NPFC-2018-COM04-MIP01

**DETAILS FOR THE 3rd TECHNICAL AND COMPLIANCE COMMITTEE; 2nd FINANCE AND ADMINISTRATION COMMITTEE; AND**

**4th COMMISSION MEETING**

**28th June – 5th July 2018**

**Tokyo, Japan**

The 3rd Technical and Compliance Committee meeting, 2nd Finance and Administration Committee meeting and the 4th Session of the Commission will be held in Tokyo, Japan during 28th June – 5th July 2018. To facilitate your travel arrangement, the Secretariat and Organizer have prepared information for your reference as below.

* Dates
* Venue of Meetings
* Meeting Contact and Documentation
* Visa Information
* Accommodation Guide
* Airport Information and Transport to Hotels Near the Meeting Venue
* Map
* Meeting Registration
* Social Events
* Other Information

# 1. Dates

The meetings commence on 28th June 2018 and carry on through to – 5th July 2018 as follows:

* 3rd Technical and Compliance Committee (TCC), 28th-30th June 2018
* Head of Delegation (HOD) Meeting 1st July (1600-1800 hrs)
* 2nd Finance and Administration Committee (FAC), 2nd July 2018
* 4th Annual Session of the NPFC, 3rd – 5th July 2018

# 2. Meeting Venue

The 3rd TCC meeting will be held at the **TOKYO UNIVERSITY OF MARINE SCIENCE AND TECHNOLOGY**, located at 2F Hakuyo Hall, 4.5.7 Konan Minato-ku, Tokyo, 108-8477, Japan, in the Multipurpose Conference Room, 2nd floor. Secretariat room shall be the NPFC Secretariat Office, 2nd floor of Hakuyo Hall. (Tel +81-80-5478-8717)

The Heads of Delegation Meeting; 2nd FAC meeting and 4th Annual Session of NPFC shall be held at Shinagawa Prince Hotel, 26F, across from the Shinagawa Railway Station on the Takanawa side.


# 3. Meeting Contact and Documentation

# Online registration service for participants is on the NPFC website [www.npfc.int.](http://www.npfc.int/)

Please log in to be able to register through the web **by 14th June 2018** and retrieve your meeting documents.

**4. Visa information:**

An official invitation letter is essential for participants to apply for a Japanese visa. Each delegation is kindly requested to provide information in the form of **Attachment 1** to the meeting coordinator, Mr. Ryotaro Okazaki (ryotaro\_okazaki770@maff.go.jp), **by 28th May 2018** to facilitate the invitation letters from Japan for visa purposes.

# 5. Accommodation

Each participant is responsible for making his or her own hotel arrangements. There are several hotels near Shinagawa station. Recommended hotels are listed in the table below:

|  |  |  |
| --- | --- | --- |
| **Hotel Name** | **Transportation** | **Reservation** |
| Shinagawa Prince Hotel | TCC: 15 minute walk to the meeting venueFAC&COM: meeting room at 26th floor | 10-30 Takanawa 4-chome, Minato-ku Tokyo, 108-8611 Japan<http://www.princehotels.com/shinagawa/>  |
| Keikyu EX Inn Shinagawa-Ekimae  | TCC: 15 minute walk to the meeting venueFAC&COM: 5 minute walk to the meeting venue | 3-13-3 Takanawa, Minato-ku Tokyo, 108-0074<http://www.keikyu-exinn.co.jp/hotel/shinagawa/en/index.html>  |
| Keikyu EX Inn Takanawa  | TCC: 15 minute walk to the meeting venueFAC&COM: 5 minute walk to the meeting venue | 4-10-8 Takanawa, Minato-ku Tokyo, 108-0074<http://www.keikyu-exinn.co.jp/hotel/takanawa/languages/en.html>  |
| Toyoko Inn Tokyo Shinagawa-eki Konan-guchi Tennozu  | TCC: 10 minute walk to the meeting venueFAC&COM: 15 minute walk to the meeting venue | 2-2-35, Higasi-shinagawa Shinagawa-ku, Tokyo, 140-0002<https://www.toyoko-inn.com/index.php/eng/search/detail/00244.html>  |

**6. Airport Information and Transport to the Recommended Hotels**

The venue of the meetings, *Tokyo University of Marine Science and Technology*, is located near Shinagawa station in Tokyo. The first three recommended hotels are situated close to the station.

