SIAP in advance to receive alternative transportation instructions. It is not advisable to take a taxi from the Airports to the hotel as the taxi fare may reach around 20,000 JPY (~ 200 USD).**

#### In the morning on 31 July

21. On Tuesday 31 July 2017, Ms Akiyo Shibuya, Staff Assistant of SIAP, will meet the participants in the lobby of Hotel Green Tower Makuhari at 09:00 hours and guide them to the Institute. Participants are requested to assemble at the hotel lobby by 08:55 hours.

#### Local regulations on identity proof/evidence

22. Under local regulations of Japan, all foreigners are required to carry along with them recognized proof of identity. To comply with the regulations, participants are requested to carry along with them their passports when going out. However, great caution should be taken for safe keeping of the passports.

### **III. Other Information**

23. Weather and clothing -- The average temperature during late July and early August in Chiba, Japan, ranges from 23 to 30 degrees Centigrade. Participants are advised to check the Internet on the weather forecast of Japan 2-3 days before departure.

24. Electricity voltage -- The voltage for all electric appliances used in Japan is 100 Volts.

25. Location of restaurants -- A map with information on locations of restaurants, supermarkets, convenience stores, etc. around the vicinity of SIAP is provided under Attachment 2 for reference.

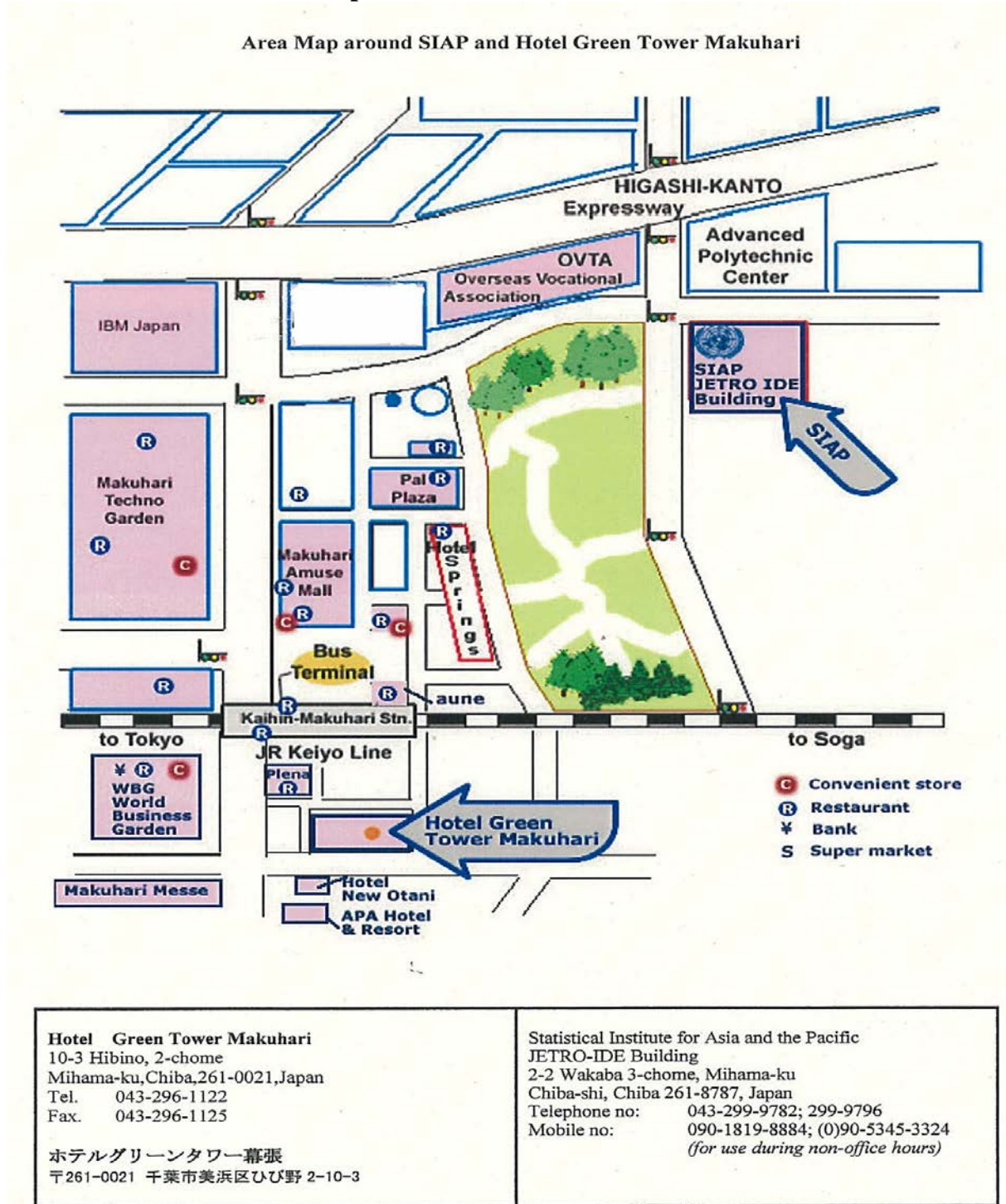
26. Foreign exchange -- Foreign currency exchange tellers are available at both Narita and Haneda International Airports. Exchange facilities are also available at the big commercial banks. They are open from 09:00 to 15:00 hours, without lunch break, from Monday to Friday. The current exchange rate is approx. 110 JPY to one USD.

27. No money changers are available in Japan other than airports, banks or major hotels (exclusively serving hotel guests only). Hotel Green Tower Makuhari provides limited money exchange services between USD/EUR and JPY (however, it does not allow you to purchase USD or EUR with JPY). A couple of banks around the Makuhari area provide foreign exchange services during weekdays from 09:00 to 15:00 hours that participants may visit during lunch breaks. A visit to a bank would take approximately 45 minutes to an hour.

28. Participants should convert adequate funds in JPY before departure or upon arrival at airports in Tokyo to cover local transportation fees between airports and hotel, meals and other expenses until they receive their DSA.

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Attachment 1. The location map of the hotel and SIAP



Attachment 2. Map around SIAP



- Food courts/fast food: AEON Makuhari (1C); and Plena Makuhari (7C)
- Supermarket: AEON Makuhari (1C)
- Bakery: Plena Makuhari, Ground Floor (7C)
- Subway sandwiches: Plena Makuhari, Ground Floor (7C)
- Restaurants: Plena Makuhari, Ground, 4<sup>th</sup> and 5<sup>th</sup> Floors (7C);  
Pal Plaza Makuhari (3D); AEON Makuhari (1C);  
Messe Amuse Hall (4C); su:k Kaihin-makuhari (4D);  
and *aune* Makuhari (5D)
- Convenient Store: Ground Floor, su:k Kaihin-makuhari (4D)
- Shopping malls: AEON Makuhari (1C); Plena Makuhari, 2<sup>nd</sup>-4<sup>th</sup> Floors(7C); and  
Mitsui Outlet Park Makuhari (7E)
- 100 Yen shop: Plena Makuhari, 3rd Floor (7C)
- Post Office: Makuhari Techno Garden, Block CB, 2/F (3B)