



Second Statistical Leadership Training of Heads of NSOs

27-28 March 2018

SIAP Headquarters, Chiba, Japan

INFORMATION NOTE FOR PARTICIPANTS

I. Course-related information

Venue and opening session

1. The *Second Statistical Leadership Training of Heads of NSOs* will be conducted at the United Nations Statistical Institute for Asia and the Pacific (SIAP) in Chiba, Japan.

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

2. The inaugural session will be convened at 09:00 hours on Tuesday 27 March 2018 in the Lecture Room 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 27 March 2018. For identification and security reasons, participants are requested to wear the name badges at all times during the training.

Working language of the training

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

Secretariat of the training

5. The training is jointly organized by the United Nations Statistical Institute for Asia and the Pacific (SIAP) and the Partnership in Statistics for Development in the 21st Century (PARIS21) of the Organisation for Economic Co-operation and Development (OECD) with assistance of the Ministry of Internal Affairs and Communications (MIC) of the Government of Japan.

6. Contact details of focal points of SIAP and PARIS21 are as follows:

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

[PARIS21]
Ms Millicent Gay Tejada
Regional Programme Coordinator, Asia-Pacific and SIDS
Telephone number: +33-145-24-9095
E-mail address: millicentgay.tejada@oecd.org

II. Financial support for participation in the training

7. For funded participants, travel-related costs including air travel, daily subsistence allowance (DSA) for the duration of official stay in Chiba and terminal fee will be funded by either SIAP or PARIS21, in accordance with the list below:

SIAP-funded countries:	Bhutan, Iran, Maldives, Pakistan, Thailand
PARIS21-funded countries:	Afghanistan, Bangladesh, Indonesia, Lao PDR, Sri Lanka
Self-funded countries:	Brunei Darussalam, China

III. Travel

Hotel Accommodation

8. Block booking has been made for the participants 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
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 Makuhari 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 19 March (20% of 7,800 JPY); cancellation notification made on 20 March and thereafter (80% of 7,800 JPY); no-show on 26 March 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 daily subsistence allowance (DSA) and additional terminal fee in accordance with the respective regulations of the funding organizations. If, for any reason, a participant fails to attend the training or is unable to attend the full duration of the training, the appropriate portion of the allowance must be returned to the funding organization. Participants are requested to carry sufficient fund with them to cover expenses for transit/stopover and stay in Chiba until they receive their DSA.

13. Payment of DSA and terminal fees will be made to the participants as follows:

SIAP-funded participants: DSA and terminal fee will be paid in Japanese Yen cash at the training venue during the training.

PARIS21-funded participants: Participants may opt to receive the DSA, terminal charges and visa costs (if any) either in Japanese Yen through a Western Union Bank agent or by bank transfer after the training course. If the preference is to receive the allowance through Western Union Bank agent, you may do so in any of the following outlets geographically accessible from SIAP (open from 10am to 7pm):

1. TRAVELEX YAESU SHOP in Tokyo station [Address: 2-1 Yaesu, 2nd Dori Yaesu Chika 4 Yaesu, Chuo Ku, Tokyo 1040028, Tel: +81-3-52058900]
2. TRAVELEX LALAPORT TOKYO BAY SHOP [Address: 2-1-1 Hama Cho, 1st Floor N Bldg Lalaport Tokyo Bay, Funabashi Shi, Chiba 2738530, Tel: +81-47-4217610];

Participants are advised to go to the Western Union Bank agent prior to the start of the training or on the last day of the training.

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 a case, 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 (shibuya@un.org; staff@unsiap.or.jp) for SIAP-funded participants or to Ms Emer Heenan (Emer.Heenan@oecd.org) for PARIS21-funded participants within 2 weeks after completion of the travel.

15. Participants are requested to bring their passports and boarding passes with them to the training venue on the first day of the training (27 March 2018) for verifying their identities and processing of DSA payment (for SIAP participants).

16. SIAP and PARIS21 will not assume responsibility for any expenditures/liability relating to participants' attendance in the course, 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 for participants by the respective funding organizations to issue the most economical air tickets (economy class) to travel from the country of their residence to Tokyo and

return in the following manner:

SIAP-funded participants:	SIAP will make arrangements to issue the most economical air tickets (economy class) for participants to travel from the country of their residence to Tokyo International Airport and return. Participants are not required to book their flights.
PARIS21-funded participants:	PARIS21 will arrange for the issuance of return air tickets in economy class to Japan. PARIS21 staff will coordinate directly with funded participants regarding the matter.

18. Arrangements will be made for participants to arrive in Japan on Monday 26 March 2018 and depart for their respective countries on Thursday 29 March 2018. Participants should not change their official travel dates without prior consent from SIAP and/or PARIS21.

Visa requirements

19. It is the responsibility of each participant to obtain a visa. Participants are requested to check with the Embassy/Consulate of Japan accredited to the country of residence IN PERSON on visa requirements and where required, promptly obtain an appropriate entry visa which allows to enter Japan and participate in the training course. Information on entry visa requirements can be found on the website of the Embassy/Consulate of Japan accredited to the country of residence as well as of the website of the Ministry of Foreign Affairs of Japan (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.

Arrival at the 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, have JPY before proceeding to the Keisei Limousine Bus ticketing counter (see paragraphs 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 <http://honyaku.j-server.com/LUCKEISEIB/ns/tl.cgi/http://www.keiseibus.co.jp/kousoku/timetable.php?id=22&SLANG=ja&TLANG=en&XMODE=0&XPARAM=q,&XCHARSET=UTF-8&XPORG=,&XJSID=0> The last bus from Narita Airport is at 22:15 hours (Terminal 3).

The schedule of the Airport Limousine Bus from Haneda Airport can be found at <http://honyaku.j-server.com/LUCKEISEIB/ns/tl.cgi/http://www.keiseibus.co.jp/kousoku/timetable.php?id=1&SLANG=ja&TLANG=en&XMODE=0&XPARAM=q,&XCHARSET=UTF-8&XPORG=,&XJSID=0> The last bus from Haneda Airport is at 00:20 hours (International Terminal).

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).**

Morning on 27 March

21. On Tuesday 27 March 2018, Ms Akiyo Shibuya, Staff Assistant of SIAP, will meet participants in the lobby of Hotel Green Tower Makuhari at 08:40 hours and guide them to the Institute. Participants are requested to assemble at the hotel lobby by 08:30 hours.

Local regulations on identity proof/evidence

22. Under the local regulations of Japan, all foreign nationals 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 the safe keeping of the passports.

III. Other Information

23. Weather and Clothing -- The average temperature during the end of March in Chiba, Japan ranges from 5 to 17 degrees Centigrade. Participants are advised to check from 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, convenient stores etc. around the vicinity near 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 approximately 110 Japanese yen to one US dollar.

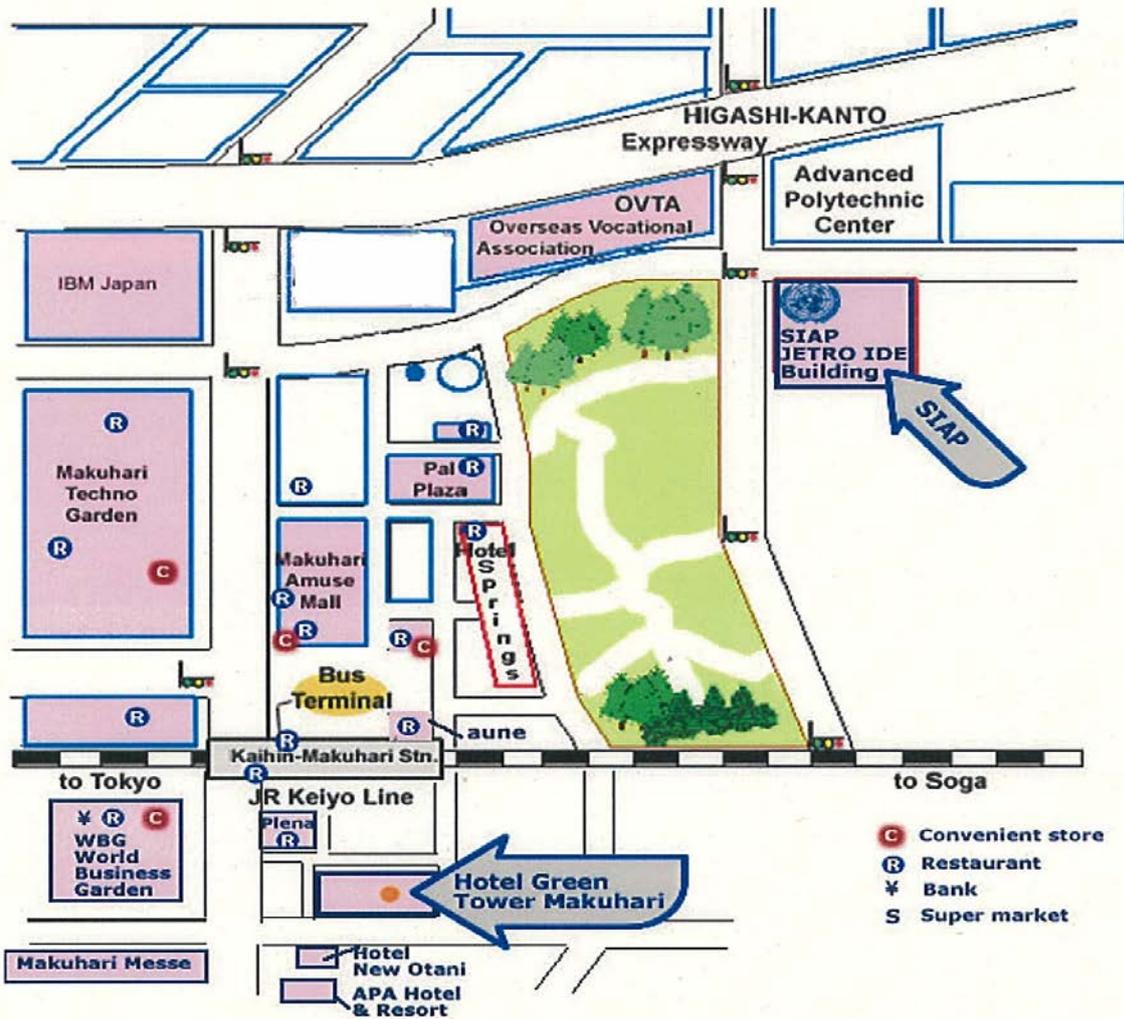
27. No money changers are available in Japan other than airports, banks or major hotels (exclusively serving hotel guests only). Hotel Green Tower Makuhari provides limited money exchange services between USD/EUR and JPY (however, it does not allow you to purchase USD or EUR with JPY). A couple of banks 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 Japanese Yen, before departure or upon arrival at airport in Tokyo, to cover local transportation fee between airport and hotel, meals and other expenses until they receive their DSA.

