

21st MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC21)
7-9 June 2023, Tokyo, JAPAN
and
15th MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC15)
12-14 June 2023, Tokyo, JAPAN

Logistic Information (June 2, 2023)

The 21st meeting of the Capacity Building Sub-Committee (CBSC21) and the 15th meeting of the Inter-Regional Coordination Committee (IRCC14) will be hosted by the Hydrographic and Oceanographic Department, Japan Coast Guard (JHOD) in Tokyo, Japan, respectively from 7-9 June 2023 and from 12-14 June 2023. JHOD, as the organizer of the meetings, is pleased to provide you with the following logistic information for the meetings and to invite you to contact us if you need any additional information or assistance.

(Address in English)

**Hydrographic and Oceanographic Department
Japan Coast Guard (JHOD)**

Address: Central Government Building No.4
Kasumigaseki 3-1-1, Chiyoda-ku,
Tokyo 100-8970

Tel: +81-3-3595-3605 / Email: iao@jhod.go.jp

(Address in Japanese)

海上保安庁 海洋情報部
千代田区霞が関 3-1-1 中央合同庁舎 4号館
4階 408 会議室

電話 : 03-3595-3605 (技術国際課・高橋)

※3号館の海上保安庁他部とお間違えないようにお願いします。

1. Meeting venue

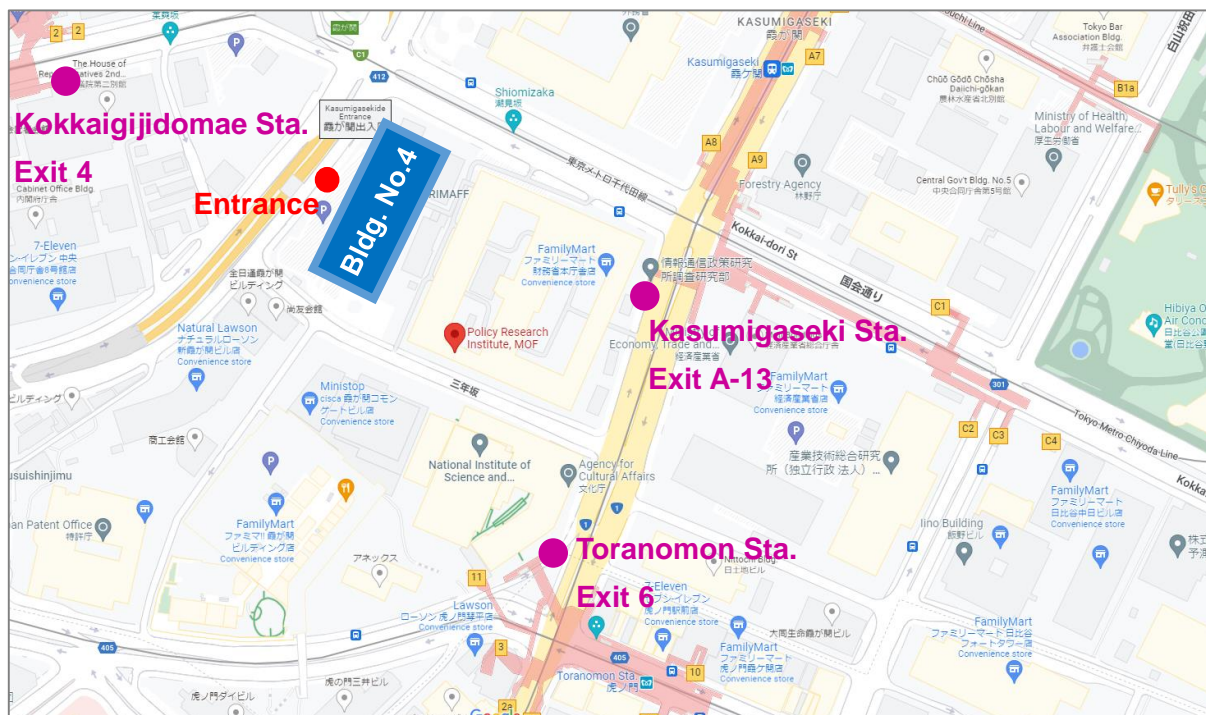
a. Venue information:

Please refer to the contact info above in both languages.



b. Access

- 4 min walk from Exit 4 of the Kokkaigijidomae Tokyo Metro station
- 5 min walk from Exit A-13 of the Kasumigaseki Tokyo Metro station
- 6 min walk from Exit 6 of the Toranomom Tokyo Metro station



c. How to enter the venue

(On your first day,)

1. At the Main Gate, please say the room number "#408" or show this "Logistic Information".
2. At the Security Office, please say your "Entry ID Number" and show your ID (PPT copy or ID issued by the sending organization). Your ID Number can be found on the separate name list.
3. You will receive the name card, on which your ID number is printed, upon registration.

