



North Pacific Fisheries Commission

NPFC-2024-SC09-MIP01 (Rev. 5)

DETAILS FOR THE MEETINGS OF SSC BF-ME, SSC PS, AND SC

9-20 December 2024

Tokyo, Japan

The 5th meeting of the Small Scientific Committee on Bottom Fish and Marine Ecosystems (SSC BF-ME), 14th meeting of the Small Scientific Committee on Pacific Saury (SSC PS) and 9th meeting of the Scientific Committee (SC) will be held in Tokyo, Japan from 9 to 20 December 2024. To facilitate your travel arrangement, the Secretariat and Organizer have prepared information for your reference as below.

- Dates
- Venue of the Meetings
- Meeting Contact Documentation
- Visa Information
- Accommodation
- Airport Information and Transportation options to the Meeting Venue
- Registration and Meeting Conduct
- Social Events
- Other Information

DATES:

The meetings commence on 9 December and carry on through to 20 December 2024 as follows:

- 5th SSC BF-ME meeting, 9-11 December (2.5 days)
- 14th SSC PS meeting, 11-13 and 16 December (3.5 days)
- 9th SC meeting, 17-20 December (4 days)
 - Side event: OpenMSE workshop, 14 December (1 day)

VENUE OF THE MEETINGS

The meetings will be held at the Sanbancho Kyoyo Kaigisho (2F), Ministry of Agriculture, Forestry and Fisheries, Japan:

2-1-5 Kudan Minami, Chiyoda-ku, Tokyo, Japan ([Google Maps](#))

<https://www.maff.go.jp/j/use/sanbancho.html>

MEETING CONTACT DOCUMENTATION

Online pre-registration for meeting participants is on the NPFC website www.npfc.int. Please log

in to be able to register. The deadline for registration is **2 December 2024**.

VISA INFORMATION

Please access the webpage of Japan consular services from the link below to determine if you need a visa to enter Japan.

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

An official invitation letter is essential for participants to apply for a Japanese visa. Each delegation that applies for a Japanese visa is kindly requested to provide the information in Attachment 1 to Mr. Yukiya Uchida (yukiya_uchida230@maff.go.jp) by **1 November 2024**.

ACCOMMODATION

Each participant is responsible for making his or her own hotel arrangements. You are **strongly** encouraged to make your reservations early due to room availability for the duration of the meeting to avoid having to move rooms/hotels. There is one hotel in the vicinity of the meeting venue and a wide range of hotels available in central Yokohama. A few options for accommodation are listed below.

Hotel Name	Transportation	Reservation
Monterey Hanzomon 23-1 Ichibancho, Chiyoda City, Tokyo 102-0082	14 min walking	https://www.hotelmonterey.co.jp/en/hanzomon/ Phone: (+81) 3-3556-7111
Metropolitan Edmont 3 Chome-10-8 Iidabashi, Chiyoda City, Tokyo 102-0072	17 min walking	Website Phone: (+81) 3-3237-1111
Apa Hotel Kudanshita 1 Chome-4-7 Iidabashi, Chiyoda City, Tokyo 102-0072	13 min walking	Website Phone: (+81) 5-7003-4411
Villa Fontaine Kudanshita 2-4-4 Nishi Kanda, Chiyoda City, Tokyo, 101-0065	15 min walking	https://www.hvf.jp/eng/kudanshita/ Phone: (+81) 3-3222-8880

AIRPORT INFORMATION AND TRANSPORT TO THE MEETING VENUE

The meeting venue and recommended hotels are located in “Kudanshita” area, Chiyoda-ku in Tokyo. There are many options for transfer around Tokyo. In general, the following link would be useful to search route and price: https://world.jorudan.co.jp/mln/en/?sub_lang=nosub