1. ***From Haneda International Airport to Shinagawa Station, Tokyo*** (recommended airport for easy access to the meeting venue)
	* By Train

The trip takes about 15-20 minutes and costs about 500 JPY. Please travel to Shinagawa Station by Keikyu Line. The recommended hotels (*Shinagawa Prince Hotel, Keikyu EX Inn Shinagawa-Ekimae and Keikyu EX Inn Takanawa*) are within walking distance (1-5 min).

If you stay in *Toyoko Inn Tokyo Shinagawa-eki Konan-guchi Tennozu*, please take Tokyo Monorail train. The trip takes about 15 minutes and costs 340 JPY.

* + By Limousine Bus

The trip takes about 25-60 minutes and costs 720 JPY. For timetable and more information on the Limousine Bus, please visit

<https://www.limousinebus.co.jp/en/bus_services/haneda/shinagawa.html>

1. ***From Narita International Airport to Shinagawa Station, Tokyo***
	* By Train

The trip takes about 1 hour and costs about 3,000 JPY by Narita Express (N’EX). The recommended hotels (*Shinagawa Prince Hotel, Keikyu EX Inn Shinagawa-Ekimae and Keikyu EX Inn Takanawa*) are within walking distance (1-5 min). For timetable and more information, please visit: N’EX <http://www.jreast.co.jp/e/nex/index.html>

Alternatively, you can take Narita Skyaccess. The trip takes about 1 and a half hours and costs about 1,500 JPY.

* + By Limousine Bus

The trip takes about 90-105 minutes and costs 3,100 JPY. For timetable and more information on the Limousine Bus, please visit

<https://www.limousinebus.co.jp/en/platform_searches/index/1/38>

**7. Map**

Location of the meeting venue and the recommended hotels



**8. Meeting Registration**

Participants will be able to register and pick up their information package in the following time:

* TCC meeting (28th June) – from 8:30 to 09:00 for all participants;
* FAC meeting (2nd July) – from 08:30 to 09:00;
* NPFC meeting (3rd July) – from 8:30 to 09:00.

If this registration time is not convenient for you, please ask the Secretariat staff in the Secretariat room for your registration.

**9. Social Events**

To be determined and announced at the meeting.

# 10. Other Information

**WiFi**

 For meetings in TUMSAT:

SSID: NPFC2018

Password: 20Tokyo18

 For the 4th Annual Session the WiFi settings will be available at the Conference Room of the Shinagawa Prince Hotel.

**Electricity**

The voltage in Japan is **100 Volt**, which is different from North America (120V), Central Europe (230V) and most other regions of the world. Japanese electrical plugs have two, non-polarized pins the fit into North American outlets, as shown below.



A portable plug adaptor may be necessary to use your electronic devices.

**EMERGENCY INFORMATION**

 *Police*  Emergency call – 110

*Fire, Ambulance or Emergency Rescue* Emergency call – 119

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If you have any questions regarding visas, please do not hesitate to contact:

Mr. Ryotaro Okazaki

E-mail: ryotaro\_okazaki770@maff.go.jp

Tel: +81-03-3591-1086

If you have any questions regarding *meeting preparations*, please do not hesitate to contact:

Mr. Mervin OGAWA

Tel: +81-3-5479-8717

E-mail: mogawa@npfc.int

**Attachment 1** The Fisheries Agency of Japan is willing to prepare an Invitation Letter for your visa application to attend the NPFC Meetings in Tokyo, Japan.

Please provide a list which includes the following information for each participant.

EXAMPLE

First Name: Peter

Last Name: FLEWWELLING

Sex (F/M): M

Organization: North Pacific Fisheries Commission,

Title: Compliance Manager

Passport Number: YYYY

Date of Birth: August (Date), (Year)

Date of Issue: March (Date), (Year)

Date of Expiry: March (Date), (Year)

Passport Issuing Authority: Ministry of Foreign Affairs, Government of Canada

Period of Stay in JAPAN: February 2, 2016 – February 1, 2020

Place of Applying for visas: Embassy of JAPAN in Manila, Philippines

Arrival Airport: Haneda International Airport

Departure Airport: Haneda International Airport

Hotel Name: Shinagawa Prince Hotel

First Name:

Last Name:

Sex (F/M):

Organization:

Title:

Passport Number:

Date of Birth:

Date of Issue:

Date of Expiry:

Passport Issuing Authority:

Period of Stay in JAPAN:

Place of Applying for visas:

Arrival Airport:

Departure Airport:

Hotel Name: