



ICAO

*International Civil Aviation Organization*

**FIFTH MEETING OF GBAS-SBAS  
IMPLEMENTATION TASK FORCE (GBAS-SBAS  
ITF5)**

*Bangkok, 19 –21 April 2023*

## THE MEETING BULLETIN

### 1. Schedule of the Meeting

1.1. The opening session of the meeting will be held at **1000 hrs. JST (UTC+9)** on **Wednesday, 21 June 2023**. The meeting venue is:

2-1-8, Mita, Minato-ku, Tokyo, Japan

Tel: 81-3-3455-7591

Fax: 81-3-3455-7595

(next to the Embassy of Australia)

E-mail: [APAC-RSO@icao.int](mailto:APAC-RSO@icao.int)

Web: [www.icao.int/APAC](http://www.icao.int/APAC)

1.2. The program will be available on the [Meeting webpage](#).

### 2. Officers and Secretariat concerned with the Meeting

2.1. Secretary of the Meeting:

**Mr. V. K. Mishra, Regional Officer PBN**

E-mail: [vk mishra@icao.int](mailto:vk mishra@icao.int)

### 3. Registration of Participants

3.1. Each participant should ensure that their respective State/Organization nominate participant(s) to join the meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/default.aspx> no later than **6 June 2023**, as after this the link will be closed automatically to accept registrations.

3.2. In case of multiple delegates are nominated from a State/Organization, each nominated delegate should register themselves separately.

### 4. Meeting materials

4.1. The Secretariat will upload the Meeting materials (i.e. documentation, papers, templates, instructions etc.) in electronic format prior to the Meeting on the ICAO APAC Office meeting webpage at <https://www.icao.int/APAC/Meetings/Pages/default.aspx>.

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting discussion sessions.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so, via e-mail to the ICAO APAC Office at: [apac-rso@icao.int](mailto:apac-rso@icao.int) with copies to [ykmishra@icao.int](mailto:ykmishra@icao.int) as early as possible and in any case **no later than 6 June 2023**

## **5. Location of the meeting venue**

5.1 The meeting will be held at the Mita Kaigisho.

5.2 Mita Kaigisho is located at 2-1-8 Mita, Minato-Ku, Tokyo. The closest station is Azabu-Juban Station served by Subway Tokyo Metro Namboku Line and Subway Toei Oedo Line. It is about a 10-minute walk from Exit 2 of Azabu-Juban Station. Details of the access to Mita Kaigisho are provided in Attachment D.

5.3 The conference room of the meeting will be indicated at the entrance of the Mita Kaigisho. Participants should follow the “*GBAS/SBAS Implementation Task Force meeting*” sign to the conference room.

5.4 Further information about the location of the venues could be found in the attached maps at the bottom of this bulletin.

5.5 On Wednesday and Thursday, 21 and 22 June 2023, facility tours to GBAS and SBAS systems are scheduled in the afternoon sessions. The transportation between Mita Kaigisho and the GBAS and SBAS facilities are provided by the Host of the meeting.

## **6. Meeting Participation**

6.1. Participants are required to carry a valid, government issued identity card or passport for verification of their identities prior to entering Mita Kaigisho.

6.2. All in-person participants are requested to abide by the required health-and-safety measures provided in Annex 1.

6.3. Participants are requested to register at the Registration Desk of the Mita Kaigisho between 09:30 - 10:00 hours on the opening day of the Meeting and obtain a meeting identification badge. Participants shall wear the identification badge at all the time when inside Mita Kaigisho.

6.4. Wi-Fi connection to the Internet is available in the premises of the meeting venue to enable participants to view the meeting material online. Participants will find information on how to access the Wi-Fi at the Registration Desk.

6.5. Additional ‘House Keeping’ information will be provided on site.

## **7. Visa, Insurance 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:

[https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html)

7.2. Application for entry visa is the responsibility of the State or delegate concerned, and should be requested well in advance as for certain countries visa processing may require additional security screening time. In case if a visa support letter is required, the appropriate authority, Administration or State in question should send a request, on official letterhead, to contact addresses as follows at least 6 weeks before the start of the meeting.

