



UNITED NATIONS - NATIONS UNIES  
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC (SIAP)  
JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan

**In-person phase of the  
Training Programme on the System of Environmental-Economic Accounting (SEEA)  
Central Framework for Asia and the Pacific**

23-26 February 2016  
SIAP Headquarters, Chiba, Japan

**INFORMATION NOTE FOR PARTICIPANTS**

**I. Course-related information**

1. The *In-person phase of the Training Programme on the System of Environmental-Economic Accounting (SEEA) Central Framework for Asia and the Pacific*, jointly organized by the Statistical Institute for Asia and the Pacific (SIAP) of the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) and the United Nations Statistics Division (UNSD) with assistance of the Ministry of Internal Affairs and Communications (MIC) of the Government of Japan will be conducted at the Statistical Institute for Asia and the Pacific (SIAP) in Chiba, Japan.

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; 299-9782 (emergency: +81-70-2174-2302)  
Facsimile numbers: +81-43-299-2521  
E-mail address: staff@unsiap.or.jp

2. On Tuesday, 23 February 2016, a staff from SIAP will meet participants in the lobby of Hotel Green Tower Makuhari (participants' accommodation) at 08:30 hours and guide them to the Institute on foot. Participants are requested to assemble at the hotel lobby by 08:25 hours.

3. Participants will be provided name badges on the first day of the course. For identification and security reasons, participants are requested to wear the name badges at all times during the course.

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

**II. Financial support for participation of the course**

5. Travel-related costs, including air travel, daily subsistence allowance (DSA) for the duration of official stay in Chiba and terminal fee will be funded by SIAP for participants from Fiji, Islamic Republic of Iran, Myanmar, Pakistan, Philippines, Samoa, Solomon Islands and Thailand. For SIAP-funded participants, DSA and terminal fee will be paid at the course venue during the training course. 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 SIAP. Participants are requested to carry sufficient funds with them to cover expenses until they receive their DSA.

6. 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, e-tickets and hotel receipts** after the travel has been completed. The various receipts and documents must be sent by email addressed to Ms. Akiyo Shibuya, Staff Assistant ([staff@unsiap.or.jp](mailto:staff@unsiap.or.jp)) for SIAP-funded participants and the original receipts must be sent to SIAP (for address, refer to page 1).

7. Participants are requested to bring their passports and original boarding passes for submission to the course venue on the first day of the training (23 February 2016) for verifying their identities and processing of DSA payment.

8. SIAP 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

### III. Travel

#### Visa requirements

9. It is the responsibility of the participant to start the process of obtaining their visa as soon as they have been notified to participate in the programme. Participants should check with the relevant diplomatic or consular mission of the Government of Japan on visa requirements and, where required, obtain appropriate entry visas. For more information, please visit the Ministry of Foreign Affairs of Japan at [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html). Please note that VISA ON ARRIVAL is not available at any airport in Japan. Participants who need to stopover in other countries should also obtain appropriate transit visas.

10. A Note Verbale file copy has been/will be sent to you via email. If the Embassy of Japan of your respective countries requests the original Note Verbale or any additional documents, please send the request to [staff@unsiap.or.jp](mailto:staff@unsiap.or.jp) no later than **22 January 2016**. If the request does not reach SIAP by this deadline, SIAP cannot guarantee that the visa support letters will be prepared for the necessary process to acquire a visa to Japan.

#### Hotel Accommodation

11. All participants will be staying at the Hotel Green Tower Makuhari:

Hotel Green Tower Makuhari  
2-10-3 Hibino, Mihama-ku Chiba-shi, Chiba 261-0021 Japan

Telephone number: + 81-43-296-1122  
Fax number: + 81-43-296-1125  
Email: [m-room@greentower.co.jp](mailto:m-room@greentower.co.jp)  
Website: <http://www.greentower.co.jp/english>  
Room rate: 7,800 Japanese Yen per night per person  
(tax/service charges inclusive, breakfast not included)

Check-in time: 14:00 hours  
Check-out time: 11:00 hours

It takes about 12-15 minutes on foot from the hotel to SIAP. The location map of the hotel and SIAP is provided in Attachment 1.

12. Participants are required to pay their own room charges and other expenses by check-out time. Hotel Green Tower Makuhari accepts credit cards such as VISA, MASTER and DINERS.

13. Cancellation must be made 7 full days prior to scheduled check-in date. Cancellation fee (equivalent to 1 night room charge) will be applied for late cancellation, late or no show.

14. Wi-Fi router can be borrowed at the front desk for free. Upon borrowing it, you will be asked to sign a form which states that you will be charged 2,000 Yen as a deposit, in case you fail to return the router.

#### Travel arrangements

15. For SIAP-funded participants, travel arrangements will be made by SIAP/ESCAP and a round-trip air ticket (main international airport of participants' residence ↔ Tokyo International Airport) by the most economical rate will be issued. Arrangements will be made for participants to arrive in Japan on Monday, 22 February 2016 and depart for their respective countries on Saturday, 27 February 2016.

#### Arrival at the International Airports in Tokyo

16.



- Schedule of the Keisei 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 Keisei 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>.
- Should participants catch the last bus or early morning buses which do not stop at Hotel Green Tower Makuhari, they can get off at Kaihin-makuhari Station and walk from the Station to the Hotel (5-minute walk).

### III. Other Information

17. Meals – Participants can purchase lunch at the cafeteria within the SIAP building. Daily lunch menu and order form will be circulated among participants early in the mornings. The daily lunch sets are at costs of 520 Yen and 470 Yen. SIAP will collect daily lunch order form at the end of morning coffee/tea break. Participants who have placed lunch order are requested to pay a deposit of 2,000 Yen and their individual lunch accounts will be settled in the afternoon of the last day of the course. Please note that if you have dietary restrictions, we request you kindly prepare or purchase your own food as it is extremely hard to find strict vegetarian (vegan) food or Halal food in Japan.

