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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

**Ref.:** T 4/3.2.7:AP067/15 (MET)

20 April 2015

**Subject:** ICAO/WMO Asia/Pacific Meteorology/Air Traffic Management (MET/ATM) Seminar 2015 and the Fourth Meeting of the Asia/Pacific Meteorological Requirements Task Force (MET/R TF/4) (Tokyo, Japan, 29 June – 3 July 2015)

**Action Required:** Reply at your earliest convenience, preferably **no later than 1 June 2015**

Sir/Madam,

I have the honour to refer to the Twenty-fifth Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/25) and its Conclusion 25/48 concerning a Meteorology/Air Traffic Management (MET/ATM) Seminar in 2015. For your ease of reference, the referred conclusion is copied below:

***Conclusion APANPIRG 25/48 – APAC MET/ATM Seminar***

*That, the ICAO and Japan be invited to conduct a MET/ATM Seminar in Tokyo in 2015, in coordination with the WMO*

With respect to the above, I now have the pleasure to invite your Administration/Organization to participate in the ICAO Asia/Pacific MET/ATM Seminar 2015 and the Fourth Meeting of the Asia/Pacific Meteorological Requirements Task Force (MET/R TF/4), which will be held back-to-back in Tokyo, Japan, from 29 June to 1 July and from 2 to 3 July 2015, respectively.

The purpose of the MET/ATM Seminar 2015 is to discuss and share information on the coordination between MET services and ATM, the impacts of meteorological phenomena on Air Traffic Flow Management and the ongoing and future development of MET services to meet ATM operational needs.

MET/R TF/4 will review outcomes from the previous meeting (MET/ATM TF/3 held in Bangkok, Thailand, from 26 to 29 November 2013) as well as the outcomes from the MET/ATM Seminar 2015 in order to progress the work plan of the MET/R TF with the objective of improving safety, efficiency and sustainability of international civil aviation through MET information tailored to meet current and future ATM requirements.

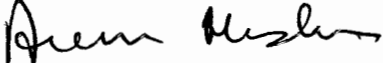
...2/

To assist with your preparations, please find enclosed the provisional programme for the MET/ATM Seminar 2015 (Attachment A), provisional agenda for MET/R TF/4 (Attachment B), Seminar/Meeting Bulletin providing general information of the venue and the organizational arrangements (Attachment C) and Nomination Form (Attachment D).

To facilitate our preparations, I will be grateful if you could confirm participation by appropriate expert(s) from your Administration/Organization at your earliest convenience, and preferably not later than **1 June 2015**, by returning the completed Nomination Form to this Office at [APAC@icao.int](mailto:APAC@icao.int). However, as detailed in the Seminar/Meeting Bulletin, participants who require assistance to obtain an entry visa for Japan should provide their nomination details to the host as soon as possible, but in any case no later than **20 May 2015**.

I would also like to remind you that presentations and papers should be submitted no later than two weeks prior to the Seminar/Meeting date, via email to the (local) Officers and Secretariat (details provided in the Seminar/Meeting Bulletin), but in any case no later than **15 June 2015**.

Accept, Sir/Madam, the assurances of my highest consideration.

  
Arun Mishra  
Regional Director

**Attachments:**

- A – Provisional programme for MET/ATM Seminar 2015
- B – Provisional agenda for MET/R TF/4
- C – Seminar/meeting bulletin
- D – Nomination form



*International Civil Aviation Organization*

**ICAO/WMO ASIA/PACIFIC METEOROLOGY /  
AIR TRAFFIC MANAGEMENT (MET/ATM) SEMINAR 2015**

Tokyo, Japan, 29 June – 1 July 2015

**SEMINAR PROGRAMME**

**Objective**

The Seminar will provide information and promote cooperation on the development of meteorological service to support air traffic management (ATM) operations (APANPIRG Conclusion 25/48 refers). The host State, Japan, will provide the opportunity for participants to observe, first-hand, ATM-tailored meteorological services supporting approach control areas around Tokyo International Airport. Outcomes from the Seminar will assist the fourth meeting of the Meteorological Requirements Task Force (MET/R TF/4), immediately following the Seminar, in its objective to improve safety, efficiency and sustainability of ATM through tailored meteorological information.