Mr. Masahiro Nakakubo, Special Assistant to the Director of Air Traffic International Affairs Office, Air Traffic Service Department, Civil Aviation Bureau (JCAB)  
Tel: +81 3 5235 8740  
E-mail: [nakakubo-m44ij@mlit.go.jp](mailto:nakakubo-m44ij@mlit.go.jp)

Mr. Kosuke Aomi, Chief Official of Air Traffic International Affairs Office, Air Traffic Service Department, Civil Aviation Bureau (JCAB)  
Tel: +81 3 5235 8740  
E-mail: [aomi-k106q@mlit.go.jp](mailto:aomi-k106q@mlit.go.jp)

Mr. Yuji Tomiga, Chief Official of Air Traffic International Affairs Office, Air Traffic Service Department, Civil Aviation Bureau (JCAB)  
Tel: +81 3 5235 8740  
E-mail: [tomiga-y0756@mlit.go.jp](mailto:tomiga-y0756@mlit.go.jp)

7.3. Participants must be medically fit and in possession of insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. JCAB will not take responsibility for any expenses incurred concerning participation to its meetings/events. Information for vaccination shall be obtained from local Japan Embassy or Japan Ministry of Health, Labour and Welfare.

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

Foreign currencies may be taken out of the country up to the amount imported and declared. Up to date information is available at the Japan Customs <https://www.customs.go.jp/english/summary/passenger.htm>

## **8. Hotel Reservations, Transportation and Parking**

8.1 Participants are requested to make their own arrangements for accommodation. Recommended hotels are listed in Attachment C.

8.2 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.

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

8.4 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>

8.5 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/>

8.6 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. Information on JR Line and subways could be found on:

JR Line <https://www.jreast.co.jp/e/index.html>

Toei Subway <https://www.kotsu.metro.tokyo.jp/eng/index.html>

Tokyo Metro <https://www.tokyometro.jp/en/index.html>

## 9. Food and Catering Arrangements

9.1. Tea and coffee for participants during the meeting breaks will be provided at the Guest Room, next to the meeting room.

9.2. The Host of the meeting does not provide lunch for participants during the meeting. Participants are responsible for their own lunch arrangements and may purchase meals from restaurants/cafeterias located near Mita Kaigisho. On the days when the facility tours are scheduled, the Host of the meeting will provide opportunities for participants to take/buy their own lunch on the way to the facilities.

## 10. Further Information

10.1. Smoking is prohibited in the meeting venue. Participants wishing to smoke are invited to use the designated smoking areas.

10.2. Time in Japan is 9 hours ahead of Coordinated Universal Time (UTC+9).

10.3. 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 only open 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.

10.4. In Tokyo, the mean temperatures during the month of June are the minimum of 18.0°C and the maximum of 25.5°C. There is on average 168 mm rainfall in June. Further climate statistics for Tokyo can be found at the Japan Meteorological Agency's website:

<https://www.data.jma.go.jp/obd/stats/data/en/index.html>

10.5. 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 plug (plug type A) are commonly used. Three-pin plugs or columnar-shaped plugs are not used in Japan.

10.6. International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

10.7. For further information, please contact the addresses, at item "7.2" above noted.

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# Map & Access to MITA KAIGISHO

