

**Tenth Management Seminar for the
Heads of National Statistical Offices in Asia and the Pacific
7 – 8 December 2011, Chiba, Japan**

Information note for participants

I. General

1. The tenth Management Seminar for the Heads of National Statistical Offices in Asia and the Pacific is scheduled to be held at Hotel Springs Makuhari from 7 to 8 December 2011.

Hotel Springs Makuhari

1-11 Hibino, Mihama-ku, Chiba-shi, Chiba 261-0021, Japan

Telephone: (81-43) 296-3111

Fax: (81-43) 296-3795

2. The Seminar is organized by the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) and the Statistical Institute for Asia and the Pacific (SIAP) with support from the Ministry of Internal Affairs and Communications (MIC) of the Government of Japan.

3. All enquiries on the seminar should be addressed to:

Ms. Davaasuren Chultemjamts

Director

Statistical Institute for Asia and the Pacific (SIAP)

JETRO-IDE Building, 4th Floor

2-2 Wakaba 3-chome, Mihama-ku

Chiba-shi, Chiba, Japan

Telephone: (81-43) 299-9782; 299-9796

Fax: (81-43) 299-9780; 299-2521

Email: staff@unsiap.or.jp

4. The opening of the session will take place at 0900 hours on Wednesday, 7 December 2011, at the Crystal Room of Hotel Springs where all subsequent sessions will also be held.

II. Registration and identification badges

5. Participants are requested to register and obtain meeting badges at the registration counter, located at the entrance of the Crystal Room of Hotel Springs, between 0830 and 0900 hours on the opening day of the seminar.

6. For identification and security reasons, all participants are requested to wear their meeting badges at all times during the seminar and social functions. Any loss of a badge should be reported to the SIAP secretariat, so that a new one can be issued immediately.

III. Meeting documents and working language

7. Documents for the seminar will be provided to the participants at the seminar site.
8. The seminar will be conducted in English. No translation/interpretation services will be provided.

IV. Visa requirements

9. All participants are advised to consult with the diplomatic mission of Japan in their respective countries regarding the latest applicable immigration requirements and, if needed, to obtain an appropriate visa prior to their departure.

V. Hotel accommodation

10. The secretariat has block-booked rooms at Hotel Springs Makuhari.

Hotel Springs Makuhari

1-11 Hibino, Mihama-ku, Chiba-shi, Chiba 261-0021, Japan

Tel: (81-43) 296-3111; Fax: (81-43) 296-3795

Website: <http://springs.co.jp/info/index.php>

Check-in time: 1400 hours

Check-out time: 1100 hours

Single room daily rate @Yen 7,500/-

Twin room daily rate @Yen 14,000/- (double occupancy);

@ Yen 9,500/- (single occupancy)

(Room rates indicated above are tax/service charges inclusive; without breakfast; room rate for Saturday is @Yen 8,500/- for single room)

11. Block-booked rooms will be available to participants on a first-come, first-served basis and in accordance with the information provided in the attendance/hotel reservation form. The SIAP secretariat should be notified at least two working days (not counting Saturday or Sunday) in advance of any cancellations, postponements or other changes. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

12. Participants may also arrange their own accommodations at hotels in Chiba Makuhari Area OTHER than Hotel Springs Makuhari. List of hotels located near the seminar site is provided below. In that case, participants are requested to contact the desirable hotel directly as soon as possible and to provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.

Name	Home page
Hotel Green Tower Makuhari	http://www.greentower.co.jp/makuhari/
Hotel The Manhattan	http://www.the-manhattan.co.jp/
Hotel New Otani Makuhari	http://www.newotani.co.jp/makuhari/
Hotel Francs	http://www.francs.co.jp/
Apa Hotel & Resort Tokyo Bay Makuhari	http://www.tokyobay-makuhari.com/

13. Participants are requested to send the completed attendance/hotel reservation form (Attachment 4) to the Director of SIAP by **21 November 2011**.

