



INFORMATION NOTES FOR ITU/MIC TRAINING ON BRIDGING THE STANDARDIZATION GAP 15-19 December 2008

1 Introduction

The Ministry of Internal Affairs and Communications of Japan is pleased to welcome participants to Training on Bridging the Standardization Gap, which will take place in Tokyo, Japan, 15-19 December 2008.

This annex provides some information that will acquaint you about the training.

2 The training venue

JICA (Japan International Cooperation Agency) Research Institute
Training Center for International Cooperation
10-5 Ichigayahonmuracho, Shinjuku, Tokyo, 162-8433, Japan
Tel: +81-3-3269-2911
Fax: +81-3-3269-2185

Location: See map in Attachment 1 to this Annex.

3 Accommodation

A block of rooms has been booked in JICA Research Institute accommodation facility. If the trainee states the intention to stay in this facility through the registration form attached to the invitation letter, ITU or the MIC Secretariat will make the reservation for him/her.

4 How to Get There

By Airport Limousine Bus and Train

1 hour 30 minutes from Narita International Airport (Narita Airport)

It departs for Shinjuku area almost every 10~30 minutes. JPY 3,000 one way.

From Shinjuku station, take a taxi to JICA Research Institute.

For more information, please visit the following website.

<http://www.limousinebus.co.jp/en/>

By Train and Taxi

The JICA Research Institute accommodation facility is located between Tokyo Station and Shinjuku Station in the center of Tokyo. For Shinjuku Station, trainees can use Narita Express bound for Shinjuku. From Shinjuku Station, take a taxi to JICA Research Institute.

For detailed instructions please refer to attachment 3.

5 Visas

Participants who require a visa should apply for a visa at a Japanese consulate or diplomatic mission in their respective country well in advance of their departure. Participants are also advised to contact their local travel agents or carriers. For more information, please visit the website of the Ministry of Foreign Affairs of Japan at:

http://www.mofa.go.jp/j_info/visit/visa/index.html.

Participants who need an invitation letter and/or visa-supporting documents for entering Japan shall fill out completely the “REQUEST FORM FOR VISA-SUPPORTING DOCUMENTS” and “CURRICULUM VITAE” in **Attachment 2** to this Annex, and fax or e-mail them and a “Copy of the passport bearer’s page (page with the bearer’s photograph)” to the contact point in Section 6 below as soon as possible.

6 Contact point

For any further information you may require or if you need a personal invitation letter or official document for your visa application, please contact:

Mr. Tomoya SHINDO
NTT Advanced Technology Corporation
Ohsaki MT Bldg. 7F, 5-9-11, Kita-shinagawa, Shinagawa-ku, Tokyo, 141-0001, Japan
Tel: +81 3 5843 0927
Fax: +81 3 5795 4150
E-mail: itumic@ntt-at.co.jp

7 Computer facilities

There are no training programs that require the use of a computer. A trainee does not have to bring his/her own computer. Internet access from JICA Research Institute accommodation facility is possible, whereas the access charge is free.

8 Language used

Japanese is the dominant language in Japan. English is spoken in major hotels, large restaurants, department stores and other major organizations and tourist locations.

9 Currency and Banking

Only Japanese Yen (JPY) is accepted at stores and restaurants. Major foreign currencies may be exchanged to JPY at hotels, banks and international Airports. Regular banking hours are 9 am – 3 pm, Monday through Friday.

Exchange rates as of 23 November 2008

100 JPY(¥)
1.02 USD (\$)
0.80 EUR (€)

10 Credit cards

Most hotels, restaurants, department stores, and shops accept major credit cards (American Express, Diners Club, JCB, MasterCard, VISA). Usually there is a prominently displayed sticker at the entrance indicating which cards are accepted.

11 Climate

December is the winter season in Japan. The average temperatures during the period are:

November	December	January	February
15.6°C (60.1°F)	9.9°C (50.0°F)	6.3°C (43.3°F)	8.5°C (47.3°F)

12 Local time

Local time is UTC +9h (no daylight saving in Japan.)

