



International Civil Aviation Organization

**ICAO/WMO ASIA/PACIFIC METEOROLOGY/AIR TRAFFIC  
MANAGEMENT (MET/ATM) SEMINAR 2015  
FOURTH MEETING OF ICAO ASIA/PACIFIC METEOROLOGICAL  
REQUIREMENTS TASK FORCE (MET/R TF/4)**

Tokyo, Japan, 29 June – 3 July 2015

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**MEETING BULLETIN**

**1. Schedule of Seminar/Meeting**

1.1 The International Civil Aviation Organization (ICAO) Asia/Pacific MET/ATM Seminar 2015 and the Fourth Meeting of ICAO Asia/Pacific Meteorological Requirements Task Force (MET/R TF/4) will be held at the *Mita Kaigisho*, Tokyo, Japan, from 29 June to 3 July 2015.

1.2 The opening session of the Seminar will be held at 1000 hours on Monday, 29 June 2015 in the Auditorium of the Mita Kaigisho on the first floor. The opening session of MET/R TF/4 will be held at 1000 hours on Thursday, 2 July 2015 in the Conference Room 3 of the Mita Kaigisho on the third floor.

1.3 The daily order of business will be announced on the first day of the Seminar/Meeting.

**2. Registration of participants**

2.1 Participants of the Seminar and the Meeting are requested to register and collect their identification name tag at the Registration Desks in the auditorium between 0930 and 1000 hours on the first day of the Seminar. For those participants who will only attend MET/R TF/4, Registration Desks will also be available in front of the Conference Room 3 between 0930 and 1000 hours on the first day of the Meeting.

2.2 All participants are requested to wear their identification name tag at all times when inside the venue (*Mita Kaigisho*).

**3. Officers and Secretariat concerned with the Seminar/Meeting**

3.1 Mr. Peter Dunda, Regional Officer of the ICAO Asia and Pacific Office, Bangkok, will act as Secretariat for the Seminar/Meeting. His contact details are as follows:

**Mr. Peter Dunda**  
Regional Officer, Aeronautical Meteorology  
International Civil Aviation Organization  
Asia and Pacific Office  
Tel: +66 (2) 537-8189 Ext. 153  
Fax: +66 (2) 537-8199  
E-mail: [PDunda@icao.int](mailto:PDunda@icao.int)

3.2 The daily meeting service is the responsibility of Mr. Koichiro Kakihara of Japan Meteorological Agency (JMA). Ms. Erika Hayami and Mr. Sekai Kubota will provide secretarial support. Contact details are as follows:

**Koichiro Kakihara (Mr.)**

Senior Coordinator for International Aeronautical Meteorology  
Aeronautical Meteorology Division  
Administration Department, Japan Meteorological Agency  
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**4. Seminar/Meeting documents for distribution**

4.1 Participants wishing to make presentations or present papers for distribution during the Seminar/Meeting are requested to submit electronic copies to the Officers and Secretariat as early as possible, but in any case **no later than 15 June 2015.**

**5. Location of and transportation to the venue**

5.1 The Seminar/Meeting venue, Mita Kaigisho, is located at 2-1-8 Mita, Minato-ku, Tokyo; next to the Australian Embassy. Participants are requested to make their own arrangements for transportation from/to the airport to/from the city and from/to their hotels to/from the venue. The nearest public transport to the venue is the Tokyo Metro, Namboku Line, Azabu-juban Station (No. N04) and the Toei Subway, Oedo Line, Azabu-juban Station (No. E22), which are both located within 8-minutes' walk to/from the venue. Mita Kaigisho is located about 60 kilometres west of Narita International Airport and about 20 kilometres north of Tokyo International Airport (Haneda Airport). A map showing the venue location and nearby public transport is provided in **Figure 1**.

5.2 **From Narita International Airport to central Tokyo:** Narita International Airport is one of Japan's busiest airports and has the highest number of international flights in Japan. The Narita Sky Access Line, Keisei Line and JR East (East Japan Railway Company) operate express train services between the airport and central Tokyo. Train tickets can be purchased at the station counters in the airport on level B1 or in the international arrival lobby on the first floor. Limousine bus services are also available between the airport and Tokyo Station and other places around Tokyo. Public taxis are also available at the airport, though the fare depends on the destination, and it usually costs more than 20,000 JPY (about 168 US\$) for a taxi into central Tokyo. More detailed access information is available in the Narita Airport website at: <http://www.narita-airport.jp/en/access/index.html>.

5.3 **From Tokyo International Airport (Haneda Airport) to central Tokyo:** Tokyo International Airport (Haneda Airport) is Japan's busiest airport in terms of the total number of flights. The Keikyu Line and Tokyo Monorail operate train services between the airport and central Tokyo. Train tickets can be purchased at the station counters in the airport on level B1. Limousine bus

services are also available between the airport and Tokyo Station and other places around Tokyo. Public taxis are also available at the airport, though the fare depends on the destination, and it usually costs more than 8,000 JPY (about 68 US\$) for a taxi into central Tokyo. More detailed access information is available in the Haneda Airport website at: <http://www.tokyo-airport-bldg.co.jp/en/access/#1>.