**Agenda Item 1: Review of MET and ATM coordination in States**

The Secretariat will provide an overview of ICAO provisions (Global Air Navigation Plan, Annexes, Manuals, Documents, etc.) as they relate to the coordination between meteorological service and air traffic management in States. Participants are invited to share information related to the establishment of organizational frameworks and consultative mechanisms supporting the provision of ATM-tailored meteorological service.

**Agenda Item 2: Impact of MET on Air Traffic Flow Management (ATFM)**

The Seminar will look at the impacts meteorological phenomena have on ATFM, both en-route and in the terminal area. Contributions should emphasize the scenarios in which weather has significant impact on safety, efficiency and reliability of air traffic in the Region.

**Agenda Item 3: ATM-tailored meteorological services**

Participants are invited to demonstrate how meteorological service can be tailored to meet ATM operational needs, including: utilization of existing standards and recommended practices, development of emerging technologies and balancing the ATM user requirements with the MET service capabilities.

**Agenda Item 4: Future directions**

The Secretariat will provide an update on ICAO/WMO activities contributing to the global development of meteorological service in support of ATM. Participants are invited to discuss such developments from the Regional perspective.

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International Civil Aviation Organization

**FOURTH MEETING OF ASIA/PACIFIC METEOROLOGICAL  
REQUIREMENTS TASK FORCE (MET/R TF/4)**

Tokyo, Japan, 2 – 3 July 2015

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**PROVISIONAL AGENDA**

- Agenda Item 1:** Organizational matters
- Agenda Item 2:** Review of follow-up from previous meetings
- Agenda Item 3:** MET/ATM coordination
- Agenda Item 4:** MET required to support end user system (CDM, AT/ATFM)
- Agenda Item 5:** Sub-regional exchange of MET
- Agenda Item 6:** Future work programme
- Agenda Item 7:** Any other business

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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  
Tel: +81 (3) 3212-8341 Ext. 2298  
Fax: +81 (3) 3212-8696  
E-mail: [aero-jma@met.kishou.go.jp](mailto:aero-jma@met.kishou.go.jp) with cc: [k-kakihara@met.kishou.go.jp](mailto:k-kakihara@met.kishou.go.jp)

**Erika Hayami (Ms.)**

Scientific Officer, Aeronautical Meteorology Division  
Administration Department, Japan Meteorological Agency  
Tel: +81 (3) 3212-8341 Ext. 2280  
Fax: +81 (3) 3212-8696  
E-mail: [aero-jma@met.kishou.go.jp](mailto:aero-jma@met.kishou.go.jp) with cc: [e-hayami@met.kishou.go.jp](mailto:e-hayami@met.kishou.go.jp)

**Sekai Kubota (Mr.)**

Assistant Scientific Officer, Aeronautical Meteorology Division  
Administration Department, Japan Meteorological Agency  
Tel: +81 (3) 3212-8341 Ext. 2285  
Fax: +81 (3) 3212-8696  
E-mail: [aero-jma@met.kishou.go.jp](mailto:aero-jma@met.kishou.go.jp) with cc: [sekai-kubota@met.kishou.go.jp](mailto:sekai-kubota@met.kishou.go.jp)

