

**Statistical Institute for Asia and the Pacific  
Governing Council  
Fifteenth session  
Chiba, Japan; 9-10 December 2019**

## **Information for participants**

### **I. General**

1. The fifteenth session of Governing Council of the Statistical Institute for Asia and the Pacific (SIAP) is scheduled to be held at the Institute on 9 and 10 December 2019.

Statistical Institute for Asia and the Pacific (SIAP)  
Fourth floor, JETRO-IDE Building  
3-2-2 Wakaba, Mihama-ku, Chiba-shi, Chiba, Japan  
Tel.: +81-(0)432999782; +81-(0)432999796  
Fax: +81-(0)432992521;  
Email: [escap-siap@un.org](mailto:escap-siap@un.org)

2. The opening of the session will take place at 0900 hours on Monday 9 December 2019, in Lecture Room of SIAP where all subsequent sessions will also be held.

3. The JETRO-IDE buildings are smoke-free areas. Smoking is permitted only in designated areas outside the building.

4. Please note that the SIAP's premises are only on the fourth floor of the building. Attendees of the session are requested not to enter offices/rooms located on the other floors.

5. The session will be conducted in English and all documentation will be in English. No translation/interpretation services will be provided.

6. Meeting documents have been posted on the SIAP website, <http://unsiap.or.jp/about/gc15.html>, for advance information for the participants.

### **II. Registration and identification badges**

7. Participants are requested to register and obtain meeting badges at the registration counter, located at the entrance of the Lecture Room of SIAP, between 0830 and 0900 hours on the opening day of the event. Participants who are not able to register during the time indicated above are requested to contact SIAP by email at [escap-siap@un.org](mailto:escap-siap@un.org). Only the names of duly registered participants will be included in the list of participants.

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

### III. Visa requirements

9. **It is the responsibility of each participant to obtain a visa.** Participants are requested to check with the Embassy/Consulate of Japan accredited to the country of residence **IN PERSON** on visa requirements and where required, promptly obtain an appropriate entry visa which allows to enter Japan and participate in the session. General information on entry visa requirements can be found on the website of the Embassy/Consulate of Japan accredited to the country of residence as well as of the website of the Ministry of Foreign Affairs of Japan ([http://www.mofa.go.jp/j\\_info/visit/visa/index.html](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.

### IV. Hotel accommodation

10. The participants who participate in either one of or all of the *Meeting of Network for the Coordination of Statistical Training in Asia and the Pacific Region* (10 December 2019), *Fourteenth Management Seminar for the Heads of National Statistical Offices in Asia and the Pacific* (11-12 December (2019) and *Seminar on Utilization of ICT for Official Statistics* (13 December 2019) could choose to stay at Hotel Francs which is located 17-20 minutes on foot from SIAP. The location map of the hotel and SIAP is provided in Attachment.

#### Hotel Francs

|   |   |
|---|---|
| Address:  | 2 Chome-10-2 Hibino, Mihama-ku, Chiba-shi, Chiba-ken<br>261-0021, Japan   |
| Tel.:   | +81 432962111   |
| Fax.:   | +81 432962120   |
| Website:  | <a href="https://www.francs.co.jp/en/">https://www.francs.co.jp/en/</a>   |
| Check-in time:  | 14:00 hours   |
| Check-out time:   | 11:00 hours   |
| Room rate:  | 15950 JPY<br>(including tax, service charge and breakfast)/night<br><b>*Rate is only applied to those who opted to stay at Hotel Francs through the participation form for the management seminar submitted to SIAP secretariat;</b><br><b>**Type of room made available is a single occupancy room only.</b> |
| Means of payment:   | Japanese Yen cash, as well as by credit cards such as Visa, American Express, JCB, NICOS, and UC  |
| Cancellation policy [ <b>applied to those who reserved a room through SIAP secretariat</b> ]: | - 20 percent: 8861 JPY (cancellation on 27 November onwards);<br>- 80 percent: 13290 JPY (cancellation on 5 December onwards);<br>-100 percent: 15950 JPY (cancellation on the scheduled check-in date, without prior notice).  |

11. Block-booked rooms at Hotel Francs will be available to participants on a first-come, first-served basis and in accordance with the information provided in the participation form of the management seminar. SIAP secretariat should be notified **before 27 November, Tokyo time in advance of any cancellations**; any charge occurred due to cancellation beyond this date will be charged on the initially scheduled occupant of the room.

12. If the reservation is made through SIAP secretariat, change of room type is not accepted. Those who wish to stay at Hotel Francs, but in a room other than a single occupancy room should cancel the booking requested to SIAP secretariat and make their own arrangement.

13. In the case of reservation made at Hotel Francs through SIAP secretariat, the participants will be required to pay for the room charge that respective participants are responsible for covering upon checking-in and any other charge (such as local and long-distance telephone calls, and laundry, as well as mini-bar items and restaurant and bar services) occurred during the stay will be settled when checking-out. 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.

