



Statistical Leadership Training of Heads of NSOs

14-15 February 2017

SIAP Headquarters, Chiba, Japan

INFORMATION NOTE FOR PARTICIPANTS

I. Course-related information

Venue and opening session

1. The *Statistical Leadership Training of Heads of NSOs* will be conducted at the United Nations Statistical Institute for Asia and the Pacific (SIAP) in Chiba, Japan.

United Nations Statistical Institute for Asia and the Pacific
JETRO-IDE Building
2-2 Wakaba 3-chome, Mihama-ku,
Chiba-shi, Chiba 261-8787, Japan
Telephone numbers: +81-43-299-9796; +81-43-299-9782
Facsimile number: +81-43-299-2521
E-mail address: staff@unsiap.or.jp

2. The inaugural session will be convened at 09:00 hours on Tuesday 14 February 2017 in the Lecture Room of SIAP, 4th floor of the JETRO-IDE Building, where all subsequent sessions will also be held.

Identification badges

3. Participants will be provided name badges on 14 February 2017. For identification and security reasons, participants are requested to wear the name badges at all times during the training.

Working languages of the training

4. The training will be conducted in English and all communication will be in English. No translation/interpretation services will be provided.

Secretariat of the course

5. The course is jointly organized by the United Nations Statistical Institute for Asia and the Pacific (SIAP) and the Partnership in Statistics for Development in the 21st Century (PARIS21) of the Organisation for Economic Co-operation and Development (OECD) with assistance of the Ministry of Internal Affairs and Communications (MIC) of the Government of Japan.
6. Contact details of focal points of SIAP and PARIS21 are as follows:

[SIAP]
 Ms. Akiyo Shibuya
 Staff Assistant
 Telephone number: +81-43-299-9797 (direct line); +81-43-299-9782
 E-mail address: akiyo.shibuya@unsiap.or.jp; staff@unsiapun.or.jp

[PARIS21]
 Ms. Millicent Gay Tejada
 Regional Programme Coordinator, Asia-Pacific and SIDS
 Telephone number: +33-145-24-9095
 E-mail address: millicentgay.tejada@oecd.org

II. Financial support for participation in the course

7. Travel-related costs, including air travel, daily subsistence allowance (DSA) for the duration of official stay in Chiba and terminal fee will be funded either by SIAP or PARIS21 for the participants from the countries listed below:

SIAP-funded countries: Bhutan, Cambodia, Myanmar, Nepal, Thailand
 PARIS21-funded countries: Indonesia, Kazakhstan, Mongolia, Tajikistan, Timor-Leste, Sri Lanka

III. Travel

Hotel Accommodation

8. The following hotels are located relatively close to SIAP. Participants are requested to contact the hotel of their choice directly to make their own reservations. The location map of the hotels and SIAP is provided in Attachment 1.

	Option 1	Option 2	Option 3	Option 4	Option 5
Hotel:	Hotel Springs Makuhari	Hotel Green Tower Makuhari	Hotel Francs Makuhari	APA Hotel & Resort <Tokyo Bay Makuhari>	Toyoko Inn Chiba Makuhari
Address:	1-11 Hibino, Mihama-ku, Chiba-shi, Chiba-shi, Chiba 261-0021	10-3, Hibino 2-chome, Mihama-ku, Chiba-shi, Chiba 261-0021	2-10-2 Hibino, Mihama-ku, Chiba-shi, Chiba 261-0021	2-3 Hibino, Mihama-ku, Chiba-shi, Chiba 261-0021	131 Shin-Minato Mihama-ku Chiba-city, Chiba 261-0002
Telephone Number:	+81-43-296-3111	+81-43-296-1122	+81-43-296-2111	+81-43-296-1111	+81-43-242-1045
Fax Number:	+81-043-296-3795	+81-43-296-1125	+81-43-296-2120	+81-43-296-0977	+81-43-246-7109
Email:	info@springs.co.jp	m-room@greentower.co.jp	info@francs.co.jp	ah-rmak@apa.co.jp	N/A
Website:	http://springs.co.jp/english/index.html	http://www.greentower.co.jp/english/	http://www.francs.co.jp/en/	http://www.apahotel.com.e.jp.hp.transer.com/language/shut	http://www.toyoko-inn.com/e_hotel/00005/

