



International Civil Aviation Organization

**FIRST MEETING OF IONOSPHERIC STUDIES
TAKS FORCE (ISTF/1)**

27-29 February 2012, Tokayo, Japan



国土交通省

MEETING BULLETIN

1. Schedule of meeting

1.1 The opening session of the meeting will be held at 0930 hours on Monday, 27 February 2012 at the Mita Kaigisho, (Mita Conference Hall), Tokyo, Japan.

1.2 The technical tour to Electronic Navigation Research Institute (ENRI) will be conducted from 1000 to 1200 hours on Wednesday, 29 February 2012.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk of the Mita Kaigisho between 0915 - 0930 hours on the opening day of the meeting. Participants are also requested to wear their identification badge all the time inside the Mita Kaigisho.

3. Officers and Secretariat concerned with the meeting

3.1 Mr. Sujan K. Saraswati, Regional Officer CNS of the ICAO Asia and Pacific Office will act as Secretary of the meeting. His contact address is as follows:

Mr. Sujan K. Saraswati, Regional Officer CNS
Tel: +66 (2) 537 8189 to 97 Ext. 155
Fax: +66 (2) 537 8199
E-mail: ssaraswati@bangkok.icao.int

3.2 The daily meeting service is the responsibility of Dr. Susumu Saito. Dr. Saito will provide secretarial support. The contact address is as follows:

Dr. Susumu Saito, Senior Researcher, CNS Department
Electronic Navigation Research Institute (ENRI)
Tel: +81 422 413 191
Fax: +81 422 413 199
E-mail: susaito@enri.go.jp

4. Meeting documents for distribution

4.1 Participants wishing to make presentations or present papers for distribution during the meeting are requested to submit electronic copies to the Secretariat as early as possible, and preferably **no later than 13 February 2012** at the following email addresses: icao_apac@bangkok.icao.int and cc: ssaraswati@bangkok.icao.int

5. Location of the venues

5.1 The first two days (27 and 28 February 2012) of the meeting will be held at Mita Kaigisho (Mita Conference Hall).

5.1.1 Mita Kaigisho is located at 2-1-8 Mita, Minato-ku, Tokyo, and is in the center of Tokyo city. The closest station is Azabu-Juban served by Subway Tokyo Metro Namboku Line and Subway Toei Oedo Line. It is about 10 minutes walk from Exit 2 of Azabu-Juban Station.

5.1.2 The conference room of the meeting will be indicated at the entrance of the Mita Kaigisho. Participants should follow the "*Ionospheric Study TF meeting*" sign to the conference room.

5.2 The technical tour will be conducted at Electronic Navigation Research Institute (ENRI) on the third day (29 February 2012).

5.2.1 ENRI is located at 7-42-23 Jindaiji-Higashi, Chofu, Tokyo, and is located to the west of Tokyo city center. Participants can access to ENRI by taking JR Chuo Line to Mitaka Station, and then taking public bus service to Mitaka-Nokyo-Mae Bus Stop. Participants will be requested to come to Mitaka Station by themselves, and will be guided to ENRI by ENRI staffs. Details of the technical tour will be announced at the meeting.

5.3 Further information about the venues could be found in **Annexes A and B** to the meeting bulletin.

6. Hotel accommodation and transportation

6.1 Participants are requested to make their own arrangements for accommodation. Recommended areas are as follows:

Roppongi area

2 minutes by either Subway Toei Oedo Line (Robbongi Station) or Tokyo Metro Namboku Line (Roppongi 1-chome Station) to Azabu-Juban.

Shinbashi area

7 minutes by Subway Toei Oedo Line (Shiodome Station) to Azabu-Juban Shinbashi is served by a number of public transportations and is convenient to visit other area of Tokyo.

Shinjuku area

11 minutes by Subway Toei Oedo Line (Shinjuku Station) to Azabu-Juban Shinjuku is also served by a number of public transportations including the Narita Express, the airport express to Narita Airport, and by JR Chuo-Line by which the participants should take in visiting ENRI.

