

**16<sup>th</sup> MEETING OF THE Hydrographic Services and Standards Committee (HSSC16)**  
**27-31 May 2024, Tokyo, JAPAN**

Logistic Information Rev.2 (May 23, 2024)

The 16<sup>th</sup> meeting of the Hydrographic Services and Standards Committee (HSSC16) will be hosted by the Hydrographic and Oceanographic Department, Japan Coast Guard (JHOD) in Tokyo, Japan, from 27 to 31 May 2024. 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.

**1. Venue (fixed)**

Meeting Room #220,  
Hydrographic and Oceanographic Department, Japan Coast Guard (JHOD)

**a. Address and Contact information**

(Address in English)

(Address in Japanese)

**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](mailto:iao@jhod.go.jp)

**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**

電話：03-3595-3605（技術国際課・国際業務室）

※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。

Main Entrance  
(Security Office)

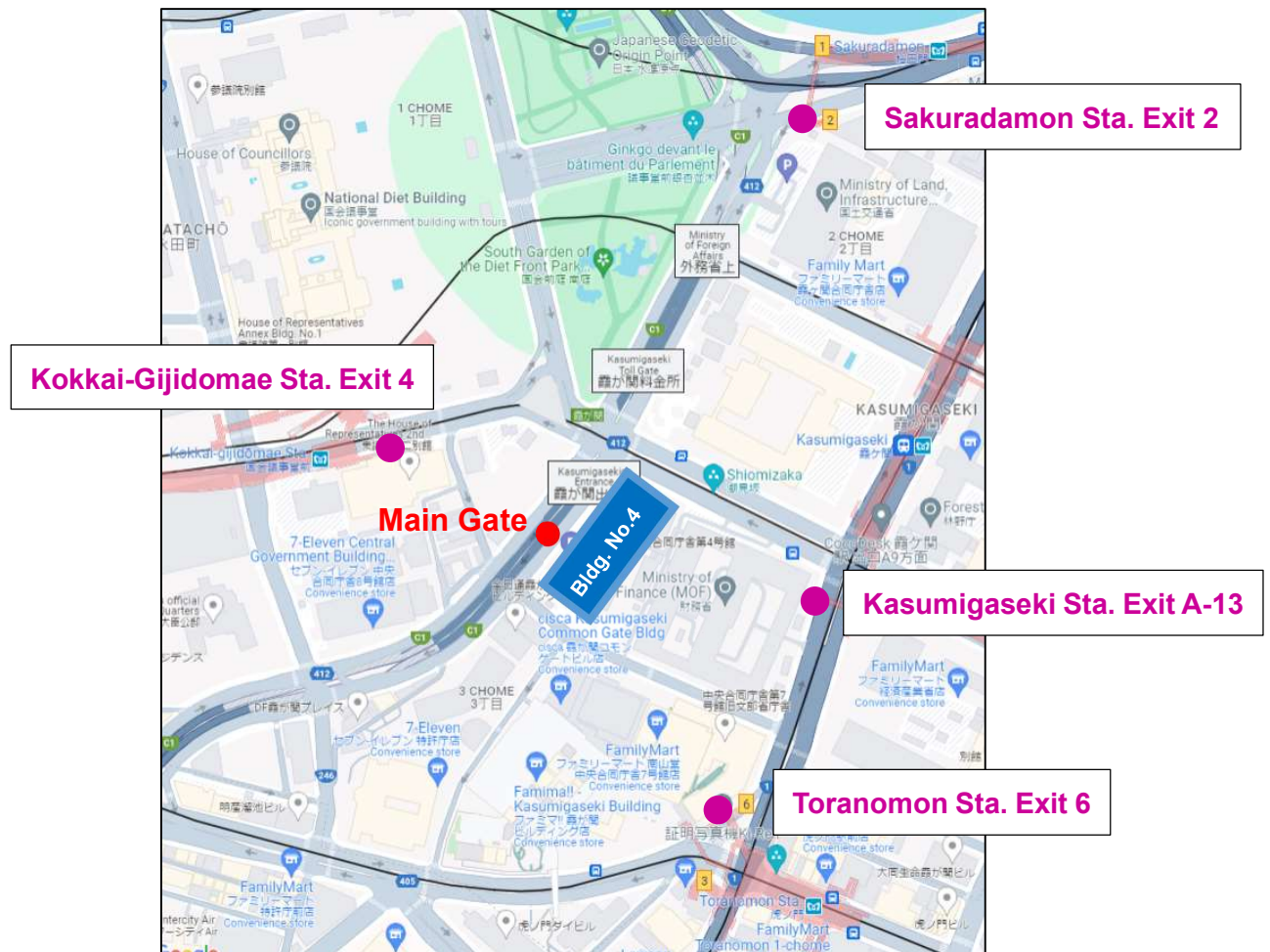


Main Gate (Guard)

