



**Workshop on national adaptation goals/  
indicators and their relationship with the  
Sustainable Development Goals and the Sendai  
Frame work for Disaster Risk Reduction  
and  
Regional Technical Expert Meeting on Adaptation  
(Asia-Pacific Seminar on Climate Change)**

*Tokyo, Japan, 24-27 July 2018*

**UNFCCC secretariat**

July 2018



## Visa requirements

Below is a list of visa-exempt countries:

[https://www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html](https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)

Please contact the appropriate consular authority and follow their instruction for your visa request. If further assistance is required in obtaining visas, contact the secretariat and Ministry of the

Environment Japan ([aps-secretariat@oecc.or.jp](mailto:aps-secretariat@oecc.or.jp)).

To speed up your application process, the Government of Japan provides a special visa assistance to all participants to the workshop and seminar. We kindly advise you to submit the request form for special visa assistance to the secretariat, along with your registration form.



## Hotel Recommendation

Participants should make their own accommodation arrangements during their stay.

Given the location of the convention venue, the following hotels are convenient options;

### **remm ROPPONGI**

Address: 7-14-4 Roppongi, Minato-ku, Tokyo 106-0032

<https://global.hankyu-hotel.com/remm-roppongi/>

### **HOTEL MYSTAYS PREMIER Akasaka**

Address: 2-17-54 Akasaka, Minato-ku, Tokyo 107-0052

<https://www.mystays.com/en-us/hotel-mystays-premier-akasaka-tokyo/>



### *By Train*

#### From Haneda Airport

Approximately 13 minutes by the Tokyo Monorail to Hamamatsucho Station (last stop). The fare is ¥490 for one-way. At Hamamatsucho Station, transfer to the JR Yamanote Line for downtown Tokyo.

For details, please refer to the Tokyo Monorail website;

<http://www.tokyo-monorail.co.jp/english/haneda-tokyo-access/>

#### From Narita Airport

Approximately 1 hr by the JR Narita Express to Tokyo Station. The fare is ¥3,020 for one-way (Ordinary Cars). At Tokyo Station, transfer to the JR Yamanote Line for downtown Tokyo.

For details, please refer to the East Japan Railway Company “N’EX” website;

<http://www.jreast.co.jp/e/nex/index.html>



### *By Airport Bus*

#### From Haneda/Narita Airport

Both Haneda and Narita Airports are connected to various locations in Tokyo by airport buses. Visitors arriving at the airport should check the bus schedule and purchase tickets before boarding the bus, either at a ticket and hotel reservation counter or through a bus ticket vending machine.

For details, please refer to the airports’ website;

Haneda Airport: <http://www.haneda-airport.jp/inter/en/access/bus.html>

Narita Airport: <https://www.narita-airport.jp/en/access/bus>



## Meeting Venue

The meeting from 24 to 26 will take place at “Mita Conference Center”, which is next to the Australian embassy in Japan.

Mita Kaigisho (Mita Conference Center)

Tokyo, Minato, Mita, 2 -1- 8, 108-0073

Tel.: +813-3455-7591

Access: [https://www.mofa.go.jp/policy/economy/energy/pdfs/map\\_e.pdf](https://www.mofa.go.jp/policy/economy/energy/pdfs/map_e.pdf)



## How to get to the meeting venue

The Ministry of the Environment of Japan has arranged a chartered bus from [the Celestine Tokyo Shiba](#) hotel (Address: 3-23-1 Shiba Minato-ku, Tokyo 105-0014) to the meeting venue for the participants.

Please gather at the lobby of the hotel [at 8:45 am every morning](#) if you may wish to take the bus.

Return trip will also be arranged from the convention venue to the hotel after the meeting. Please note that the bus will not stop in any other places.

### **By train/subway**

Azabu-juban Station (the nearest subway station to the meeting venue)

Take the Tokyo Metro Namboku Line (N04) or Toei Oedo Line (E22) to the station. Approximately 5 minutes-walk from Exit No.2 of the station.

### **By taxi**

The fare for a taxi ride to the meeting venue is around ¥1,000 from Tamachi Station (JR Line) or Mita Station (Toei Mita Line / Toei Asakusa Line). It takes approximately 7 minutes.



## Identification badges and registration

Please note that access to the meeting venue is restricted to registered participants of the meeting. You may be asked to provide your passport or other official identification document from your country at the reception of the main entrance.

Having passed the reception desk, take the elevator and go up to the 3rd floor where the meeting room is located. On the 3rd floor, follow the sign of the meeting to the meeting room. The registration desk will be located in front of the meeting room, from 9 am to 10 am.

To comply with the security requirements, participants are expected to wear their badges visibly at all times in the meeting venue. If you lose your badge, please report it to the registration counter or to the secretariat immediately.



## Working language of the meeting

Please note that the meeting will be conducted in English and no interpretation will be available.

## Reception

The Ministry of the Environment of Japan will hold a reception on 24th July at 18:00-20:00 (tentative time).

### **Reception Venue**

Hotel the Celestine Tokyo Shiba Celestine Dining La Pelouse Tokyo (the 1st floor)

Address: 3-23-1 Shiba Minato-ku, Tokyo 105-0014

Tel: +81-3-5441-4111

<https://www.celestinehotels.jp/tokyo-shiba/eng/>



## Security requirements in the building

Please note the standard security requirements that you need to be familiar with when you visit the convention venue:

1. No big luggage allowed inside the building; maximum size is a backpack or a briefcase or lap-top bag;
2. No friends or family members unless they are participants;
3. Participants should not use the facilities of other offices on the conference floors;
4. Smoking is only allowed in the smoking area located on the 1st floor of the building;
5. All participants will be checked against their passports/national ID cards;
6. The participants should not move throughout the building unattended for safety reasons unless really necessary; in that case please inform the Security;
7. Please report any loss of conference ID badge to the Security for corrective action regarding the access;
8. Participants should not leave their personal items of value unattended;
9. Participants should appear at the entrance of the building half an hour earlier in order to ensure that there is enough time to deal with the last-minute changes if there are any;
10. No photos should be taken inside the building.

## Field trip

The Ministry of the Environment of Japan has arranged a field trip on **27 July** for registered participants only. Please gather at the lobby of the Hotel, the Celestine Tokyo Shiba, at 8:45 am on the day.

Schedule:

8:45 am	Gather at the lobby of the Hotel, the Celestine Tokyo Shiba.
9:00 am – 9:30 am	Go to the Tokyo Sewerage Museum “RAINBOW” by bus.
9:30 am – 10:30 am	Visit the Museum.
10:30 am – 1:00 pm	Go to the Metropolitan Area Outer Underground Discharge Channel by bus (taking lunch on the way).
1:00 pm – 2:00 pm	Take a tour in the channel.
2:00 pm – 3:30 pm	Go back to the Hotel, the Celestine Tokyo Shiba.
3:30 pm	Arrive at the hotel lobby.



## Currency

Japan's currency is the Yen (¥). As of 20 June 2018, the exchange rate was ¥110 for 1 USD. Credit cards are accepted in most hotels, restaurants and shops in Tokyo, but not all.

## Power Voltage

100 V, 50 Hz.





## Time zone

Japan is in the Japan Standard Time zone. GMT +9 hours.

## Information on Tokyo

For information on Tokyo and its region please refer to:

<http://www.metro.tokyo.jp/english/index.html> .

## Useful numbers

Country dialing code: +81  
City dialing code: (0)3  
Emergency/Fire: 119  
Police: 110

## Disclaimer

Please note that the United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that you obtain international medical insurance for the period of participation.

*Thank you and we wish you a successful workshop*