6.2 Participants are requested to make their own arrangements for transportation from the airport to the city and from their hotels to the venue of the meeting.

6.3 There are two international airports in Tokyo, Narita and Haneda Airports.

6.3.1 Narita Airport (or New Tokyo International Airport) is approximately 60 km from the Tokyo city center. It is served by public transportation, such as railways, airport limousines, or taxis. Two railways, JR and Keisei Lines serve Narita Airport. It takes approximately 60 min from Narita Airport to Tokyo city center by trains. Information about the transportation between Narita Airport and Tokyo city center could be found at the Narita Airport website at:

<http://www.narita-airport.jp/en/access/index.html>

6.3.2 Haneda Airport (or Tokyo International Airport) is approximately 20 km from the Tokyo city center. It is served by public transportation, such as railways, airport limousines, or taxis. Two railways, Keikyu and Tokyo Monorail Lines serve Haneda Airport. It takes approximately 20 min from Haneda Airport to Tokyo city center. Information about the transportation between Haneda Airport and Tokyo city center could be found at the Haneda Airport website at:

<http://www.tokyo-airport-bldg.co.jp/en/access/>

6.4 Transportation in the city is convenient with dense railway, subway, and bus networks. There is a loop railway line of JR Yamanote Line connecting most of major downtowns of Tokyo including Tokyo, Shinjuku, Ueno, Akihabara, Shinagawa and Shinbashi. There are two subway networks, Toei and Tokyo Metro. JR Chuo Line, which participants should take in visiting ENRI, departs from Tokyo Station with some stops including Shinjuku. Information on JR Line and subways could be found on:

JR Line	http://www.jreast.co.jp/e/index.html
Toei Subway	http://www.kotsu.metro.tokyo.jp/eng/index.html
Tokyo Metro	http://www.tokymetro.jp/en/index.html

7. Passport, visa and customs

7.1 All foreign nationals entering Japan must possess valid passports or other valid documents for travel. Visitors from certain countries are not required to obtain visas for a temporary visit. It should, however, be noted that the temporary visa exemption and its length are decided for each country. And the exemption issued upon arrival at the airport cannot be extended beyond the period except under extraordinary circumstances. Detailed information regarding entry visa requirements could be found on http://www.mofa.go.jp/j_info/visit/visa/index.html

7.2 Participants may request an assistance concerning immigration procedures by e-mailing to Mr. Tomoo Matsumura and Dr. Susumu Saito. The contact addresses are as follows:

Mr. Tomoo Matsumura, Chief Official of Air Traffic International Affairs Office
Air Traffic Service Department, Civil Aviation Bureau (JCAB)

Tel: +81 (3) 5235 8740

Fax: +81 (3) 5235 1663

E-mail: matsumura-t2jw@mlit.go.jp

Dr. Susumu Saito, Senior Researcher CNS Department
Electronic Navigation Research Institute (ENRI)