				oken/tokyobay -makuhari/	
Room Rate (approximate fee per night):	From 8,000 JPY (without breakfast) *Rate varies depending on the date of stay	From 9,500JPY (without breakfast) *Rate varies depending on the date of stay	From 7,800JPY (without breakfast) *Rate varies depending on the date of stay	From 5,700JPY (without breakfast) *Rate varies depending on the date of stay	From 5,400 JPY (free breakfast provided) *Rate varies depending on the date of stay
Distance to SIAP: (click on link for directions):	8 minutes on foot	13 minutes on foot	14 minutes on foot	21 minutes on foot	20-30 minutes by a courtesy bus provided by the hotel , in addition to 10 minutes on foot from the Kaihinmakuha ri station where the courtesy bus stops to SIAP (Courtesy bus timetable: http://www.toyoko- inn.com/eng/fr eebus/makuhar i.html)

9. The rates provided in the table are as of December 2016 from the websites of the respective hotels and subject to change without notice. Please confirm the room rates with the hotel directly. Rooms are available to participants on a first-come-first-served basis. Any cancellations, postponements or other changes should be notified directly to the hotel.

10. As for Toyoko Inn Chiba Makuhari mentioned in the table, please note that making a reservation at this hotel means that the participants will be commuting using the courtesy bus provided by the hotel every morning and every evening between the hotel and Kaihinmakuhari station; and in order to reach SIAP from the station, the participants will be walking from Kaihinmakuhari station to SIAP (it takes around 10 minutes).

11. Before departure from Japan, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, laundry, room and hotel transportation services, mini-bar items, as well as 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 which inadequate prior notice is given.

Daily Subsistence Allowance (DSA) and Terminal fee

12. Participants will be provided with DSA and additional terminal fee according to the respective regulations of the funding organizations. If for any reason, a participant fails to attend the course or is unable to attend the full duration of the course, the appropriate portion of the allowance must be returned to the funding organization. Participants are requested to carry sufficient fund with them to cover expenses for transit/stopover and stay in Chiba until they receive their DSA.

13. Payment of DSA and terminal fees will be made to the participants as follows:

SIAP-funded participants: DSA and terminal fee will be paid in Japanese Yen cash at the course venue during the training.

PARIS21-funded participants: Participants may opt to receive the DSA, terminal charges and visa costs (if any) in Japanese Yen through the Western Union Bank agent or by bank transfer after the training course.
(SIAP staff will guide participants to the Western Union Bank agent to collect their payment after the afternoon sessions on 14 February 2017)

14. No other allowances will be provided except when stopovers/early arrival/extended stay in Chiba are unavoidable due to the unavailability/cancellation of flights. In such case, claims for DSA and other reimbursements for actual stopovers, etc. must be made with proof including **boarding passes, copies of air tickets and hotel receipts after the travel has been completed**. The various receipts and documents must be sent by email to Ms. Akiyo Shibuya, Staff Assistant (akiyo.shibuya@unsiap.or.jp; staff@unsiap.or.jp) for SIAP-funded participants or to Ms. Emer Heenan (Emer.Heenan@oecd.org) for PARIS21-OECD funded participants within 2 weeks after completion of the travel.

15. Participants are requested to bring their passports with them to the course venue on 14 February 2017 for verifying their identities and processing of DSA payment. Participants are also requested to bring their e-tickets and boarding passes to the course venue.

16. SIAP and PARIS21 will not assume responsibility for any expenditures/liability relating to participants' attendance in the course, such as:

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

Travel arrangements

17. Travel arrangements will be made for participants through the following organizations to issue the most economical air tickets (economy class) to travel from the country of their residence to Tokyo and return:

SIAP-funded participants: SIAP will make arrangements to issue the most economical air tickets (economy class) for participants to travel from the country of their residence to Tokyo International Airport and return. Participants are not required to book their flights.

PARIS21-funded participants: PARIS21 will arrange for the issuance of return air tickets in economy class to Japan. PARIS21 staff will coordinate directly with funded participants regarding the matter.

18. Arrangements will be made for participants to arrive in Japan on Monday 13 February 2017 and depart for their respective countries on Thursday 16 February 2017. Participants should not change their official travel dates without prior consent from SIAP and/or PARIS21-OECD.