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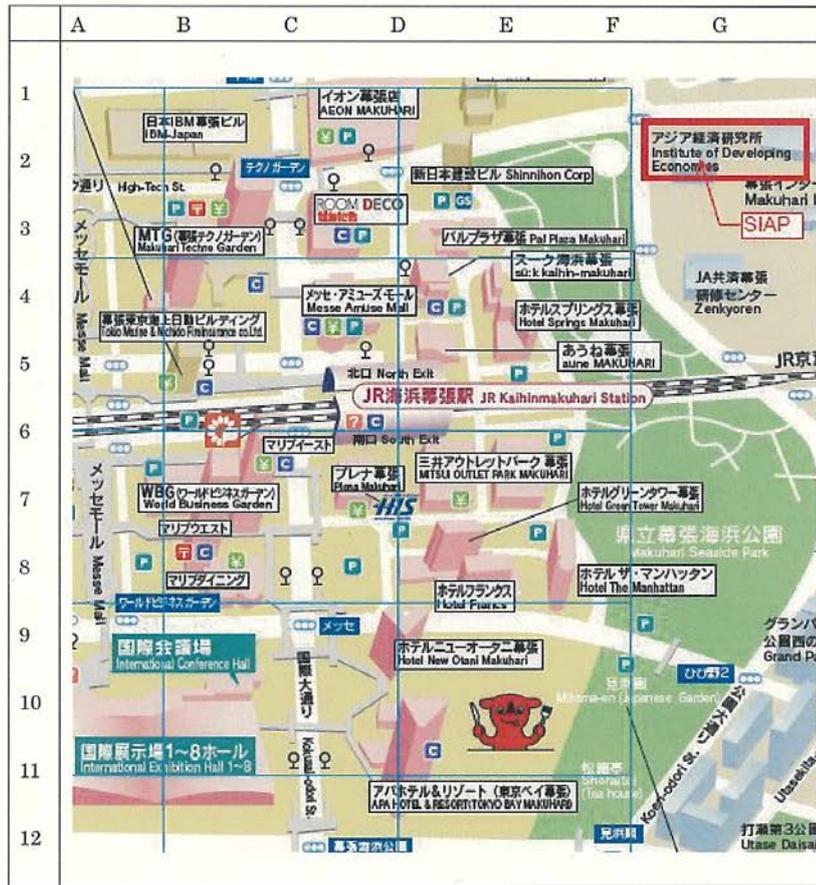
Attachment 1. The location map of the hotel and SIAP

Area Map around SIAP and Hotel Green Tower Makuhari



<p>Hotel Green Tower Makuhari 10-3 Hibino, 2-chome Mihama-ku, Chiba, 261-0021, Japan Tel. 043-296-1122 Fax. 043-296-1125</p> <p>ホテルグリーンタワー幕張 〒261-0021 千葉市美浜区ひび野 2-10-3</p>	<p>Statistical Institute for Asia and the Pacific JETRO-IDE Building 2-2 Wakaba 3-chome, Mihama-ku Chiba-shi, Chiba 261-8787, Japan Telephone no: 043-299-9782; 299-9796 Mobile no: 090-1819-8884; (0)90-5345-3324 (for use during non-office hours)</p>
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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, 4th and 5th 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, 2nd-4th Floors(7C); and
Mitsui Outlet Park Makuhari (7E)
- 100 Yen shop:** Plena Makuhari, 3rd Floor (7C)
- Bank:** CITI Bank, 2/F, World Business Garden Marive East (7B)
- Post Office:** Makuhari Techno Garden, Block CB, 2/F (3B)