13 Tipping

Tipping is not customary in Japan.

14 Taxes

Sales tax in Japan is 5%.

15 Electrical appliances

The standard power supply in Japan is 100 volts. The frequency is 50 Hz in eastern Japan including Tokyo. The type of power outlet/connector used in Japan is A type which is a two-parallel-pronged type.



Attachment 1

Training location and venue

JICA Research Institute

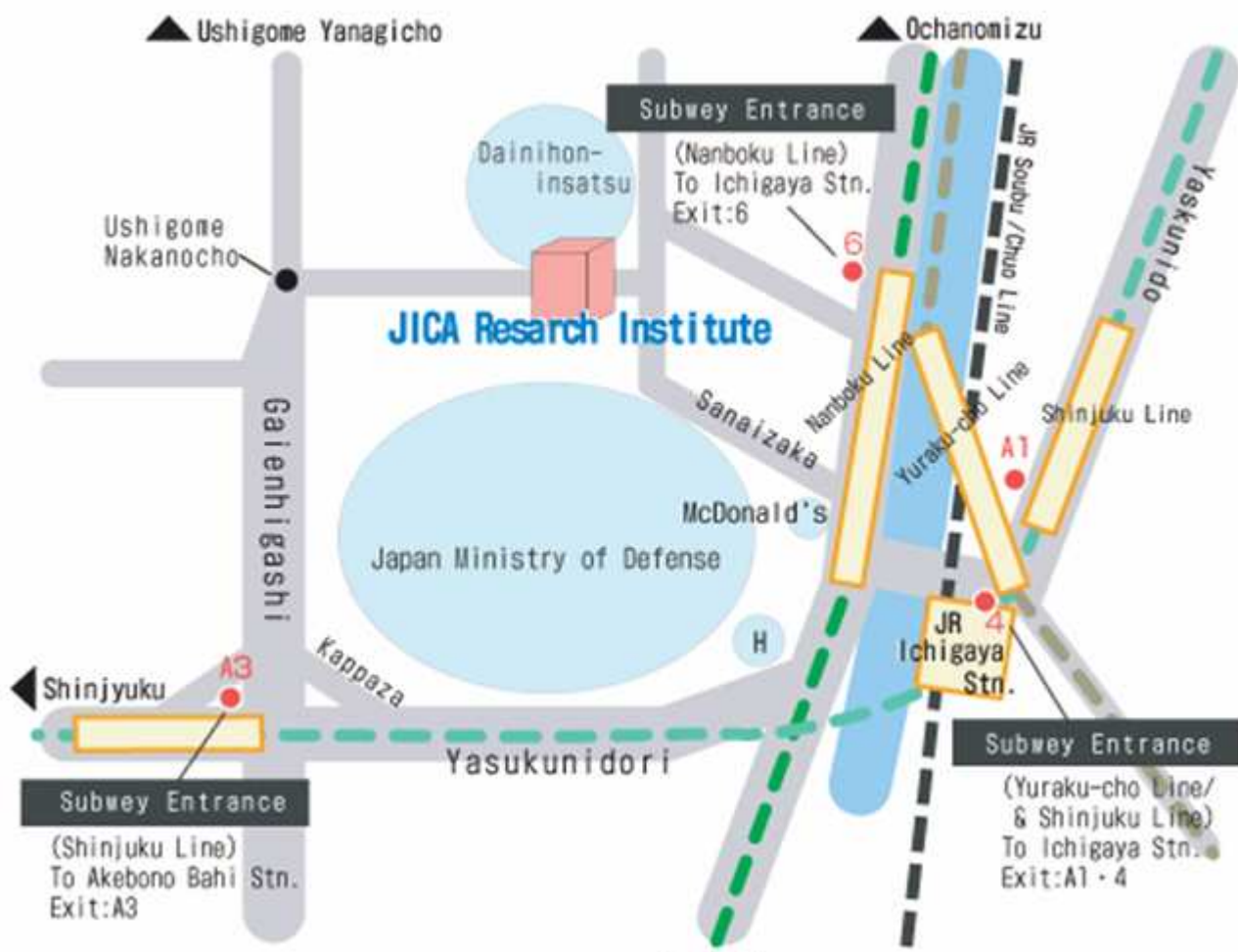
10-5 Ichigayahonmuracho, Shinjuku, Tokyo, 162-8433 Japan