5.4 **From central Tokyo to the venue (Mita Kaigisho):** There are a variety of efficient and convenient public transportation options in the central Tokyo area, including trains (JR Line, Tokyo Metro and Toei Subway) and buses. Train station names, ticket counters and transfer signs are all clearly marked in English as well as Japanese, the different train lines are color-coded and all trains have announcements in English and Japanese. Fares are economical but do vary with service areas, so check the cost for your destination before purchasing a ticket from the ticket counter or automatic dispenser. Further information, such as route maps, is available on the websites listed below:

- JR Line

[http://www.jreast.co.jp/e/info/map\\_a4ol.pdf](http://www.jreast.co.jp/e/info/map_a4ol.pdf)

- Tokyo Metro and Toei Subway

[http://www.tokyometro.jp/en/subwaymap/pdf/routemap\\_en.pdf](http://www.tokyometro.jp/en/subwaymap/pdf/routemap_en.pdf)

- Multi-language Tokyo Metro Subway Maps (in French, German, Spanish, Chinese, Korean and Russian)

<http://www.tokyometro.jp/en/subwaymap/index.html>

## 6. **Hotel accommodation**

6.1 Participants are requested to make their own arrangements for accommodation. Additional information on hotels near the venue is provided in **Table 1** and **Figure 2**.

## 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 can be found at: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html).

7.2 Participants may request assistance concerning immigration procedures by e-mailing Mr. Kakihara, Ms Hayami or Mr. Kubota. In particular, if you need an official invitation and guarantee from the host in order to apply for a visa for Japan, please send a copy of your passport and your flight, accommodation and itinerary details in Japan to the contacts listed above **no later than 20 May 2015**.

## 8. **Other useful information**

8.1 Local time in Japan is 9 hours ahead of Co-ordinated Universal Time (UTC + 9).

8.2 In Tokyo, the mean temperatures during the month of July are a minimum of 21.8 degrees Celsius and a maximum of 29.2 degrees Celsius. There is on average 153.5 mm of rainfall in July. Further climate statistics for Tokyo can be found at the JMA website: <http://www.data.jma.go.jp/obd/stats/data/en/normal/normal.html>, [http://www.data.jma.go.jp/gmd/cpd/longfcst/en/tourist/file/Kanto\\_Koshin.html](http://www.data.jma.go.jp/gmd/cpd/longfcst/en/tourist/file/Kanto_Koshin.html).

Attachment C

8.3 The unit of currency is the Japanese Yen (JPY). The current rate of exchange for US \$ is approximately US \$ 1 = JPY 119. Participants will need to check the exchange rate closer to your departure.