Visa requirements

19. It is the responsibility of the participant to obtain a visa. Participants should check with the relevant diplomatic or consular mission of the Government of Japan **IN PERSON** on visa requirements and, where required, obtain appropriate entry visas while informing the officer that a Note Verbale has been/will be, upon request, issued by SIAP. Information on entry visa requirements can be obtained through internet <http://www.mofa.go.jp/j_info/visit/visa/index.html>. Participants who need to stopover in other countries should also obtain appropriate transit visas. Participants are requested to take early action in applying entry and/or transit visa(s).

Arrival at the International Airports in Tokyo

20. Upon arrival at the Narita/Haneda International Airport, proceed for immigration clearance, then to baggage claim, on to customs inspection, and reach the arrival lobby. Please take **Keisei Limousine Bus** bound for the Chiba Chou Station. Bus ticket is to be purchased in Japanese Yen at the Keisei Limousine Bus Counter located at the Airport arrival lobby after the customs inspection area. The participants must, therefore, exchange US\$ to Japanese Yen before proceeding to the Keisei Limousine Bus ticketing counter (see para. 27 and 28 for instructions regarding the foreign exchange facilities). The journey time from Narita Airport to respective hotels listed under No.8 is approximately an hour, costing 900 yen; while the bus ride from Haneda Airport to the respective hotels is approximately an hour, costing 1,150 yen. Schedule of the Airport Limousine Bus from Narita airport can be found at the bottom table of <http://www.keiseibus.co.jp/global/en/timetable.php?id=22>.

Schedule of the Airport Limousine Bus from Haneda Airport can be found at the bottom table of <http://www.keiseibus.co.jp/global/en/timetable.php?id=1>. The last bus from Narita Airport is at 21:25 hours (Terminal 2). Should participants catch the last bus or early morning buses which do not stop at any of the respective hotels, they can get off at Kaihin-makuhari Station and walk from the Station to the Hotel (5-10 minute walk). **Those who have concern that they may not be able to catch the last airport limousine bus should contact SIAP in advance to receive alternative transportation instructions. It is not advisable to take a taxi from the Airports to the hotel as the taxi fare may reach around 20,000 JPY (~ 200 USD).**

On 14 February morning

21. On Tuesday 14 February 2017, participants are requested to assemble at the Lecture Room of SIAP, 4th floor of the JETRO-IDE Building by 0845 hours.

Local regulations on identity proof/evidence

22. Under the local regulations of Japan, all foreigners are required to carry along with them recognized proof of identity. To comply with the regulations, participants are requested to carry along with them their passports when going out. However, great caution should be taken for the safe keeping of the passports.

III. Other Information

23. Weather and Clothing -- The average temperature during mid-February in Chiba, Japan ranges from 2 to 9 degrees Centigrade. Participants are advised to check from the Internet on the weather forecast of Japan 2-3 days before departure.

25. Electricity voltage -- The voltage for all electric appliances used in Japan is 100 Volts.

26. Location of restaurants -- A map with information on locations of restaurants, supermarkets, convenient stores etc. around the vicinity near SIAP is provided under Attachment 2 for reference.

27. Foreign exchange -- Foreign currency exchange tellers are available at both Narita and Haneda International Airports. Exchange facilities are also available at the big commercial banks. They are open from

09:00 to 15:00 hours, without lunch break, from Monday to Friday. The current exchange rate is approx. 113 Japanese yen to one US dollar.

28. No money changers are available in Japan other than airports, banks or major hotels (exclusively serving hotel guests only). A couple of banks around Makuhari areas provide foreign exchange services during weekdays from 0900 to 1500 hours that participants may visit during lunch break. A visit to a bank would take approximately 45 minutes to an hour.

29. Participants should convert adequate funds in Japanese Yen, before departure or upon arrival at airport in Tokyo, to cover local transportation fee between airport and hotel, meals and other expenses until they receive their DSA.

