

Regional Training Workshop on an Accounting Approach to Climate Change Statistics and Indicators

11-14 April 2023

SIAP Headquarters
Chiba, Japan

INFORMATION NOTE FOR PARTICIPANTS

I. Workshop-related information

Venue and opening session

1. The **Regional Training Workshop on an Accounting Approach to Climate Change Statistics and Indicators** will be conducted at the United Nations Statistical Institute for Asia and the Pacific (SIAP) in Chiba, Japan, during the period between 11 and 14 April 2023.

United Nations Statistical Institute for Asia and the Pacific
Fourth floor, JETRO-IDE Building
2-2 Wakaba 3-chome, Mihama-ku,
Chiba-shi, Chiba 261-8787 Japan
Telephone numbers: +81-43-299-9782; +81-43-299-9796 (Director's Office)
Facsimile number: +81-43-299-2521
Email address: escap-siap@un.org

NOTE: Please kindly note that the SIAP's premises are **only** on the fourth floor of the building. Attendees of the training course are requested **not to** enter offices/rooms located on the other floors.

2. The opening session will be held at 09:30 hours on Tuesday 11 April 2023 in Lecture Room of SIAP where all subsequent sessions will also be held.

Working language of the workshop

3. The workshop will be conducted in English and all communication will be in English. No translation/interpretation services will be provided.

Secretariat of the workshop

4. The United Nations Statistics Division (UNSD) and the United Nations Statistical Institute for Asia and the Pacific (SIAP), with the support of the Office of the Director-General for Policy Planning on Statistical Policy, the Ministry of Internal Affairs and Communications of the Government of Japan, are organizing a Regional Training Workshop on an Accounting Approach to Climate Change Statistics and Indicators for the Asia Pacific region.

5. Contact details of focal point at UN SIAP

[SIAP]

Mr Shuji Fukuyama

Programme Management Assistant

Telephone number:

+81-43-299-9797 (direct line); +81-43-299-9782

II. Travel

6. Regarding COVID-19 border restrictions of Japan, please continuously refer to <https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html> until your departure date. Please note, you need valid Vaccine Certificate for avoiding Pre-departure Test. Please refer to https://www.mhlw.go.jp/stf/covid-19/border_vaccine.html and kindly note that are expected wear a mask inside public buildings and most likely outside.

Hotel Accommodation

7. It is the responsibility of the participants to make the hotel arrangement. Participants are requested to make their own reservations, at least, by Monday 27 March 2023, since the demand for hotels in the vicinity of SIAP is very high. 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 SIAP

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

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

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

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

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

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

Visa requirements

8. 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 workshop. 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 (https://www.mofa.go.jp/j_info/visit/visa/index.html). Participants who need to stopover in other countries should also obtain appropriate transit visas. Please also note that the visa fees are to be borne by the participants; no reimbursement will be made by the Secretariat of the workshop in this regard.

Arrival at International Airports in Japan

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

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](#)

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](#)

Should participants catch the last bus or early morning buses, they can get off at Kaihinmakuhari Station and walk from the station, if the selected hotel is one of the hotels in List.

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 (~ 150 USD).

In the morning on 11 April

10. On Monday 11 April 2023, participants are requested to arrive at the venue by 09:15 hours.

Local regulations on identity proof/evidence

11. Under local regulations of Japan, all foreign nationals are required to carry along with them recognized proof of identity. To comply with the regulations, participants are requested to carry along with them their passports when going out. However, great caution should be taken for safe keeping of the passports.

III. Other Information

12. Weather and clothing – The average temperature during mid-April in Chiba, Japan ranges from 12 to 24 degrees Centigrade. Participants are advised to check the Internet on the weather forecast of Japan 2-3 days before departure.