**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.

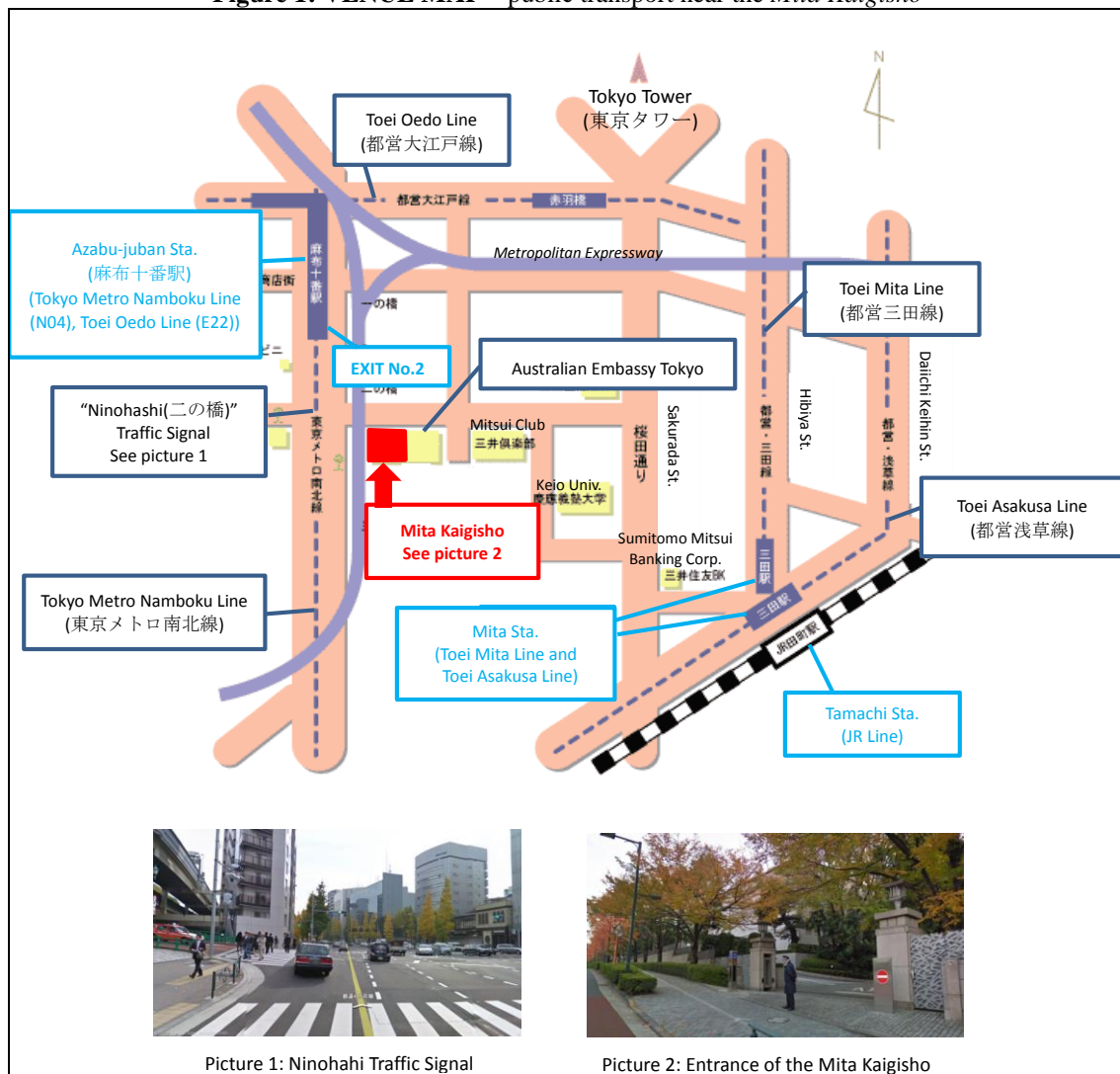
8.4 There are official money exchanges at airports and throughout the downtown Tokyo city and some are open 24 hours per day. There are also banks and other official money exchanges located in Tokyo but most are only open 9:00 a.m. to 5:00 p.m., Monday to Friday. There are of course many Automatic Teller 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***