(From the second day,)

4. At the Main Gate & at the Security Office, please show your Name Card.

d. Taxi:

- You can easily find one around the meeting venue or the central part of Tokyo.
- Please clearly tell the correct address of the bldg. #4, in which JHOD is located. Other departments of Japan Coast Guard are located in bldg.#3. It takes about 10 min on foot.
- If necessary, please show the address written in Japanese on the first page to the driver:

2. Accommodation

Please note that participants are kindly requested to make hotel reservations by themselves. It is highly recommended to book your room at your earliest convenience, because demand for hotel rooms in Tokyo area has been increasing recently. The followings are the hotels near the meeting venue which have been used by international guests in the past. A number of hotels are located in Shimbashi-Station, next to the nearest station (Toranomom-Station) of the meeting venue. If you need any assistance, please contact us.

a. Tokyo Toranomom Tokyu Rei Hotel

Address: 1-6-6, Atago, Minato-ku, Tokyo 105-0002

Phone: (+81) 3-3431-0109

Homepage: <https://www.tokyuhotelsjapan.com/global/toranomon-r/>

Access: <https://www.tokyuhotelsjapan.com/global/toranomon-r/access/index.html>

b. Dai-ichi Hotel Tokyo

Address: 1-2-6 Shimbashi, Minato-ku, Tokyo, 105-8621

Phone: (+81) 3-3501-4411

Homepage: <https://www.hankyu-hotel.com/en/hotel/dh/dhtokyo>

Access: <https://www.hankyu-hotel.com/en/hotel/dh/dhtokyo/access>

c. the b shimbashi

Address: 1-17-13 Nishi-Shimbashi, Minato-ku, Tokyo 105-0003 Japan

Phone: (+81) 3-3501-2500

Homepage: <https://en.theb-hotels.com/theb/shimbashi>

Access: <https://en.theb-hotels.com/theb/shimbashi#access>

d. APA Hotel Shimbashi Toranomom

Address: 2-6-9, Nishi-shimbashi, Minato-ku, Tokyo, 105-0003

Phone: (+81) 3-3500-1155

Homepage: <https://www.apahotel.com/en/hotel/syutoken/tokyo/shimbashi-toranomon/>

3. Transportation

The following links show common access to the central area of Tokyo from the international airports. Please check out the latest information as operation diagrams may be changed suddenly.

a. From Haneda Airport

By Train

Keikyu Line provides access to the Shimbashi station, in the central area of Tokyo. Tokyo Monorail also provides access to the central area of Tokyo (the Hamamatsucho station), however, less convenient in comparison with Keikyu Line. Easy transportation to access to the meeting venue or hotels from the Shimbashi station is Tokyo Metro service (see c. Tokyo Metro). Please check out more detailed and latest information from the Haneda Airport website (<https://tokyo-haneda.com/en/access/train/index.html>).

By Bus

The airport limousines departing from Haneda International Airport are a convenient method, which allow passengers a smooth transfer, even with luggage, without changing the transportation. It connects the airport to some major areas of Tokyo including Hibiya-Ginza area, which is close to JHOD. Some stops maybe still suspended due to the influence of the pandemic. Please check the latest information from the Haneda Airport website (<https://tokyo-haneda.com/en/access/bus/index.html>).

b. From Narita Airport

By Train

Keisei Line and JR Line provide access to the central area of Tokyo. Keisei Skyliner operated by Keisei Line and Narita Express operated by JR Line take you to the Ueno station and the Tokyo station, respectively. Easy transportation to access to the meeting venue or hotels from the Ueno or Tokyo station is Tokyo Metro service (see c. Tokyo Metro). Please check out more detailed and latest information from the Narita Airport website (<https://www.narita-airport.jp/en/access/train>).