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

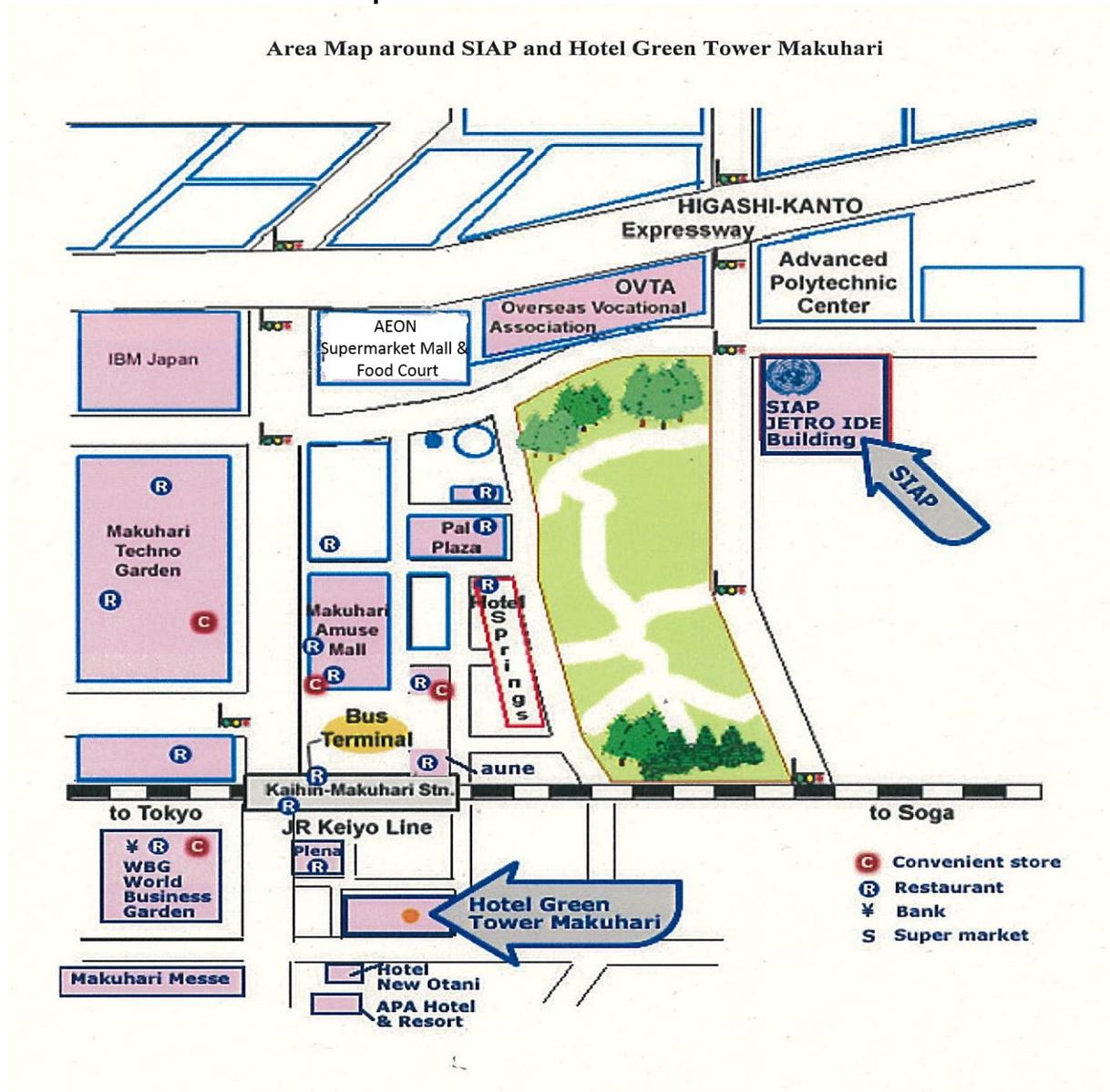
14. Location of restaurants – A map with information on locations of restaurants, supermarkets, convenience stores, etc. around the vicinity of SIAP is provided under Attachment 2 for reference.

15. 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 approximately 130 JPY to one USD.

16. No money changers are available in Japan other than airports, banks or major hotels (exclusively serving hotel guests only). A couple of banks around the Makuhari area provide foreign exchange services during weekdays from 09:00 to 15:00 hours that participants may visit during lunch breaks. A visit to a bank would take approximately 45 minutes to an hour.

17. ATM are widely available but foreign cards might not work or the bank will require an additional fee.

Attachment 1. The location map of the hotel and SIAP



<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 <i>(for use during non-office hours)</i></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 *ane* 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)
- Post Office:** Makuhari Techno Garden, Block CB, 2/F (3B)