14. The seventh session of the Governing Council of SIAP will be held in Chiba, Japan from 8 to 9 December 2011, back to back with the Tenth Management Seminar. Participants who will attend the SIAP Governing Council session are requested to indicate so in the attendance/hotel reservation form.

15. When check-out from the hotel, participants are required to settle directly with the respective hotels all accounts, including room charges and other expenses, such as those for local and long-distance telephone calls, Internet use, and laundry, as well as mini-bar items and restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for failing to provide adequate prior notice.

16. All major credit cards can be accepted for payment of hotel charges.

17. ESCAP and SIAP will not assume responsibility for any expenditures including

- (i) Salary and related allowances for participants during the period of the Seminar;
- (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 Seminar;
- (iii) Compensation in the event of death or disability of participants in connection with their attending the Seminar;
- (iv) Any loss or damage to personal property of participants while attending the Seminar or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
- (v) Any other expenses.

18. Due to high medical costs in Japan, participants are recommended to enrol in an international insurance scheme covering the entire duration of their stay in Japan.

19. Neither SIAP nor ESCAP will be responsible for any accident or damage to the private property of participants. It is highly advisable for participants to make their own arrangements with respect to personal insurance.

VI. Travel

A. Arrival at the airport

20. Participants should make their own transportation arrangements from the Tokyo International Airport (Narita or Haneda) to their respective hotels.

21. On arrival at the Tokyo International Airport (Narita Airport). Participants are recommended to take the Keisei Limousine bound for Chiba Chuo Station and get off at Hotel Springs Makuhari. Bus fare is Yen 1,100 one way and bus ride is approximately 45 minutes. Time table of the Keisei Limousine is provided in Attachment 2. It is strongly recommended that

participants refrain from taking taxi from the airport to the hotel due to high taxi fare.

22. On arrival at the Tokyo International Airport (Haneda Airport). Participants are recommended to take the Limousine bound for Makuhari Bay Town and get off at Hotel Springs Makuhari. Bus fare is Yen 1,120 one way and bus ride is approximately 50 minutes. Time table of the Limousine is provided in Attachment 3.

B. Local transport from Tokyo to Chiba on 6 December 2011

23. For participants of the Asia-Pacific Conference on Measuring Well-Being and Fostering the Progress of Societies which will be held in Tokyo from 5 to 6 December 2011, local transport from Tokyo to Chiba will be provided by MIC of the Government of Japan. Detailed information on the arrangements will be provided at the Conference site.

VII. Other information

A. Weather

24. The average temperature in December ranges from 5 to 15°C. A jacket and warm clothing would be needed. It is recommendable to check the latest weather conditions in Tokyo/ Chiba on the internet prior departure. Participants are also recommended to bring umbrellas with them.

B. Foreign exchange

25. Foreign currency exchange tellers are available at the Narita and Haneda International Airports. The current exchange rate is approx. 77 Japanese yen to one US dollar. Exchange facilities are available at the big commercial banks. Banks are open from 09:00 to 15:00 hours, without lunch break, from Monday to Friday. A visit to a bank here in Chiba is rather time consuming. It is advisable to convert sufficient funds into local currency before departure or upon arrival at the Natita/Haneda International Airport. Hotels also provide foreign exchange services to hotel guests.

26. Any person who brings into Japan an aggregate amount of foreign currency exceeding Japanese Yen one million or its equivalent is required to declare the amount of traveller's cheques or currency to a customs officer.