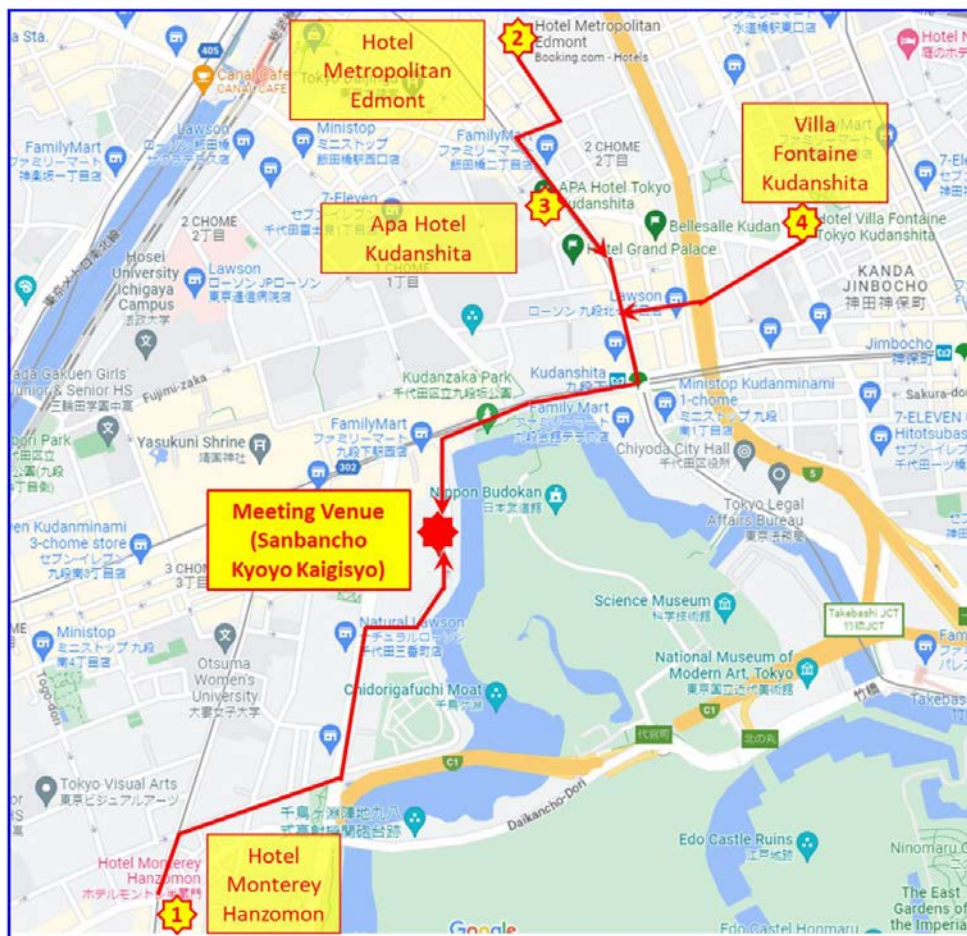
From Narita Airport to Kudanshita area

Narita Express train or a bus plus taxi (recommended)

- Take “Narita Express” from Narita Airport Station to Tokyo Station (about 60 min, approx. 4,000 JPY) / Take a bus from Narita Airport Station to Tokyo Station (about 60-90 min, approx. 1,300 JPY)
- When you arrive at Tokyo Station, go out from the station (exit for “Marunouchi” side if arrived by train) and take a taxi to the venue/accommodation (approx. 1,300-1,500 JPY)

From Haneda Airport to Kudanshita area

There are several transportation options between Haneda Airport and Kudanshita area. Please check your preferable options through https://world.jorudan.co.jp/mln/en/?sub_lang=nosub or Google Maps.



REGISTRATION AND MEETING CONDUCT

Participants will be able to register and pick up their meeting package from 8:30 a.m. to 9:00 a.m. on the first day of each meeting. If this registration time is not convenient for you, please ask the Secretariat staff for your registration.