## 1. RAILWAY

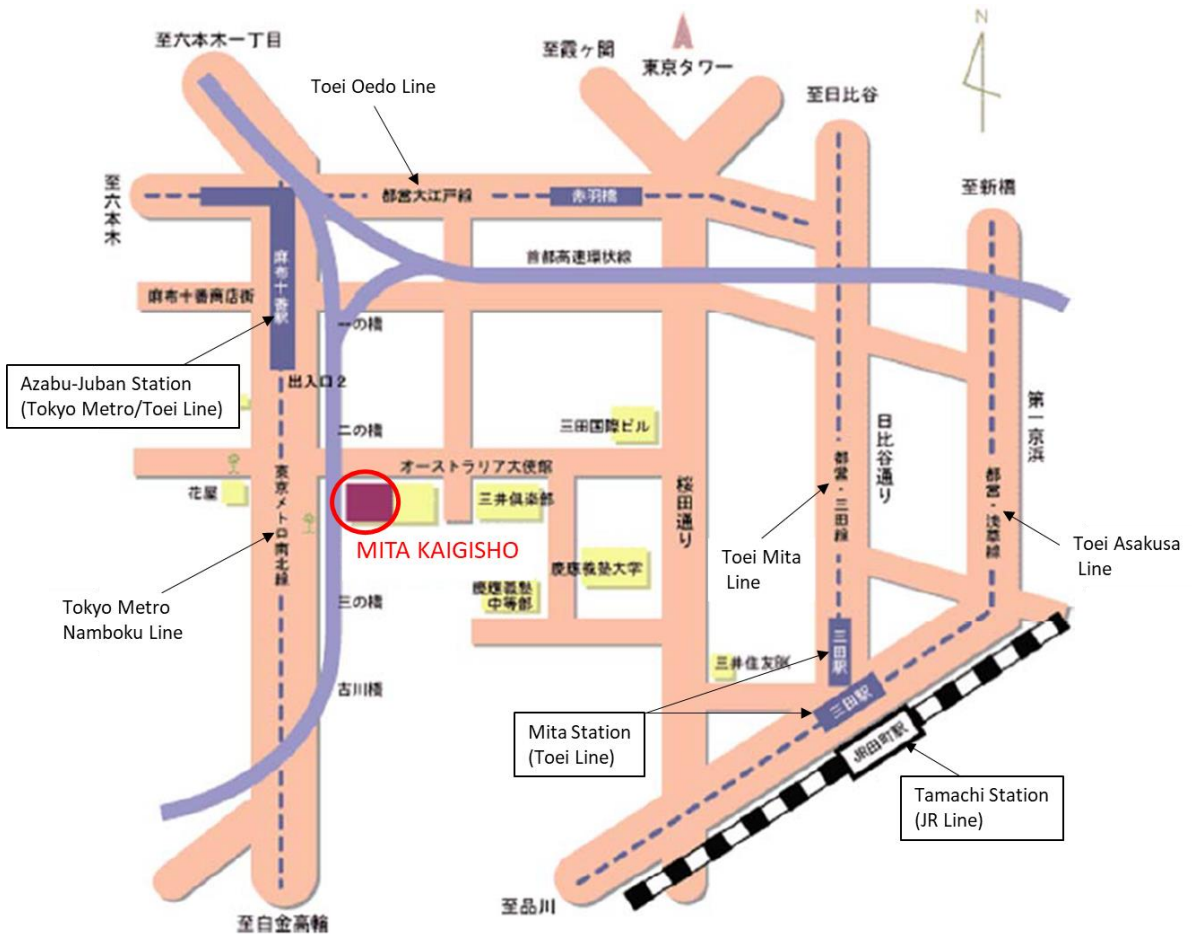
- 5 minutes walk from Exit No.2, Azabu-juban Station  
:Tokyo Metro Namboku Line(N04)
- 9 minutes walk from Exit No.2, Azabu-juban Station  
:Toei Oedo Line (E22)

## 2. TAXI/WALK

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

※If you take a taxi to the Mita Kaigisho, please pass this paper to a driver.  
 Following Japanese sentence indicates the destination in Japanese.  
 タクシー運転手さんへ三田共用会議所（オーストラリア大使館の隣の建物）  
 までお願いします。三田共用会議所の住所：東京都港区三田2丁目1番8号

## 3. Map



## Recommend Hotel List

Hotel name	Address		Price	Distance to the venue
Olympic in Azabu オリンピックイン麻布	1-7-37 Minami-Azabu, Minato-ku, Tokyo +81-3-5476-5050	<a href="http://olympic-inn-azabu.hotels-tokyo.jp.com/en/#main">http://olympic-inn-azabu.hotels-tokyo.jp.com/en/#main</a>	★★★ From 9,000 JPY per night	200 meters
Hotel The Celestine Tokyo Shiba ホテルザセレスティン東京芝	3-23-1 Shiba, Minato-Ku, Tokyo +81-3-5441-4111	<a href="https://www.celestinehotels.jp/tokyo-shiba/eng/">https://www.celestinehotels.jp/tokyo-shiba/eng/</a>	★★★★ From 25,000 JPY per night	1,100 meters
The Prince Park Tower Tokyo プリンスパークタワー東京	4-8-1 Shibakoen, Minato-ku, Tokyo +81-3-5400-1111	<a href="http://www.princehotels.com/parktower/">http://www.princehotels.com/parktower/</a>	★★★★★ From 30,000 JPY per night	1,100 meters
Tokyo Grand Hotel 東京グランドホテル	2-5-2 Shiba, Minato-ku, Tokyo +81-3-3456-2222	<a href="http://www.tokyogrand.gr.jp/eng/">http://www.tokyogrand.gr.jp/eng/</a>	★★★ From 12,000 JPY per night	1.300 meters
APA Hotel Roppongi-ekimae アパホテル〈六本木駅前〉	6-7-8 Roppongi, Minaku-ku, Tokyo +81-3-5413-6351	<a href="https://www.apahotel.com/hotel/shutoken/38_roppongi-ekimae/?version=en_us">https://www.apahotel.com/hotel/shutoken/38_roppongi-ekimae/?version=en_us</a>	★★★ From 14,000 JPY per night	1,600 meters
HOTEL MYSTAYS Hamamatsucho ホテルマイステイズ浜松町	1-18-14 Hamamatsucho, Minato-ku, Tokyo +81-3-6680-3939	<a href="https://www.mystays.com/en-us/hotel-mystays-hamamatsucho-tokyo/">https://www.mystays.com/en-us/hotel-mystays-hamamatsucho-tokyo/</a>	★★★ From 11,000 JPY per night	2.200 meters
Keio Presso Inn Hamamatsucho 京王プレッソイン浜松町	1-1-26 Shibadaimon, Minato-ku, Tokyo +81-3-3438-0202	<a href="https://www.presso-inn.com/english/hamamatsucho.html">https://www.presso-inn.com/english/hamamatsucho.html</a>	★★★ From 12,000 JPY per night	2,200 meters
Park Hotel Tokyo パークホテル東京	Shiodome Media Tower, 1-7-1, Higashi Shimbashi, Minato-ku, Tokyo +81-3-6252-1111	<a href="http://en.parkhoteltokyo.com/">http://en.parkhoteltokyo.com/</a>	★★★★★ From 24,000 JPY per night	3,100 meters
Akasaka Excel Hotel Tokyu 赤坂エクセルホテル東急	2-14-3 Nagata-cho, Chiyoda-ku, Tokyo +81-3-3580-2311	<a href="https://www.tokyuhotelsjapan.com/global/akasaka-e/">https://www.tokyuhotelsjapan.com/global/akasaka-e/</a>	★★★★★ From 26,000 JPY per night	3,200 meters
The Royal Park Hotel Tokyo Shiodome ザロイヤルパークホテル東京汐留	1-6-3 Higashi-shimbashi, Minato-ku, Tokyo +81-3-6253-1111	<a href="https://www.the-royalpark.jp/the/tokyoshiodome/en/">https://www.the-royalpark.jp/the/tokyoshiodome/en/</a>	★★★★★ From 24,000 JPY per night	3,200 meters
Hotel Villa Fontaine Tokyo - Shiodome ホテルヴィラフォンテーヌ東京汐留	1-9-2 Higashi-shinbashi Minato-ku Tokyo +81-3-3569-2220	<a href="https://www.hvf.jp/shiodome/">https://www.hvf.jp/shiodome/</a>	★★★ From 16,000 JPY per night	3,300 meters
The Westin Tokyo ウェスティンホテル東京	1-4-1 Mita, Meguro-ku, Tokyo +81-3-5423-7000	<a href="https://www.marriott.com/hotels/travel/tyowi-the-westin-tokyo">https://www.marriott.com/hotels/travel/tyowi-the-westin-tokyo</a>	★★★★★ From 68,000 JPY per night	3,400 meters
Shinagawa Prince Hotel East Tower 品川プリンスホテルイーストタワー	10-30 Takanawa 4-chome, Minato-ku Tokyo +81-3-3440-1111	<a href="http://www.princehotels.com/shinagawa/">http://www.princehotels.com/shinagawa/</a>	★★★ From 16,000 JPY per night	3,900 meters