Attachment 1. Visitor's Guide (Kaihinmakuhari area)



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, 4 th and 5 th Floors (7C); Pal Plaza Makuhari (3D); AEON Makuhari (1C); Messe Amuse Hall (4C); su:k Kaihin-makuhari (4D); and <i>aune</i> Makuhari (5D)
Convenient Store:	Ground Floor, su:k Kaihin-makuhari (4D)
Shopping malls:	AEON Makuhari (1C); Plena Makuhari, 2 nd -4 th 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)

Attachment 2. Limousine bus table from Narita Airport to Kaihin-Makuhari area

I. From Narita Airport to Kaihin-Makuhari Area

Narita Airport (Terminal No. 2)	Narita Airport (Terminal No. 1)	Hotel Springs	JR Kaihin-Makuhari Station	Hotel New Otani	Hotel Francs	Hotel The Manhattan	Hotel Green Tower	Apa Hotel & Resort
06:45	06:50	-	07:22	-	-	-	-	-
07:55	08:00	-	08:32	-	-	-	-	-
08:30	08:35	09:08	09:12	09:15	09:16	09:17	09:18	09:21
09:30	09:35	10:08	10:12	10:15	10:16	10:17	10:18	10:21
10:30	10:35	11:08	11:12	11:15	11:16	11:17	11:18	11:21
11:30	11:35	12:08	12:12	12:15	12:16	12:17	12:18	12:21
12:30	12:35	13:08	13:12	13:15	13:16	13:17	13:18	13:21
13:30	13:35	14:08	14:12	14:15	14:16	14:17	14:18	14:21
14:30	14:35	15:08	15:12	15:15	15:16	15:17	15:18	15:21
15:30	15:35	16:08	16:12	16:15	16:16	16:17	16:18	16:21
16:30	16:35	17:08	17:12	17:15	17:16	17:17	17:18	17:21
17:30	17:35	18:08	18:12	18:15	18:16	18:17	18:18	18:21
18:20	18:25	18:58	19:02	19:05	19:06	19:07	19:08	19:11
19:20	19:25	19:58	20:02	20:05	20:06	20:07	20:08	20:11
20:30	20:35	21:08	21:12	21:15	21:16	21:17	21:18	21:21
21:25	21:30	22:03	22:07	22:10	22:11	22:12	22:13	22:16
22:20	22:25	-	23:02	-	-	-	-	-

II. From Kaihin-Makuhari Area to Narita Airport

Hotel Springs	JR Kaihin-Makuhari Station	Hotel New Otani	Hotel Francs	Hotel The Manhattan	Hotel Green Tower	Apa Hotel & Resort	Narita Airport (Terminal 2)	Narita Airport (Terminal 1)
-	05:53	-	-	-	-	05:56	06:26	06:31
06:41	06:45	06:48	06:49	06:50	06:51	06:55	07:35	07:40
-	07:15*	-	-	-	-	-	07:48	07:53
-	07:30*	-	-	-	-	-	08:03	08:08
07:31	07:35	07:38	07:39	07:40	07:41	07:45	08:22	08:27
08:01	08:05	08:08	08:09	08:10	08:11	08:15	08:55	09:00
08:31	08:35	08:38	08:39	08:40	08:41	08:45	09:25	09:30
09:31	09:35	09:38	09:39	09:40	09:41	09:45	10:25	10:30
10:36	10:40	10:43	10:44	10:45	10:46	10:50	11:30	11:35
11:36	11:40	11:43	11:44	11:45	11:46	11:50	12:30	12:35
12:36	12:40	12:43	12:44	12:45	12:46	12:50	13:30	13:35
13:26	13:30	13:33	13:34	13:35	13:36	13:40	14:20	14:25
14:26	14:30	14:33	14:34	14:35	14:36	14:40	15:20	15:25
15:16	15:20	15:23	15:24	15:25	15:26	15:30	16:10	16:15
16:16	16:20	16:23	16:24	16:25	16:26	16:30	17:10	17:15
17:06	17:10	17:13	17:14	17:15	17:16	17:20	18:00	18:05
17:51	17:55	17:58	17:59	18:00	18:01	18:05	18:45	18:50
18:51	18:55	18:58	18:59	19:00	19:01	19:05	19:45	19:50
19:31	19:35	19:38	19:39	19:40	19:41	19:45	20:25	20:30
-	21:15	-	-	-	-	-	21:45	21:50