30. Further supplementary information will be provided on the first day of the course.

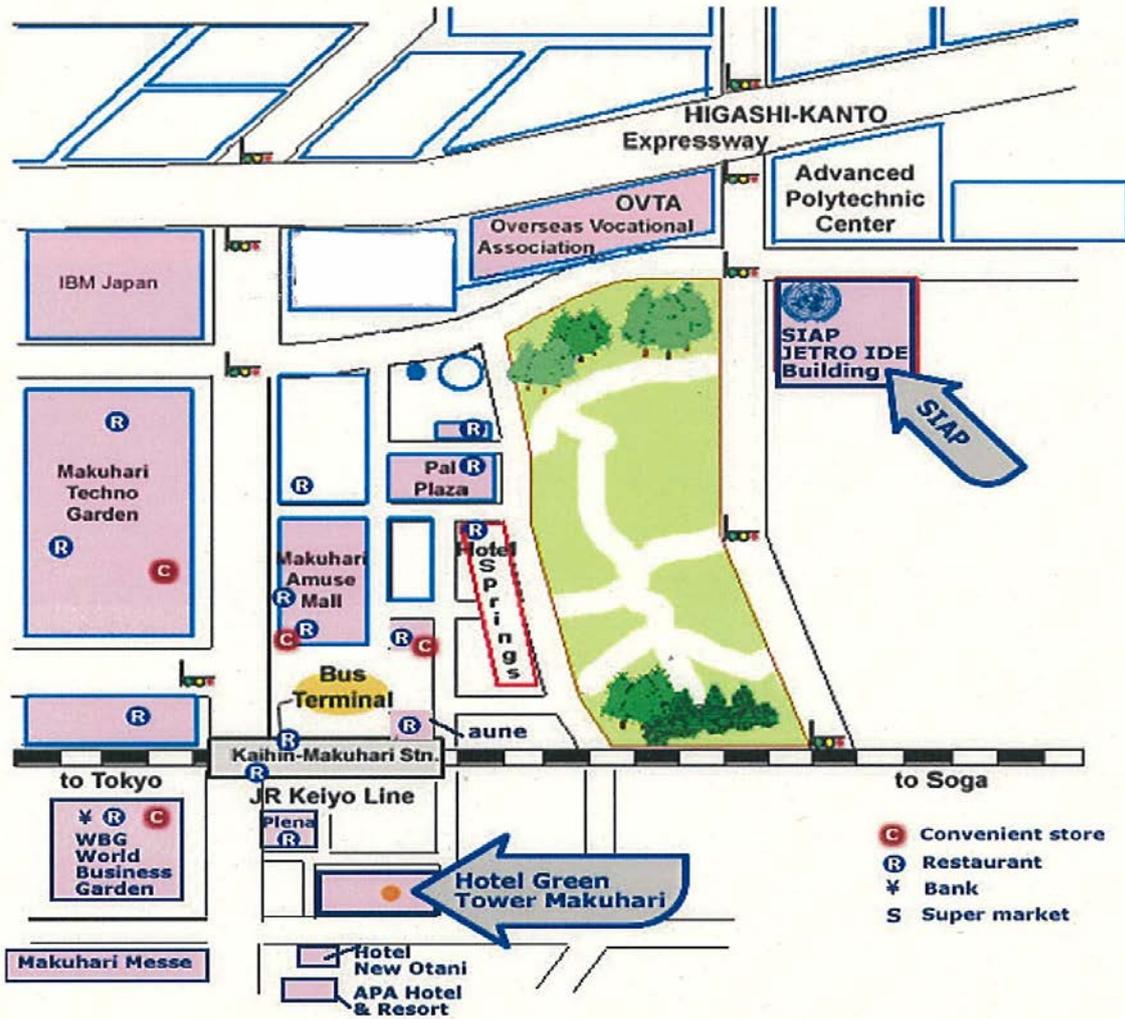
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Attachment 1. The location map of the hotel and SIAP

Attachment 2. Map around SIAP (locations of restaurants, supermarkets, convenient stores etc.)

Attachment 1. The location map of the hotel and SIAP

Area Map around SIAP and Hotel Green Tower Makuhari



<p>Hotel Green Tower Makuhari 10-3 Hibino, 2-chome Mihama-ku, Chiba, 261-0021, Japan Tel. 043-296-1122 Fax. 043-296-1125</p> <p>ホテルグリーンタワー幕張 〒261-0021 千葉県美浜区ひび野 2-10-3</p>	<p>Statistical Institute for Asia and the Pacific JETRO-IDE Building 2-2 Wakaba 3-chome, Mihama-ku Chiba-shi, Chiba 261-8787, Japan Telephone no: 043-299-9782; 299-9796 Mobile no: 090-1819-8884; (0)90-5345-3324 (for use during non-office hours)</p>
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Attachment 2. Map around SIAP



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