



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

PRACTICAL INFORMATION 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
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. Travel

Hotel Accommodation

5. All participants are encouraged to stay 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
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

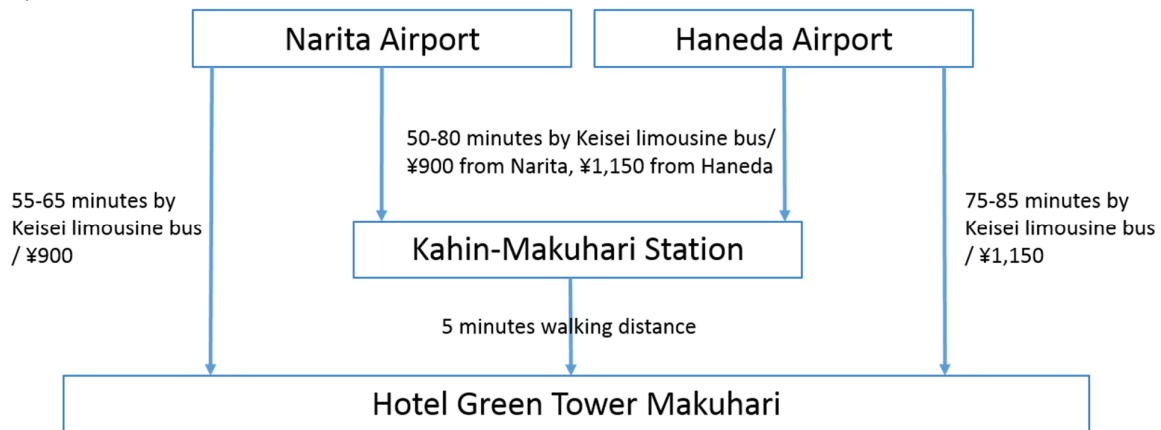
Hotel Green Tower Makuhari is located near SIAP. It takes about 12-15 minutes on foot from the hotel to SIAP. The location map of the hotel and SIAP is provided in [Attachment 1](#).

6. 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.
7. 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.
8. 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.
9. 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).

Visa requirements

10. 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 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. 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.
11. A Note Verbale file copy has been/will be sent to you via email. If the Embassy of Japan of your respective country requests the original Note Verbale or any additional documents, please send the request to 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.

12.



- 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

13. 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.

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

15. 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.

16. 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).