Tel: +81 422 41 3191

Fax: +81 422 41 3199

E-mail: susaito@enri.go.jp

8. Other useful information

- 8.1 Time in Japan is 9 hours ahead of Coordinated Universal Time (UTC+9).
- 8.2 The unit of currency in Japan is the Yen (JPY). The current rate of exchange for US\$ is US\$ 1 = JPY 78 approximately. Participants will need to check the exchange rate closer to your departure.
- 8.3 There are official money exchanges at airports and throughout the downtown Tokyo city and some are open 24 hours per day. There are also banks and other official money exchangers located in Tokyo but most are open only from 0900 to 1700 hours, Monday to Friday. There are of course many Automatic Teller Machines (ATMs) available throughout the city, suburbs and regional locations. To change travelers' checks, you are required to show your passport.
- 8.4 International credit cards such as American Express, Diners Club, Visa, Master Card, are normally accepted at major hotels and department stores.
- 8.5 In Japan, tipping is not customary at restaurants, hotels, or taxis. It may be enough to say thanks with your best smiles. At some up-scale restaurants, a 10% service charge may be added to your bill.
- 8.6 In Tokyo, the mean temperatures during the month of February are the minimum of 2.9°C and the maximum of 10.4°C. There is on average 56.1 mm rainfall in February. Further climate statistics for Tokyo can be found at the Japan Meteorological Agency's website:
<http://www.data.jma.go.jp/obd/stats/data/en/index.html>
- 8.7 The voltage used throughout Japan is uniformly 100 volts, A.C. There are two kinds of frequencies in use; 50 Hz in eastern Japan (including Tokyo) and 60 Hz in western Japan (including Nagoya, Kyoto, Osaka, and Fukuoka). Two-flat-pin plugs are commonly used. Three-pin plugs or columnar-shaped plugs are not used in Japan.
- 8.8 The tap water in Tokyo is chemically treated, and is by no means undrinkable.

Access to Mita Kaigisho

RAILWAYS

5 minutes walk from Exit No.2, Azabu-juban Station
 : Tokyo Metro Namboku Line (N04) / Toei Oedo Line (E22)