* Only weekend

Attachment 3. Limousine bus table from Haneda Airport to Kaihin-Makuhari Area

I. From Haneda Airport to Kaihin-Makuhari Area

International Terminal	Haneda Airport (Terminal No. 2)	Haneda Airport (Terminal No. 1)	Hotel Springs	JR Kaihin-Makuhari Station	Hotel New Otani	Hotel Francs	Hotel The Manhattan	Hotel Green Tower	Apa Hotel & Resort
05:10	-	-	-	05:49	-	-	-	-	-
05:40	-	-	-	06:19	-	-	-	-	-
06:45	06:55	07:00	-	07:36	-	-	-	-	-
07:20	07:30	07:35	-	08:11	-	-	-	-	-
08:10	08:20	08:25	-	09:01	-	-	-	-	-
08:40	08:50	08:55	-	09:31	-	-	-	-	-
09:00	09:10	09:15	09:51	09:55	10:01	10:02	10:03	10:04	10:07
09:30	09:40	09:45	-	10:21	-	-	-	-	-
10:00	10:10	10:15	10:51	10:55	11:01	11:02	11:03	11:04	11:07
10:30	10:40	10:45	-	11:21	-	-	-	-	-
11:00	11:10	11:15	11:51	11:55	12:01	12:02	12:03	12:04	12:07
11:30	11:40	11:45	-	12:21	-	-	-	-	-
12:00	12:10	12:15	12:51	12:55	13:01	13:02	13:03	13:04	13:07
12:30	12:40	12:45	-	13:21	-	-	-	-	-
13:00	13:10	13:15	13:51	13:55	13:58	13:59	14:00	14:01	14:04
13:30	13:40	13:45	-	14:24	-	-	-	-	-
14:00	14:10	14:15	14:51	14:55	14:58	14:59	15:00	15:01	15:04
14:30	14:40	14:45	-	15:24	-	-	-	-	-
15:00	15:10	15:15	15:51	15:55	15:58	15:59	16:00	16:01	16:04
15:30	15:40	15:45	-	16:24	-	-	-	-	-
15:50	16:00	16:05	16:41	16:45	16:48	16:49	16:50	16:51	16:54
16:10	16:20	16:25	-	17:04	-	-	-	-	-
16:30	16:40	16:45	-	17:24	-	-	-	-	-
16:50	17:00	17:05	-	17:44	-	-	-	-	-
17:10	17:20	17:25	18:01	18:05	18:08	18:09	18:10	18:11	18:14
17:30	17:40	17:45	-	18:24	-	-	-	-	-
17:50	18:00	18:05	-	18:44	-	-	-	-	-
18:10	18:20	18:25	-	18:57	-	-	-	-	-
18:30	18:40	18:45	19:15	19:19	19:22	19:23	19:24	19:25	19:28
18:50	19:00	19:05	-	19:37	-	-	-	-	-
19:10	19:20	19:25	-	19:57	-	-	-	-	-
19:30	19:40	19:45	-	20:17	-	-	-	-	-
19:50	20:00	20:05	-	20:37	-	-	-	-	-
20:05	20:15	20:20	20:50	20:54	20:57	20:58	20:59	21:00	21:03
20:20	20:30	20:35	-	21:07	-	-	-	-	-
20:35	20:45	20:50	-	21:22	-	-	-	-	-
20:50	21:00	21:05	-	21:37	-	-	-	-	-
21:10	21:20	21:25	-	21:57	-	-	-	-	-
21:30	21:40	21:45	-	22:17	-	-	-	-	-
21:50	22:00	22:05	-	22:37	-	-	-	-	-
22:10	22:20	22:25	-	22:57	-	-	-	-	-
22:25	22:35	22:40	-	23:12	-	-	-	-	-
22:40	22:50	22:55	-	23:27	-	-	-	-	-