14. Participants may also arrange their own accommodations at hotels other than Hotel Francs. List of hotels located near SIAP is provided below. In that case, participants are requested to contact the desirable hotel directly as soon as possible.

|  | <b>Option 1</b>   | <b>Option 2</b>   | <b>Option 3</b>   |
|--|---|---|---|
| <b>Hotel:</b>  | Hotel Springs Makuhari  | Hotel Green Tower Makuhari  | APA Hotel & Resort <Tokyo Bay Makuhari>   |
| <b>Address:</b>  | 1-11 Hibino, Mihama-ku, Chiba-shi, Chiba 261-0021   | 10-3, Hibino 2-chome, Mihama-ku, Chiba-shi, Chiba 261-0021                              | 2-3 Hibino, Mihama-ku, Chiba-shi, Chiba 261-0021  |
| <b>Telephone Number:</b>                                 | +81-43-296-3111   | +81-43-296-1122   | +81-43-296-1111   |
| <b>Fax Number:</b>                                       | +81-43-296-3795   | +81-43-296-1125   | +81-43-296-0977   |
| <b>Email:</b>  | info@springs.co.jp  | m-room@greentower.co.jp   | ah-rmak@apa.co.jp   |
| <b>Website:</b>  | <a href="http://springs.co.jp/english/index.html">http://springs.co.jp/english/index.html</a> | <a href="http://www.greentower.co.jp/english/">http://www.greentower.co.jp/english/</a> | <a href="http://www.apahotel.com.e.jp.hp.transer.com/language/shutoken/tokyobay-makuhari/">http://www.apahotel.com.e.jp.hp.transer.com/language/shutoken/tokyobay-makuhari/</a> |
| <b>Distance to SIAP:</b> (click on link for directions): | <a href="#">8 minutes on foot</a>   | <a href="#">13 minutes on foot</a>  | <a href="#">21 minutes on foot</a>  |

\* When making a reservation, participants are also recommended to have a look at major online booking websites such as booking.com, expedia.com, airbnb.com, trivago.com, agoda.com, expedia.com, bearing in mind that the closest railway station to SIAP is Kaihin-makuhari station on JR Keiyo line.

Below hotels are located near the railway stations which are on the airport limousine bus route. However, in order to come to SIAP, participants need to use public transport (i.e., train)/ taxi.

|   | Option 1  | Option 2  | Option 3   | Option 4   | Option 5   | Option 6   |
|---|---|---|--|--|--|--|
| <b>Hotel:</b>   | TETORAN<br>ZE<br>Makuhari<br>Inagekaigan<br>Hotel   | Oriental<br>Hotel tokyo<br>bay  | Hotel<br>Heimat  | Yaesu<br>Terminal<br>Hotel   | Pearl hotel<br>Yaesu   | Sotestu<br>Fresa Inn<br>Tokyo-<br>Kyobashi   |
| <b>Address:</b>   | 3-20-40<br>Takasu,<br>Mihama-ku,<br>Chiba-shi,<br>Chiba 261-<br>0004  | 1-8-2,<br>Mihama,<br>Urayasu,<br>Chiba 279-<br>0011   | 1-9-1<br>Yaesu,<br>Chuo-ku,<br>Tokyo 103-<br>0028  | 1-5-14<br>Yaesu,<br>Chuo-ku,<br>Tokyo 103-<br>0028   | 1-2-6<br>Yaesu,<br>Chuo-ku,<br>Tokyo 103-<br>0028  | 2-11-1<br>Kyobashi,<br>Chuo-ku,<br>Tokyo 104-<br>0031  |
| <b>Telephone<br/>Number:</b>  | +81-43-277-<br>9330   | +81-47-350-<br>8111   | +81-3-3273-<br>9411  | +81-3-3281-<br>3771  | +81-3-3246-<br>8080  | +81-3-5250-<br>2031  |
| <b>Fax<br/>Number:</b>  | +81-43-278-<br>9361   | +81-47-<br>381-0851   | +81-3-3273-<br>9412  | +81-3-3281-<br>3089  | +81-3-3246-<br>8085  | +81-3-5250-<br>2034  |
| <b>Email:</b>   | inagekaigan<br>@salahotels<br>.com  | N/A   | N/A  | N/A  | N/A  | N/A  |
| <b>Website:</b>   | <a href="http://makuhari.e-tetora.com/en/">http://makuhari.e-tetora.com/en/</a>   | <a href="https://www.oriental-hotel.co.jp/en/">https://www.oriental-hotel.co.jp/en/</a>   | <a href="http://www.hotel-heimat.com/english/english.html">http://www.hotel-heimat.com/english/english.html</a>  | <a href="http://www.yth.jp/en/">http://www.yth.jp/en/</a>  | <a href="https://www.pearlhotels.jp/en/yaesu/index.html?SID=61b52b87afae930747f5060ba87bcaa5">https://www.pearlhotels.jp/en/yaesu/index.html?SID=61b52b87afae930747f5060ba87bcaa5</a>        | <a href="https://fresa-inn.jp/eng/kyobashi/">https://fresa-inn.jp/eng/kyobashi/</a>  |
| <b>Distance to<br/>SIAP:</b><br>(click on<br>link for<br>directions): | <a href="#">5 minutes on foot to the nearest railway station 'Inagekaigan'</a> followed by 5-minute train ride to the closest railway station to SIAP 'Kaihinmakuhari' and <a href="#">10 minute-walk to SIAP</a> | <a href="#">4 minutes on foot to the nearest railway station 'Shin Urayasu'</a> , followed by 17-minute train ride to the closest railway station to SIAP 'Kaihinmakuhari' and <a href="#">10 minute-walk to SIAP</a> | <a href="#">1 minute on foot from Tokyo station</a> followed by 30-36-minute train ride to the closest railway station to SIAP 'Kaihinmakuhari' and <a href="#">10 minute-walk to SIAP</a> | <a href="#">3 minute on foot from Tokyo station</a> followed by 30-36-minute train ride to the closest railway station to SIAP 'Kaihinmakuhari' and <a href="#">10 minute-walk to SIAP</a> | <a href="#">3-5 minute on foot from Tokyo station</a> followed by 30-36-minute train ride to the closest railway station to SIAP 'Kaihinmakuhari' and <a href="#">10 minute-walk to SIAP</a> | <a href="#">8 minute on foot from Tokyo station</a> followed by 30-36-minute train ride to the closest railway station to SIAP 'Kaihinmakuhari' and <a href="#">10 minute-walk to SIAP</a> |