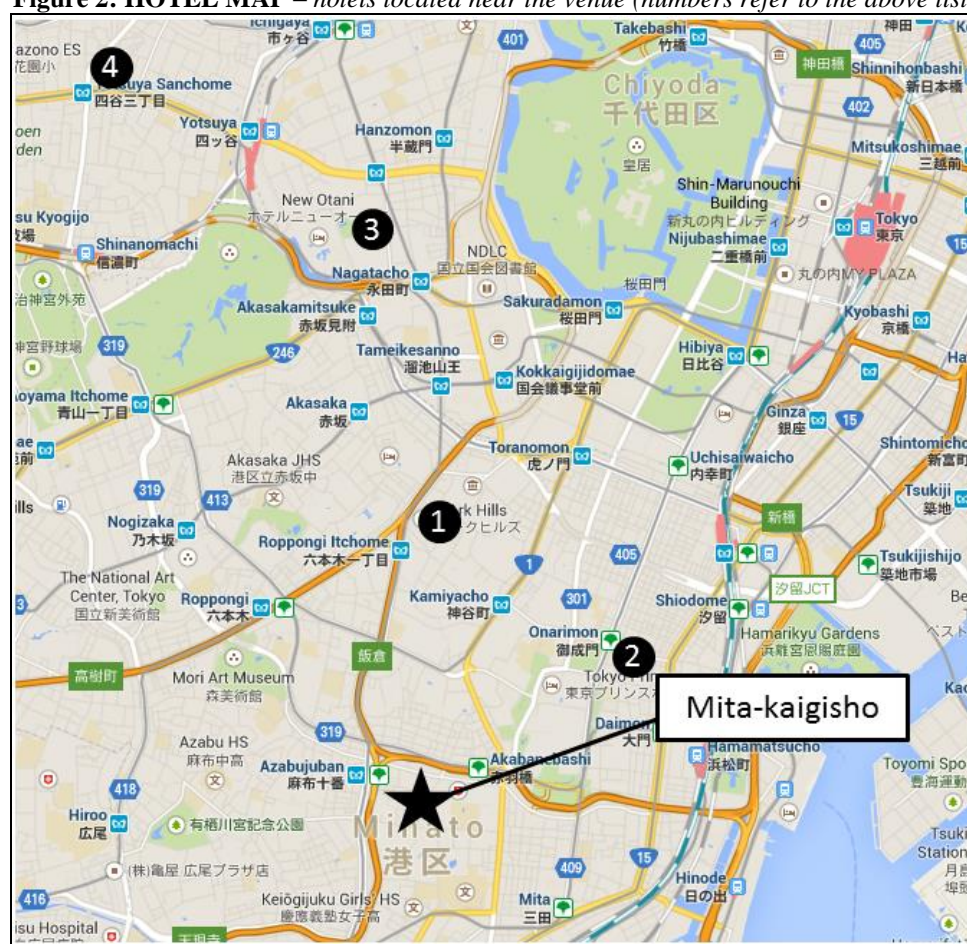




**Table 1: HOTEL INFORMATION** – hotels located near the venue (numbers refer to the below map)

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)

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**ICAO/WMO ASIA/PACIFIC METEOROLOGY/AIR TRAFFIC MANAGEMENT  
(MET/ATM SEMINAR)**

**FOURTH MEETING OF ASIA/PACIFIC METEOROLOGICAL REQUIREMENTS  
TASK FORCE (MET/R TF/4)**

(Tokyo, Japan, 29 June – 1 July 2015)

**NOMINATION FORM**

To confirm attendance, please check

- MET/ATM Seminar (29 June – 1 July 2015)  
 MET/R TF/4 Meeting (2 – 3 July 2015)

1. Name in full : \_\_\_\_\_  
(as should appear in the official listing and name tag)
2. Title or Official Position: \_\_\_\_\_
3. State/Organization: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
5. Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_
6. Hotel in Tokyo: \_\_\_\_\_

Note 1: Participants are expected to make their own hotel/visa arrangements

Note 2: Please download meeting materials from the ICAO Asia/Pacific website  
<http://www.icao.int/APAC/Meetings/> prior to the meeting

Note 3: Please return the nomination form, preferably, not **later than 1 June 2015**

Note 4: Participants who require assistance to obtain an entry visa for Japan should provide their nomination details to the host, as soon as possible, but in any case **no later than 20 May 2015.**

Date \_\_\_\_\_ Signature: \_\_\_\_\_

After completing, please send to: ICAO Regional Office for Asia and Pacific, P.O. Box 11, Samyaek Ladprao, Bangkok 10901, Thailand, Fax: +66 (2) 537 8199

E-mail: [APAC@icao.int](mailto:APAC@icao.int) cc: [PDunda@icao.int](mailto:PDunda@icao.int); [SSomsri@icao.int](mailto:SSomsri@icao.int)