International Terminal	Haneda Airport (Terminal No. 2)	Haneda Airport (Terminal No. 1)	Hotel Springs	JR Kaihin-Makuhari Station	Hotel New Otani	Hotel Francs	Hotel The Manhattan	Hotel Green Tower	Apa Hotel & Resort
22:55	23:05	23:10	-	23:39	-	-	-	-	-
23:20	23:30	23:35	-	00:04	-	-	-	-	-
23:50	-	-	-	00:24	-	-	-	-	-
00:20*	-	-	-	00:54	-	-	-	-	-

* Bus fare is Yen 2,240.

II. From Kaihin-Makuhari Area to Haneda Airport

Hotel New Otani	Hotel Francs	Hotel The Manhattan	Hotel Green Tower	Apa Hotel & Resort	Hotel Springs	JR Kaihin-Makuhari Station	Haneda Airport (Terminal No. 2)	Haneda Airport (Terminal No. 1)	International Terminal
-	-	-	-	-	-	05:05	05:42	05:47	05:54
-	-	-	-	-	-	05:35	06:12	06:17	06:24
-	-	-	-	-	-	06:05	06:42	06:47	06:54
-	-	-	-	-	-	06:30	07:17	07:22	07:29
-	-	-	-	-	-	06:50	07:37	07:42	07:49
07:16	07:17	07:18	07:19	07:22	07:25	07:30	08:17	08:22	08:29
-	-	-	-	-	-	07:50	08:37	08:42	08:49
-	-	-	-	-	-	08:25	09:07	09:12	09:19
09:11	09:12	09:13	09:14	09:17	09:20	09:25	10:07	10:12	10:19
-	-	-	-	-	-	09:55	10:37	10:42	10:49
10:21	10:22	10:23	10:24	10:27	10:30	10:35	11:17	11:22	11:29
-	-	-	-	-	-	10:55	11:37	11:42	11:49
11:21	11:22	11:23	11:24	11:27	11:30	11:35	12:17	12:22	12:29
-	-	-	-	-	-	11:55	12:37	12:42	12:49
12:21	12:22	12:23	12:24	12:27	12:30	12:35	13:17	13:22	13:29
-	-	-	-	-	-	12:45	13:32	13:37	13:44
13:11	13:12	13:13	13:14	13:17	13:20	13:25	14:12	14:17	14:24
-	-	-	-	-	-	13:45	14:32	14:37	14:44
14:21	14:22	14:23	14:24	14:27	14:30	14:35	15:22	15:27	15:34
-	-	-	-	-	-	14:55	15:42	15:47	15:54
-	-	-	-	-	-	15:25	16:12	16:17	16:24
15:51	15:52	15:53	15:54	15:57	16:00	16:05	16:52	16:57	17:04
-	-	-	-	-	-	16:15	17:02	17:07	17:14
-	-	-	-	-	-	16:35	17:22	17:27	17:34
17:01	17:02	17:03	17:04	17:07	17:10	17:15	18:02	18:07	18:14
-	-	-	-	-	-	17:25	18:12	18:17	18:24
-	-	-	-	-	-	17:45	18:32	18:37	18:44
18:11	18:12	18:13	18:14	18:17	18:20	18:25	19:12	19:17	19:24
-	-	-	-	-	-	18:45	19:27	19:32	19:39
-	-	-	-	-	-	19:15	19:57	20:02	20:09
-	-	-	-	-	-	19:35	20:12	20:17	20:24
-	-	-	-	-	-	20:05	20:37	20:42	20:49
-	-	-	-	-	-	20:35	21:07	21:12	21:19
-	-	-	-	-	-	21:05	21:37	21:42	21:49
-	-	-	-	-	-	21:35	22:07	22:12	22:19
-	-	-	-	-	-	22:20	22:52	22:57	23:04