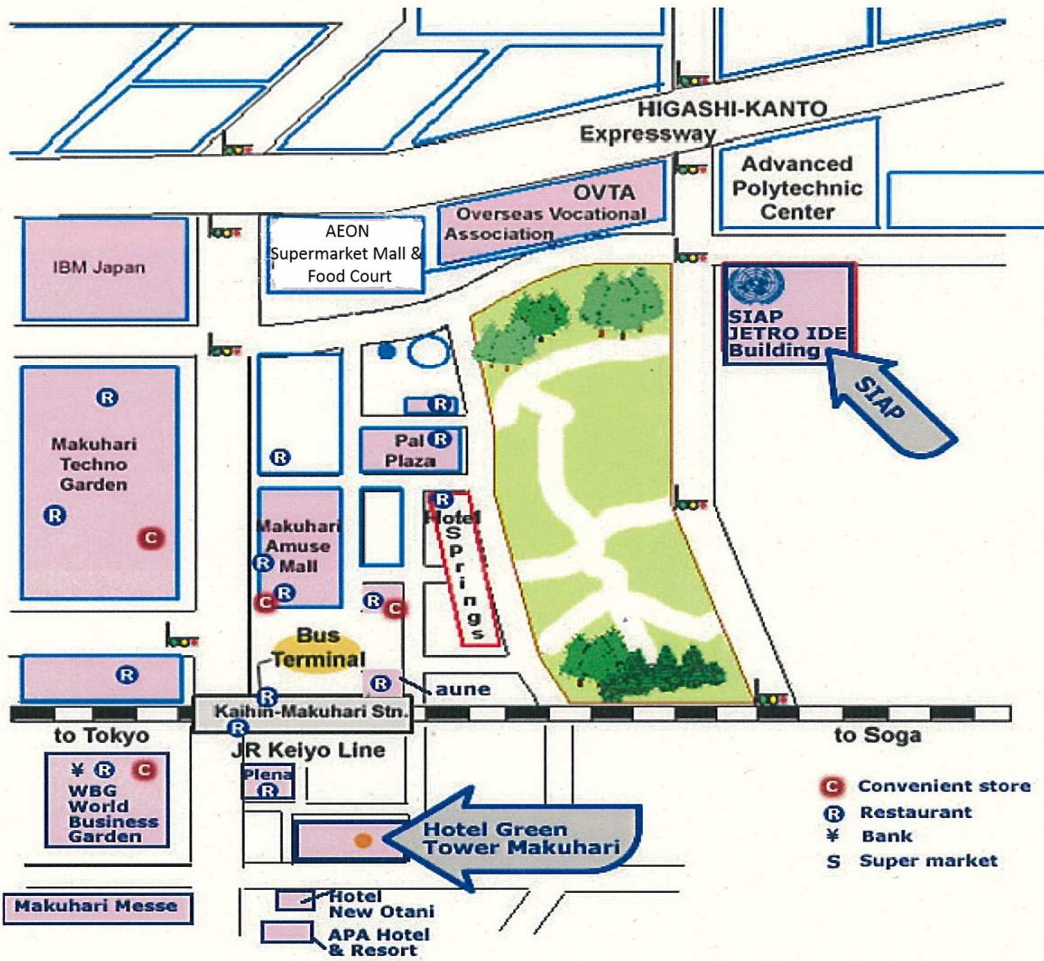
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Attachment 1. The location map of the hotel and SIAP

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

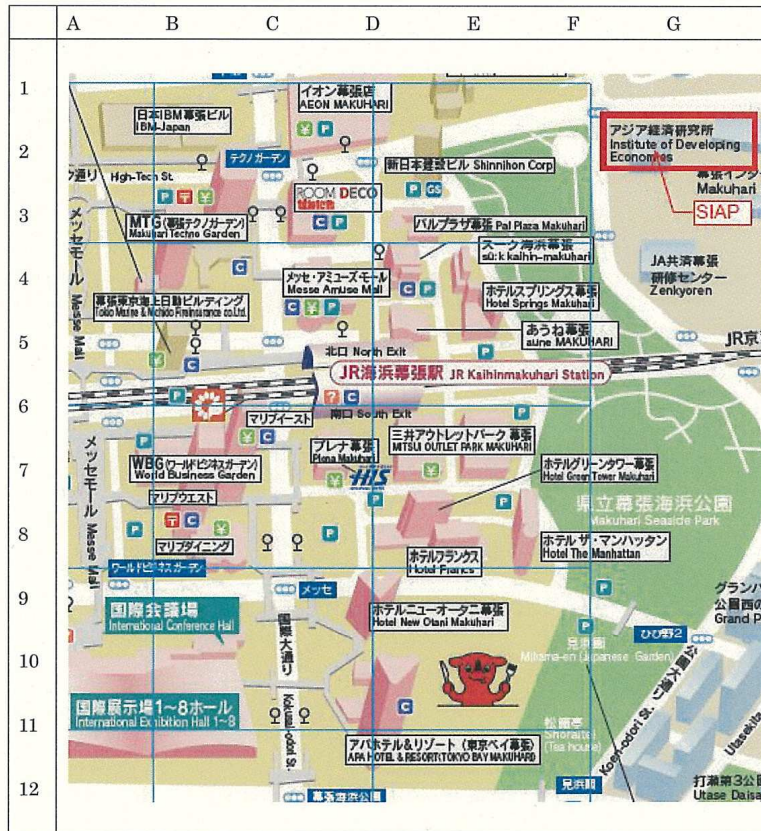
Attachment 1. The location map of the hotel and SIAP

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)