Main gate of the Central Government Building No.4

## b. Access

- 4 min walk from Exit 4 of the “Kokkaigijido-mae station”, Tokyo Metro (Chiyoda (C07) / Marunouchi (M14) line)
- 5 min walk from Exit A-13 of the “Kasumigaseki station”, Tokyo Metro (Hibiya (H07) / Marunouchi (M15) / Chiyoda (C08) line)
- 6 min walk from Exit 6 of the “Toranomon station”, Tokyo Metro (Ginza (G07) line)
- 10 min walk from Exit 2 of the “Sakuradamon station”, Tokyo Metro (Yurakucho (Y17) line)



## c. Taxi:

- You can easily find one around the meeting venue or the central part of Tokyo.
- It is also convenient to call a taxi with a taxi app. You will need to register in advance, so please check when you have time after you arrive in Japan. Many apps are available in English, so please search for “taxi apps” to obtain an app.
- 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 is about 10 minutes-walk.
- If necessary, please show the address written in Japanese on the first page to the driver:

Updated

d. **How to Enter the “#4 bldg (JHOD office bldg)”:**

On your first day, upon arrival, each participant will be given an **Entry Pass** with a personal **"Entry ID number,"** which they will be required to enter the JHOD office bldg.


On your first day

- The registration starts at <9:00AM> in the security office. -

1. At the **Main Gate**, please say "HSSC @Room#220" or show this "Logistic Information" to the guards to go through and enter the property. At the entrance of the building, please do not use the electric gate, but instead, visit the **Security office** on the left.
2. At the Security Office, kindly identify yourself to receive your Entry Pass.
3. Kindly help the registration process above go smoothly by taking the following actions:
  - (1) **Check your personal entry ID number prior to your visit.**  
You can check your Entry ID number on a separate sheet.
  - (2) Please have your identifications with a picture (**Passport, etc...**) ready at hand.

After receiving the Entry Pass

1. Please show your Entry Pass to the guard at the **Main gate**, and to the receptionists at the **Security office** whenever you wish to enter the building.
2. There is another gate (south gate) too but it is electrically controlled, thus the guests are requested to use **only the Main gate**.
3. Kindly carry your Entry Pass with you always. Especially, those who wishes to leave the building for lunch or smoking, please do not forget to bring your Entry Pass.
4. The Entry Pass is valid only for the duration of the meetings.

 <b>HSSC16</b> Tokyo 27-31 May 2024 ウミマル Name : <b>UMIMARU</b> Country/Organization (国・組織) JHOD ※Registered on computer name list. Valid only for the 4th bldg. through the period above	Host : Japan Coast Guard 主催 : 海上保安庁			
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Security checks your name and "Entry ID#"

Entry Pass

## 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 where have been used by international guests in the past. A number of hotels are located in Shimbashi-Station, relatively close to both of the possible meeting venue. If you need 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 Tokyo-station 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

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

- By Train

Keisei Line and JR Line provide access to the central area of Tokyo.

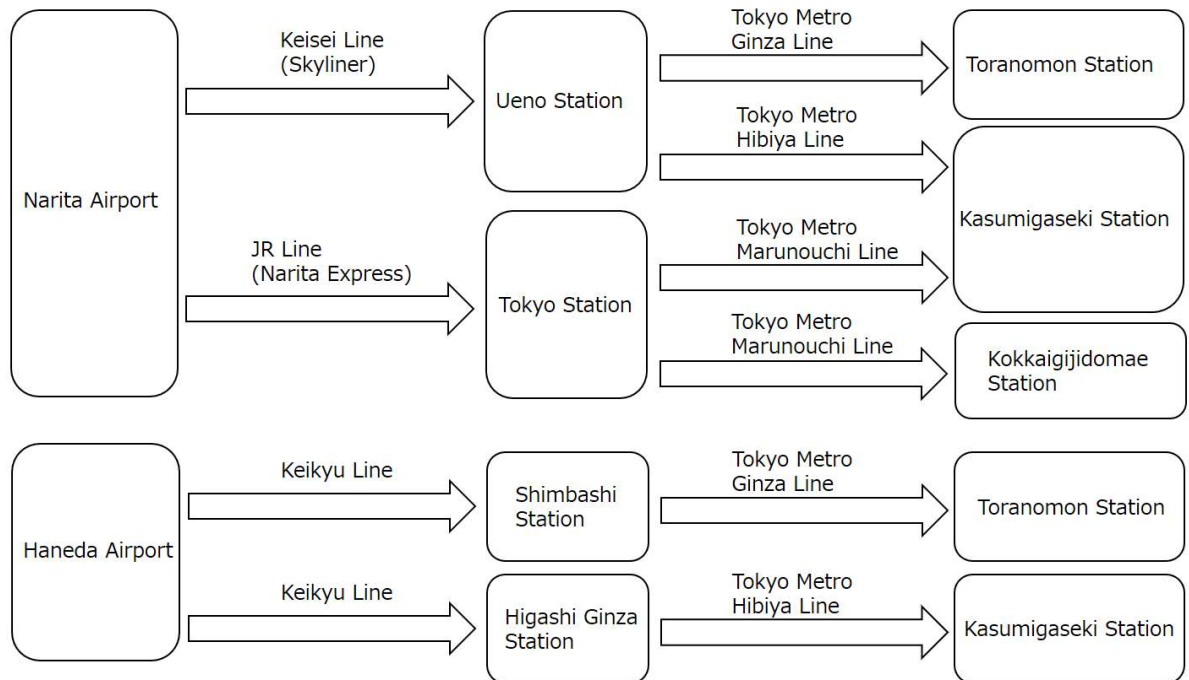
Keisei Skyliner operated by Keisei Line takes you to Ueno station, and Narita Express operated by JR Line takes you to Tokyo station. Easy transportation between the meeting venue/hotels from Ueno or Tokyo station is Tokyo Metro service (see c. *Tokyo Metro*). Please check out more detailed and latest 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 Roppongi-Akasaka area and 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](https://www.tokyometro.jp/lang_en/index.html)) for more details. Tokyo Subway Map (<https://www.tokyometro.jp/en/subwaymap>) is helpful.



