

Eighteenth session of the Governing Council of the Statistical Institute for
Asia and the Pacific
Eighth meeting of Network for the Coordination of Statistical Training in
Asia and the Pacific
Seventeenth Management Seminar for the Heads of National Statistical
Offices in Asia and the Pacific
Chiba, Japan
12-15 December 2022

INFORMATION NOTE FOR PARTICIPANTS

I. Event-related information

Venue and opening session

1. All events will be organised in Meeting Room no. 301 at the Makuhari Messe, 2-1, Nakase, Mihama-ku, Chiba-city, 261-8550 Japan

Tel.: +81-43-296-0001

Link: <https://www.m-messe.co.jp/en/>

2. For the **Governing Council** the opening is scheduled to be at **10:30 hours on Monday 12 December and at 10:00 hours on Tuesday 13 December** at Makuhari Messe as per address noted under paragraph 1 above.
3. For the **Meeting of the Network**, the opening is scheduled to be at **11:00 hours on Monday 13 December** at Makuhari Messe as per address noted under paragraph 1 above.
4. For the **Management Seminar**, the opening is scheduled to be at **9:30 hours on both Wednesday 14 December and Thursday 15 December** at Makuhari Messe as per address noted under paragraph 1 above.

The provisional schedule of events will be posted on SIAP website at <https://www.unsiap.or.jp/> . Please kindly note that the schedule might be updated regularly, so please check the SIAP website for the latest version.

Identification badges

5. Participants will be provided with name badges at registration prior to either the Governing Council or the Meeting of the Network, depending on the participation in each event. For identification and security reasons, participants are requested to wear the name badges at all times during the event.

Working language during the meeting and the seminars

6. The meeting and seminars will be conducted in English throughout and no translation/interpretation services will be provided.

Secretariat of the events

7. The **Eighth Meeting of Network for the Coordination of Statistical Training in Asia and the Pacific Region** is organised by SIAP.

8. The **Seventeenth Management Seminar for the Heads of National Statistical Offices in Asia and the Pacific: Managing an Evolving Data Ecosystem** is organized by SIAP, in collaboration with Statistics Division of the United Nations Economic and Social Commission for Asia and the Pacific, and the Ministry of Internal Affairs and Communications, Government of Japan (MIC).
9. Contact details of focal point of SIAP are as follows:

Mr Shuji Fukuyama
Program Management Assistant
Tel.: +81-43-299-9795 (direct line);
Email: shuji.fukuyama@un.org; escap-siap@un.org;

II. Travel

Regarding COVID-19 border restrictions of Japan, please kindly note the following:

- Continuously refer to <https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html> until your departure date.
- Register via Visit Japan Web at https://www.digital.go.jp/en/services/visit_japan_web-en/ for easy entry into Japan.
- You need valid Vaccine Certificate for avoiding Pre-departure Test. https://www.mhlw.go.jp/stf/covid-19/border_vaccine.html
- It is expected for that a mask be worn inside of public building and most likely outside.

Travel arrangements (applicable to only SIAP-funded participants)

10. SIAP will provide round-trip travel for the participants on the most economical route. If air travel is needed, the participants will receive an economy class round-trip ticket. Please note that for travel, the participant's passport must be valid for 6 months or more from the date of the meeting. All travel arrangements will be organized by an UN authorized Travel Agency; please do not make any separate bookings. You will be informed when your travel has been sent for approval. The UN authorized Travel Agency might specifically require your approval of the travel itinerary. Please, confirm it as soon as possible with due regard to your passport validity, correct spelling of your name on the itinerary/ticket and visa requirements. If the ticket is issued without needing your confirmation, then for any further changes you will have to contact directly the UN authorized Travel Agency or the air company.
11. Arrangements will be made for participants to arrive in Japan on Sunday 11 December for participants of **Governing Council**, or on Monday 12 December for participants of **Meeting of the Network** and depart for their respective countries on Friday 16 December 2022. Participants should not change their official travel dates without prior consent from SIAP. If any alteration is to be made after the flight ticket has been issued, the participant in question is responsible for any change made and the applicable price difference occurred; should any change be needed to be made, the participant in question could do so by directly contacting the authorized Travel Agency whilst keeping SIAP in the communication.

Hotel Accommodation

12. **It is the responsibility of the participants to make the hotel arrangement.** Participants are requested to make their own reservations, at least, by **Thursday 5th December 2022**, in view of that the demands on the hotels in the vicinity of SIAP are very high at any given time due to their location. 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, bearing in mind that the closest railway station to SIAP is Kaihin-makuhari station on JR Keiyo Line.

List of Hotels located within walking distance from Makuhari Messe

<https://springs.co.jp/english/>

<https://www.greentower.co.jp/english/>

<https://www.francs.co.jp/en/>

<https://www.the-manhattan.co.jp/lang/en/>

<https://www.newotani.co.jp/en/makuhari/>

<https://www.apahotel.com/resort/makuhari/>

Please note, if you don't find any available room, please email to shuji.fukuyama@un.org

13. Any organisers of the events will not assume responsibility for any expenditures/liability relating to participants' attendance in the events, such as:
- (i) Salary and related allowances for participants during the period of the events;
 - (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 events;
 - (iii) Compensation in the event of death or disability of participants in connection with their attending the events;
 - (iv) Any loss or damage to personal property of participants while attending the events or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
 - (v) Any other expenses.

Daily Subsistence Allowance (DSA) and Terminal fee (applicable to only SIAP-funded participants)

14. Participants will be provided with DSA and terminal fees by SIAP, in accordance with the United Nations regulations. If, for any reason, a participant fails to attend the meeting/seminar or is unable to attend the full duration of the meeting/seminar, the appropriate portion of the allowance must be returned to SIAP.
15. Daily subsistence allowance (DSA) will only be provided for the duration of the Network and the Management Seminar, in accordance with the United Nations rules and regulations. Please note that, because the session of the Governing Council of SIAP is an inter-governmental meeting, participation in the session will not be funded from SIAP. **Therefore, DSA for 11 December will not be paid.** Please also note that DSA and terminal fee are provided only for one representative from your office.
16. All participants are requested to keep their boarding passes (round trip) and submit a scanned copy to SIAP (escap-siap@un.org) within 7 days after the round-trip travel has been completed.

Visa requirements

17. **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 on visa requirements and where required, promptly obtain an appropriate entry visa which allows to enter Japan and participate in the events. 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). Participants who need to stopover in other countries should also obtain appropriate transit visas.

Arrival at International Airports in Tokyo

18. Participants should make their own transportation arrangements from the airport (Narita or Haneda airports) to their respective hotels.
19. 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 information of the airport limousine buses from/to Narita Airport to Kaihinmakuhari station can be found through the following link
<https://www.rome2rio.com/s/Kaihinmakuhari/Tokyo-Narita-Airport-NRT>
Timetable of bus is [here](#)
20. The information of the airport limousine buses from/to Haneda Airport can be found through the following link
<https://www.rome2rio.com/s/Kaihinmakuhari-eki/Tokyo-Haneda-Airport-HND>
Timetable of bus is [here](#)

21. Other Information

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

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

Location of restaurants -- A map with information on locations of restaurants, supermarkets, convenience stores, etc. around the vicinity of Makuhari Messe is provided under Attachment. Please refer to <https://www.m-messe.co.jp/en/> for further information.

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. 148 JPY to one USD.

Map around the venue

Green arrow is the venue of Meetings

<https://www.m-messe.co.jp/en/cityguide/>