TOKYO METROPOLITAN BUS

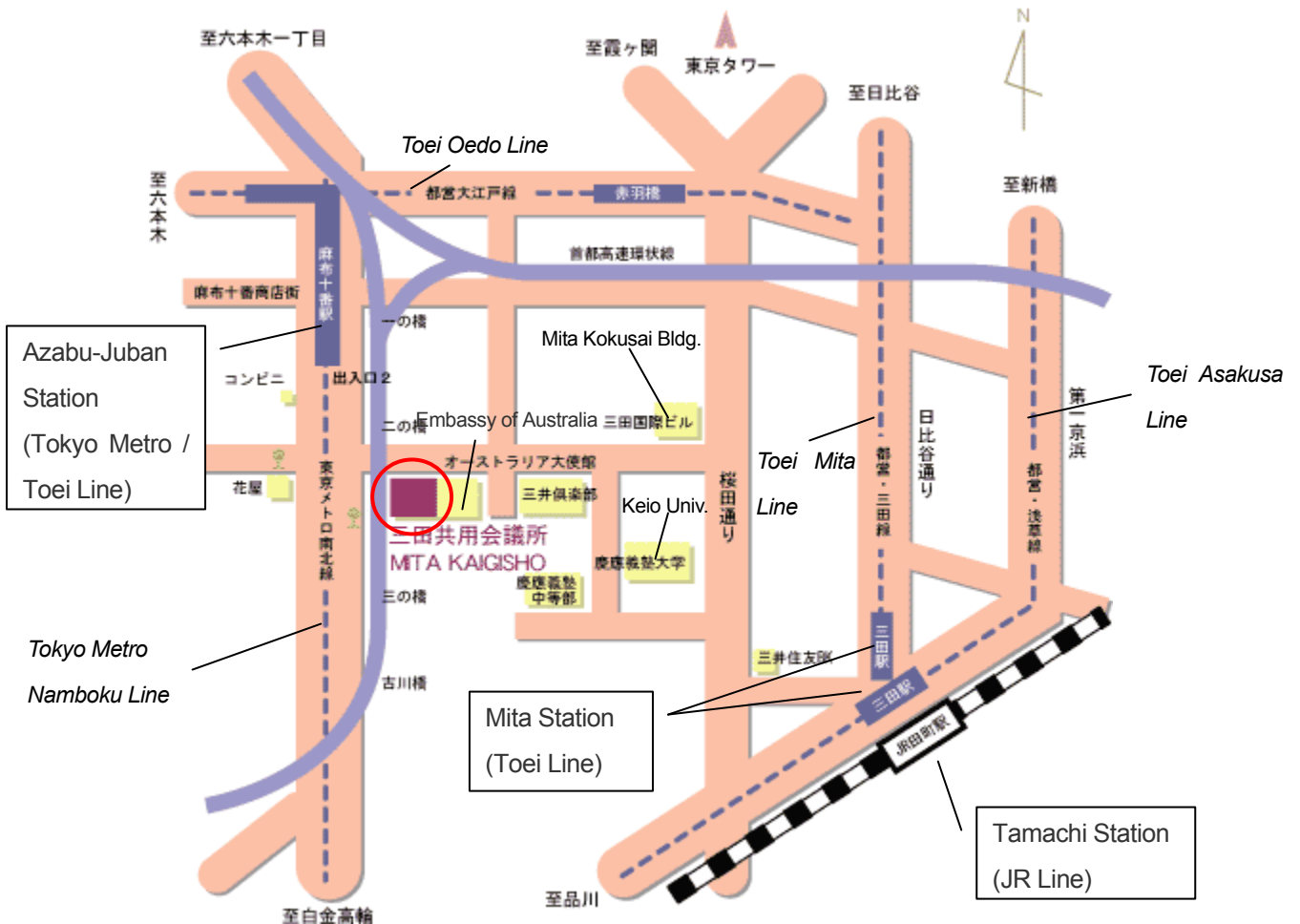
2 minutes walk from Ninohashi Bus stop

都06系統 “都06” from Shimbashi Sta. to Shibuya Sta. (15 minutes)

橋86系統 “橋86” from Shimbashi Sta. to Meguro Sta. (16 minutes)

TAXI / WALK

- Tamachi Station (JR Line)
 - Mita Station (Toei Mita Line / Toei Asakusa Line)
- } 20 minutes walk
 } 7 minutes by Taxi



ENGLISH



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- Basic Policy
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- Map

Map

Headquarters

address

7-42-23, Jindajiji-higashi-machi, Chofu, Tokyo, 182-0012, Japan
TEL. +81-422-41-3165 FAX. +81-422-41-3169

Directions to ENRI

FROM Kichijoji Station(Park Exit or South Exit)

Please get on the following bus numbers

Kichi 06 (吉06) for Chofu Station North Exit (調布駅北口) from Stop4

Kichi 14 (吉14) for Chofu Station North Exit (調布駅北口) from Stop8

Kichi 01 (吉01) or Sakai92 (堺92) for Musashisakai Station South Exit (武蔵境南口) from Stop3

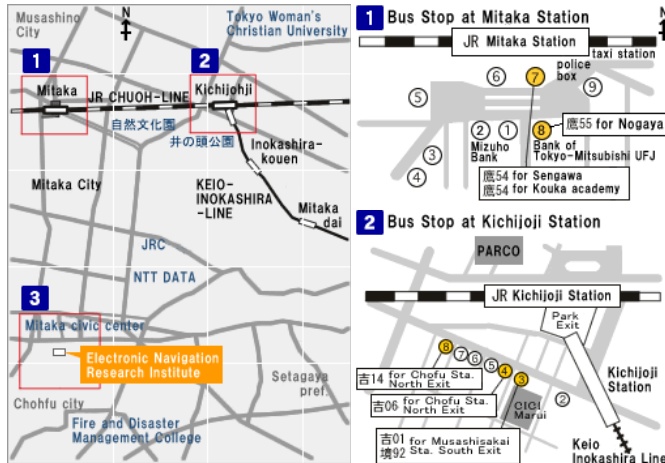
FROM JR Mitaka Station(South Exit)

Please get on the following bus numbers

Taka 54 (鷹54) for Sengawa (仙川) or Kouka academy (共栄学園東) from Stop7

Taka 55 (鷹55) for Nogaya(野ヶ谷) from Stop8

All buses, get off at Mitaka Nokyo-mae and walk south 300m to the main entrance



3 A map around ENRI