## 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](https://www.mofa.go.jp/j_info/visit/visa/index.html))

## 5. Restaurant Information

### a. For lunch

Please note that participants are kindly requested to have lunch by themselves.

There are three options:

- (1) Dine at the cafeteria in the bldg.

There is a cafeteria on the first floor. You are to buy the ticket using the machine (Japanese only) first and then receive the food at the counter.

Updated

(2) Dine Eat at Room #421 (coffee break room)

You are free to bring food to this room and eat. If you want to buy something, there is a convenience store “Lawson” in the building, and outside, there are a lot of vendors and stores.

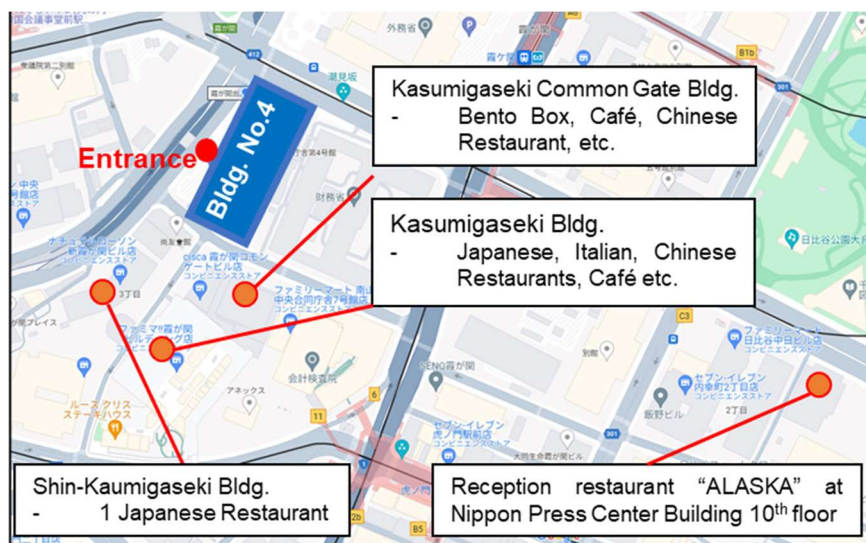
(3) Dine out

You can also go out as there are many restaurants that do not require reservations within a few minutes walking distance.

<Note>

Please know that vegetarian or halal foods are not very commonly seen here in Japan. If you have any specific dietary restrictions/needs, we recommend that you look for places where you can find your desirable foods in advance, or bring your lunch. As for location, “Ginza”, “Toranomon” and “Shimbashi” area are relatively close to the venue, and there seem to be shops/restaurants that sell/serve vegetarian or halal compliant foods in those area.

In case you leave the building for lunch or break, kindly be reminded to always carry your ID card, which will be distributed to the participants on the first day upon registration. If you are leaving the bldg., even if temporarily, you will be required to show your ID card to re/enter the bldg. If you need any assistance, please contact us.



b. Reception on 28th May

A reception will be held on 28th May from 18:00 at restaurant “ALASKA”, on the 10th floor of “Nippon Press Center Building”, which is about 10 minute-walk from the meeting venue and is located facing the Hibiya Library & Museum across the street.

Restaurant Alaska

Nippon Press Center Building 10F

Uchi-saiwaicho 2 cho-me 2-1, Chiyoda City

<https://restaurant-alaska.com/presscenter/>

## 6. Plugs and Batteries (Power Resources)

### 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. Outlet (socket)

Due to the large number of the participants, there might be some risk of shortage of electricity. Basically, 3 delegates per MS will sit in front area with a Plate, and from the fourth delegates, they will sit in the observer seats in the rear.

Therefore, kindly be informed that there will be no outlet in the rear seats. We highly recommend, in case the participants in rear seats wish to bring PCs, that they should bring your PC fully charged beforehand or bring your own batteries.

## 7. Other Information

### a. Climate in Tokyo

Generally, Tokyo is in the delightful season in May. 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

### b. Currency

The official currency of Japan is the Japanese yen.

1 USD = 156.67 yen (as of May 23, 2024)

### c. 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.)