New

In accordance with the NPFC Document Policy revised by COM09 in April 2024,

- (1) submitted documents shall be accessible for Members, CNCs, Observers and the public, unless the author of the document directs that the document remain solely available to NPFC Members. Please indicate in your meeting document if it contains confidential or sensitive information and you want it to be posted on the Members' domain only;
- (2) the Secretariat will provide participants with the Meeting Information Papers and other meeting documents on-line and limited printed copies will be available at meeting registration. In general, hard copies of meeting documents will not be available at the meeting unless a Member makes a request 14 days prior to the meeting.

When revising submitted meeting papers, participants are strongly encouraged to use the file version posted on the meeting webpage, with document number and NPFC letterhead added by the Secretariat.

The meetings will be held in a hybrid format. Participants are advised to use their laptops to share their presentations via Webex and view meeting documents shared by other participants.

Finally, no drinks without a screw cap are allowed in the meeting room. Please bring your own screw capped water bottle and/or coffee mug to be able to use it in the meeting room.

SOCIAL EVENTS

Meeting participants are invited to receptions organized by the host Member and the Secretariat:

- 11 December, 6:00-8:00pm – hosted by Secretariat, Hokkaido restaurant (20F Central Plaza Building, 1-1 Kaguragashi, Shinjuku-ku; [Google Maps](#))
- 17 December, 6:30-8:30pm – hosted by the Fisheries Agency of Japan, Arcadia Ichigaya (4 Chome-2-25 Kudankita, Chiyoda-ku, [Google Maps](#))

A guided tour in the East gardens of the Imperial Palace will be offered on Sunday, 15 December, from 9:45-11:30am. Please sign up at the registration desk if you are interested in joining the tour.

*The host also invites you to a sport event, **futsal**, which will be held on Sunday afternoon, 15*

December,, from 1-3pm, at [Ginza de Futsal](#). Please do not forget to bring your snickers! Alternatively, you can rent futsal shoes at the futsal court (500 yen). Interested participants will have to sign up at the registration desk.

Side event

An informal workshop organized by the Ocean Foundation on margins of SC meetings will be held on margins of SC meetings in the Science Museum on 14 December. Please see workshop logistics and overview for details on the [NPFC website](#).

OTHER INFORMATION

WiFi

SSID: gss_guest

Password: TBD

Electricity

The voltage in Japan is 110 Volt. Japanese electrical plugs have two, non-polarized pins which fit into North American outlets, as shown on the picture. A portable plug adaptor may be necessary to use your electronic devices.



EMERGENCY INFORMATION

<i>Police</i>	Emergency call – 110
<i>Fire, Ambulance or</i>	Emergency call – 119
<i>Emergency Rescue</i>	

Disaster information app "**Safety tips**" by Japan Tourism Agency, Ministry of Land, Infrastructure, Transport and Tourist of Japan (in 14 languages):

- Android
<https://play.google.com/store/apps/details?id=jp.co.rcsc.safetyTips.android>
- iPhone
<https://itunes.apple.com/jp/app/safety-tips/id858357174?mt=8>

For Android



For iPhone



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

Mr. Yukiya Uchida

E-mail: yukiya_uchida230@maff.go.jp

Tel: +81-03-3591-1086

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

Dr. Aleksandr Zavolokin

E-mail: azavolokin@npfc.int

Tel: +81-3-5479-8717

Attachment 1

Fisheries Agency of Japan is willing to prepare an Invitation Letter for your visa application to attend the NPFC meetings.

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

* Please provide the name as it appears on your passport.

First Name:

Last Name:

Sex (F/M):

Nationality:

Organization:

Title:

Passport Number:

Passport type (official or general):

VISA type (official visa or short-term visa):

Date of Birth:

Date of Issue:

Date of Expiry:

Passport Issuing Authority:

Period of Stay in JAPAN:

Place of Applying for VISA (Embassy or Consulate of Japan):

Arrival Airport:

Departure Airport:

Hotel Name:

Documents that you are required to submit with this attachment are below.

- A copy of passport (optional)
- A copy of note verbal in case of travel with official passport or general passport and official visa.