## V. Travel

### A. Arrival at the airport

15. Participants should make their own transportation arrangements from the airport (Narita or Haneda airports) to their respective hotels.

16. 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. The schedule of the airport limousine buses from/to Narita Airport to those hotels can be found through the following link (Please note **the web link needs to be used by ‘copying and pasting’ in Internet Explore, not by ‘Ctrl +Click to follow link’**): <http://honyaku.j-server.com/LUCKEISEIB/ns/tl.cgi/http://www.keiseibus.co.jp/kousoku/timetable.php?id=22&SLANG=ja&TLANG=en&XMODE=0&XPARAM=q,&XCHARSET=UTF-8&XPORG=,&XJSID=0>

The last bus from Narita Airport is at 21:25 hours (Terminal 2).

17. The schedule of the airport limousine buses from/to Haneda Airport can be found through the following link (Please note **the web link needs to be used by ‘copying and pasting’ in Internet Explore, not by ‘Ctrl +Click to follow link’**): <http://honyaku.j-server.com/LUCKEISEIB/ns/tl.cgi/http://www.keiseibus.co.jp/kousoku/timetable.php?id=1&SLANG=ja&TLANG=en&XMODE=0&XPARAM=q,&XCHARSET=UTF-8&XPORG=,&XJSID=0>

The last bus from Haneda Airport is at 00:20 hours (International Terminal).

18. **Those who have concerns 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).**

### B. Transport to attend sessions

19. Participants are requested to make their own transport arrangement to attend the Governing Council session. It takes about 17-20 minutes on foot from Hotel Francs to SIAP. The location map of the hotel and SIAP is provided in [Attachment](#)

## VI. SIAP complex information

### A. Internet services

22. Wi-Fi is available at SIAP premises (Password will be informed at SIAP).

### B. Cafeteria

23. The Cafeteria on the ground floor of JETRO-IDE Building is open from Monday to Friday. At the Cafeteria, lunch will be available from 1130 to 1330 hours and tea/coffee from 1000 to 1600 hours. In addition, coffee, tea and soft drinks are available from vending machines.

## **VII. Other information**

### **A. Weather**

25. The average temperature during early December in Chiba, Japan ranges from 4 to 14 degrees Centigrade. Participants are advised to check from the Internet on the weather forecast of Japan 2-3 days before departure.

### **B. Foreign exchange**

26. 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 approximately 110 Japanese yen to one US dollar. A visit to a bank in Chiba is rather time consuming. It is advisable to convert sufficient funds into local currency before departure or upon arrival at the Narita/Haneda International Airport.

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

28. No money changers are available in Japan other than airports, banks or major hotels (exclusively serving hotel guests only). Hotel Francs provides limited money exchange services between US Dollars/Euro and Japanese Yen (service does not allow you to purchase US dollars/Euro from Japanese Yen).

### **C. Local regulations on identify proof/evidence**

29. Under the local regulations of Japan, all foreigners are required to carry along with them recognized proof of identity (e.g., passport). However, great caution should be taken for the safe keeping of one's proof of identity.

### **D. Electricity Voltage**

30. The voltage for all electric appliances used in Japan is 100 Volts.





**Attachment: 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<sup>th</sup> and 5<sup>th</sup> 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, 2<sup>nd</sup>-4<sup>th</sup> 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)