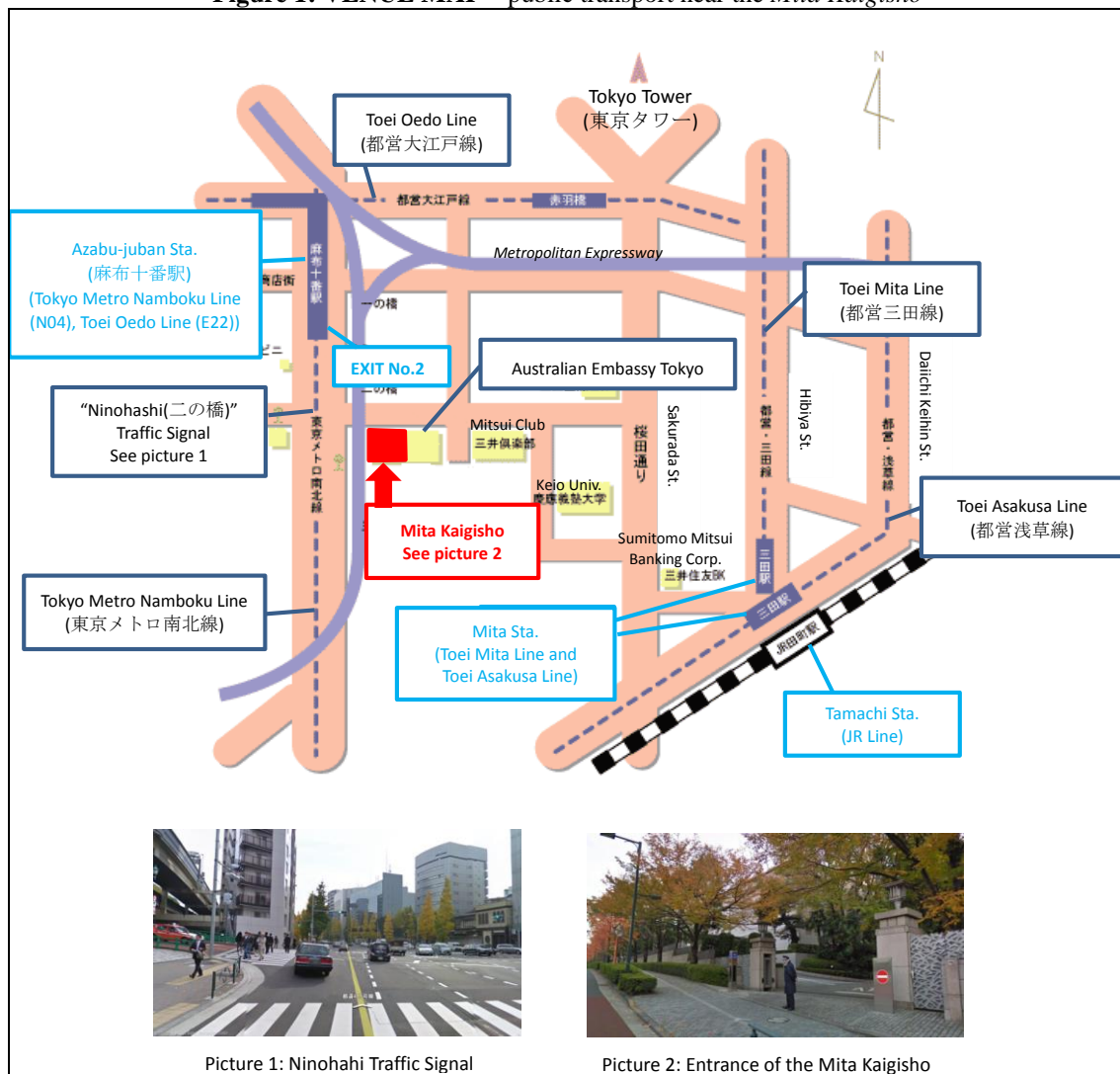
8.4 There are official money exchanges at airports and throughout the downtown Tokyo city and some are open 24 hours per day. There are also banks and other official money exchanges located in Tokyo but most are only open 9:00 a.m. to 5:00 p.m., Monday to Friday. There are of course many Automatic Teller Machines (ATMs) available throughout the city, suburbs and regional locations. To change traveller's checks, you are required to show your passport.

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

8.6 In Japan, tipping is not customary at restaurants, hotels or in taxis. It may be enough to say thanks with your best smiles. At some upscale restaurants a 10% service charge may be added to your bill.

8.7 The voltage used throughout Japan is uniformly 100 volts, A.C. There are two kinds of frequencies in use; 50 Hertz in eastern Japan (including Tokyo and Narita) and 60 Hertz in western Japan. There are no columnar-shaped plugs or 3-pin plugs used in Japan; 2-flat-pin plugs are used instead.

**Figure 1: VENUE MAP – public transport near the Mita Kaigisho**



**Table 1: HOTEL INFORMATION** – hotels located near the venue (numbers refer to the below map)

No.	Hotel Name	Address	Room rate and remark
1	<b>InterContinental ANA Tokyo</b> <a href="http://www.anaintercontinental-tokyo.jp/e/">http://www.anaintercontinental-tokyo.jp/e/</a>	1-12-33 Akasaka, Minato-ku, Tokyo, 107-0052 Japan +81-3-3505-1111	JPY 19,000 - 28,000 Eight minutes from the nearest station, Roppongi-itcho (N05), to the venue Convenient for all
2	<b>Tokyo Prince Hotel</b> <a href="http://www.princehotels.com/en/tokyo/">http://www.princehotels.com/en/tokyo/</a>	3-3-1 Shiba-koen, Minato-ku, Tokyo, 105-8560 Japan +81-3-3432-1111	JPY 13,000 - 18,000 15 minutes on foot or Five minutes by taxi to the venue Classical
3	<b>Toshi Center Hotel</b> <a href="http://www.rihga.com/toshicenter_tokyo">http://www.rihga.com/toshicenter_tokyo</a>	2-4-1 Hirakawa-cho, Chiyoda-ku, Tokyo, 102-0093 Japan +81-3-6743-6580	JPY 10,000 - 15,000 Six minutes from the nearest station, Nagatacho (N07, Z04, Y16, G05, M13), to the venue
4	<b>Hotel Wing International Premium Tokyo Yotsuya</b> <a href="http://www.hotelwingjapan.com/">http://www.hotelwingjapan.com/</a>	3-14-1 Yotsuya, Shinjuku-ku, Tokyo, 160-0004 Japan +81-3-6743-6580	JPY 10,000 - 15,000 Four minutes from the nearest station, Yotsuya-sancho (M11), to the venue

Further recommend search at: <http://www.expedia.co.jp/?&langid=1033> and <http://travel.rakuten.com/>

**Figure 2: HOTEL MAP** – hotels located near the venue (numbers refer to the above list)