Phone: +81-3-5352-5311/5312/5313/5314

10 min walk from JR Chuo / Sobu Line Ichigaya Station

10 min walk from Toei Shinjuku Line Ichigaya Station Exit A1

10 min walk from Tokyo Metro Yurakucho/Nanboku Line Ichigaya Station Exit 6



CURRICULUM VITAE

1. FULL NAME	
2. HOME ADDRESS	
3. HOME TELEPHONE NUMBER	
4. NATIONALITY	

5. WORK EXPERIENCE

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6. EDUCATION

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Attachment 3

Detailed travel instructions in Tokyo

From Narita Airport you can take the Limousine bus (I), JR Trains (II) or the Keisei Skyliner (IV).

I. **Limousine bus:** Airport Limousine counters are located in the arrival lobbies (in front of the exit) of both Terminal 1 and 2. Buses from Narita Airport leave from the arrival lobby on the 1st floor. Tickets can be purchased at the Limousine Bus counters. The Bus will take you to Tokyo Station.

II. **JR Train Lines:** The JR (Japan Rail) train lines are located in the basement (B1F) of the airport terminal. Signs are well marked. You must get your ticket from a ticket machine or a sales counter representative near the train platform entrance.

JR Narita Express (called “N’EX) train and JR Rapid Airport Narita go to Tokyo station.

At the ticket machine you must choose your fare for your ticket based on which station you will go to. For JR lines, it is most convenient to buy one ticket to Ichigaya station (at the ticket machine select “transfer ticket,” choose the Sobu line and choose for Ichigaya station. It may be easiest to find the sales representative at a ticket counter and explain that you want to go to Ichigaya station. Please see the map “How to get to JICA R.I. from Narita Airport” to find the fare you need.

III. **At Tokyo Station:** Go to platform 1 or 2 for the Chuo Line, and get a train going towards Shinjuku. Ride this train for 2 stops to Ochanomizu and get off. At Ochanomizu transfer to platform 2, “Chuo Line for Shinjuku, Nakano, Mitaka (Local Train).” Get off at Ichigaya station (the 3rd stop).

IV. **Keisei Train Line From Narita Airport: Skyliner.** The Keisei train line is located in the basement (B1F) of the airport terminal. Signs are well marked. You must get your ticket from a machine near the train platform entrance. The Skyliner goes to Nippori station. Please note that Nippori is not the final destination of this train. After riding for 57 minutes, you will hear the announcement for Nippori station and should exit there.

At the ticket machine you must choose your fare for your ticket based on which station you will go to. The easiest is to buy a transfer ticket to Ichigaya station. On the ticket machine, select “transfer ticket,” select transfer at Nippori to JR line then choose Ichigaya. The fare should be 2080 yen). Please see the map “How to get to JICA R.I. from Narita Airport” to find the fare you need. It

may be easiest to find the sales representative at a ticket counter and explain that you want to go to Ichigaya station.

At Nippori go up stairs, go through the ticket gate (your ticket will go into the machine and come out at the other end. Please take it for the next part of your trip) and find the hallway for transfer to JR Yamanote Line. You will go down stairs to the Yamanote line. You will want a train on platform 10, going to Ueno, Tokyo. Ride that train until Akihabara station (four stops), then transfer to the Sobu line, platform 5 heading to Ochanomizu, Shinjuku. On the Sobu train Ichigaya station is the fourth stop.

IV. From Ichigaya Station: Take a taxi to the JICA Research Institute.