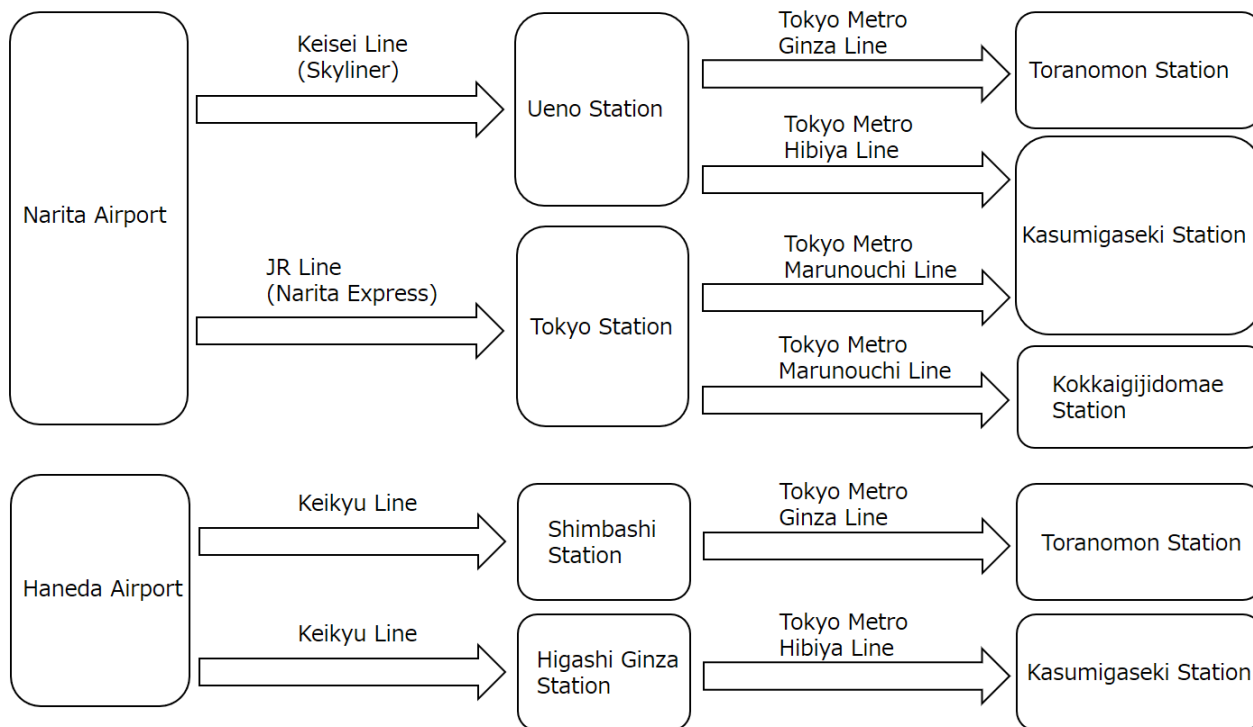
By Bus

The airport limousines departing from Narita International Airport are a convenient method, which allow passengers a smooth transfer, even with luggage, without changing the transportation. It connects the airport to some major areas of Tokyo including Hibiya-Ginza area, which is close to JHOD. Some stops maybe still suspended due to the influence of the pandemic. Please check the latest information from the Narita Airport website (<https://www.narita-airport.jp/en/access/bus>).

c. Tokyo Metro

Tokyo Metro provides easily available transportation within the central area of Tokyo. Please visit their website (https://www.tokyometro.jp/lang_en/index.html) for more details. Tokyo Subway Map (<https://www.tokyometro.jp/en/subwaymap>) is helpful.

Route examples



4. Travel Information

a. Entry to Japan

VISA requests remain the responsibility of each participant. As the visa application procedures/requirements and the border measures of Japan may be changed, we recommend you to check the latest travel information occasionally. For details, please kindly visit following website:

Ministry of Foreign Affairs of Japan

- VISA information (https://www.mofa.go.jp/j_info/visit/visa/index.html)
- Border measures (https://www.mofa.go.jp/ca/fna/page4e_001053.html)

Ministry of Health, Labor and Welfare of Japan

- Border measures (<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>)

5. Other Information

a. Plug type

The electrical plug is type A, that is, two flat parallel blades. Electricity is 100V, 50Hz in the eastern part of Japan including Tokyo.



b. Climate in Tokyo

Generally, Tokyo is in the rainy season in June. Please check out the latest temperature and weather forecast for Tokyo before the meetings.

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Max. Temp (°C)	9.8	10.9	14.2	19.4	23.6	26.1	29.9	31.3	27.5	22.0	16.7	12.0
Ave. Temp (°C)	5.4	6.1	9.4	14.3	18.8	21.9	25.7	26.9	23.3	18.0	12.5	7.7
Min. Temp (°C)	1.2	2.1	5.0	9.8	14.6	18.5	22.4	23.5	20.3	14.8	8.8	3.8
Precipitation (mm)	59.7	56.5	116.0	133.7	139.7	167.8	156.2	154.7	224.9	234.8	96.3	57.9

c. Currency

The official currency of Japan is the Japanese yen.

1 USD = 138 yen (as of 2 June 2023)

d. Dress Code

Except for the Group-photo session, the dress code is basically “Cool-Biz (*),” in other words, “No-tie, no jacket.”

It is very hot and humid in rainy season, so we suggest that you should dress comfortably.

(* “Cool-Biz” is a new dress code invented by the Japanese Government to reduce the usage of electricity for air-conditioning. We appreciate your understanding and cooperation in making this conferences eco-friendly and sustainable.)