18. 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.

19. Weather and Clothing -- The average temperature during late-February in Chiba, Japan ranges from 2 to 10 degrees Centigrade. Participants are advised to check from the Internet on the weather forecast of Japan 2-3 days before departure.

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

21. Foreign currency 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. A visit to a bank would take approximately 45 minutes to an hour. As an alternative, you can use the 7-11 convenience store ATM (operating 24 hours) to withdraw cash from your personal bank account using your credit/debit/bank card. Hotel Green Tower Makuhari provides limited money exchange services between US Dollars/Euro and Japanese Yen (however, does not allow you to purchase US dollars or Euro from Japanese Yen).

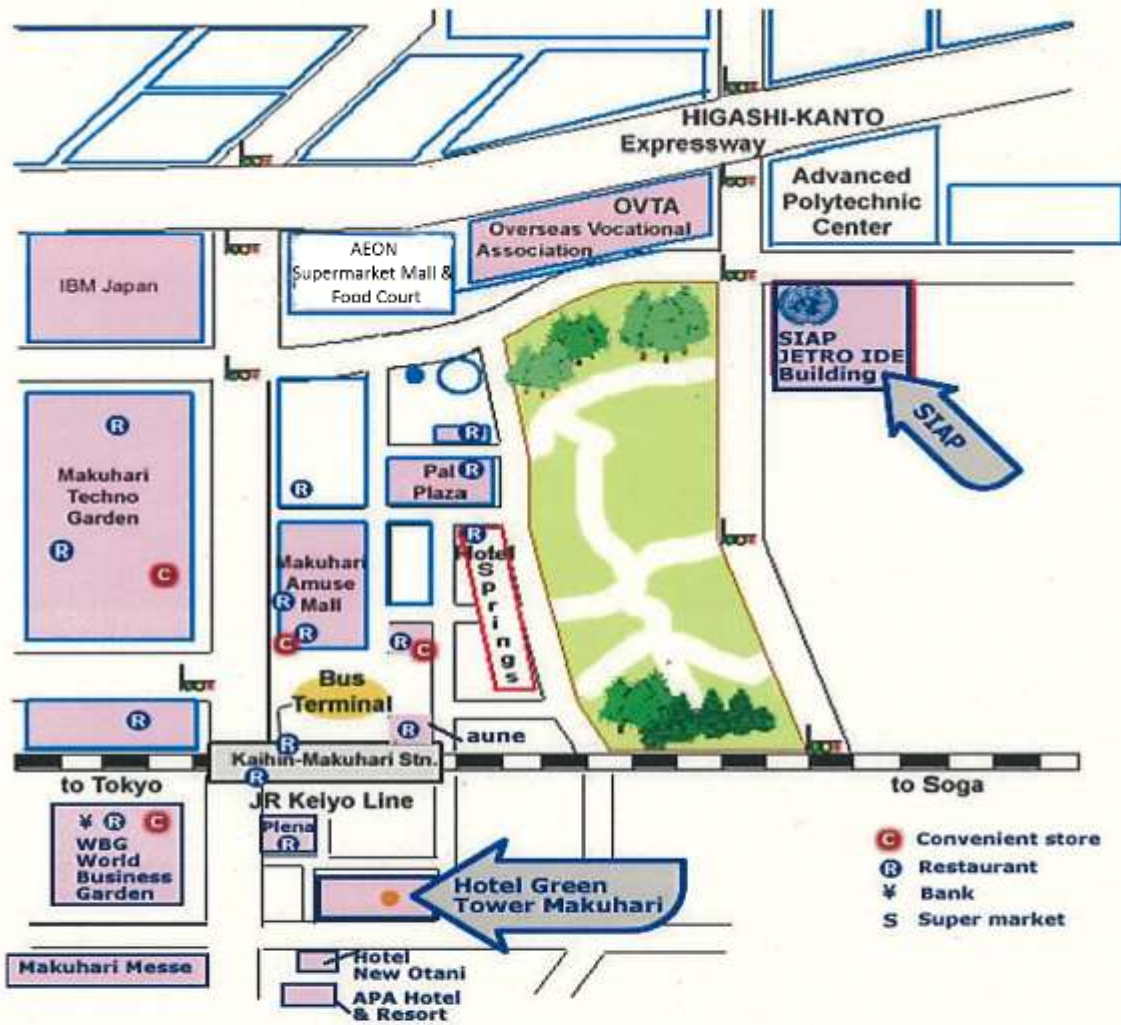
\* \* \*

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><b>Hotel Green Tower Makuhari</b>                  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>
---	--



## Attachment 2. Map around SIAP



<b>Food courts/fast food:</b>	AEON Makuhari (1C); and Plena Makuhari (7C)
<b>Supermarket:</b>	AEON Makuhari (1C)
<b>Bakery:</b>	Plena Makuhari, Ground Floor (7C)
<b>Subway sandwiches:</b>	Plena Makuhari, Ground Floor (7C)
<b>Restaurants:</b>	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 <i>azze</i> Makuhari (5D)
<b>Convenient Store:</b>	Ground Floor, su:k Kaihin-makuhari (4D)
<b>Shopping malls:</b>	AEON Makuhari (1C); Plena Makuhari, 2 <sup>nd</sup> -4 <sup>th</sup> Floors(7C); and Mitsui Outlet Park Makuhari (7E)
<b>100 Yen shop:</b>	Plena Makuhari, 3rd Floor (7C)
<b>Bank:</b>	CITI Bank, 2/F, World Business Garden Marive East (7B)
<b>Post Office:</b>	Makuhari Techno Garden, Block CB, 2/F (3B)