NPFC-2025-SC10-MIP01

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

**8-19 December 2025**

**Nagoya, Japan**

The 6th meeting of the Small Scientific Committee on Bottom Fish and Marine Ecosystems (SSC BF-ME), 16th meeting of the Small Scientific Committee on Pacific Saury (SSC PS) and 10th meeting of the Scientific Committee (SC) will be held in Nagoya, Japan from 8 to 19 December 2025. Also, a half-day informal workshop on science-based management options available for operationalizing the precautionary approach (PA workshop) will be organized after the SSC BF-ME meeting. To facilitate your travel arrangement, the Secretariat and Host 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
* Emergency Information

## DATES:

The meetings commence on 8 December and carry on through to 19 December 2025 as follows:

* 6th SSC BF-ME meeting, 8-10 December (2.5 days)
* Informal PA workshop, 10 December (0.5 day)
* 16th SSC PS meeting, 11-14 December (4 days)
* 10th SC meeting, 16-19 December (4 days)

## VENUE OF THE MEETINGS

The meetings will be held at the Nagoya Port Building in Nagoya, Japan:

**Meeting Room C, 2F**, 1-9 Minatomachi, Minato Ward, Nagoya, Aichi 455-0033 ([Google Maps](https://maps.app.goo.gl/2ZyMhb4HG23HTBvm6))

<https://nagoyaaqua.jp/garden-pier/port-building/>

## MEETING CONTACT DOCUMENTATION

Online pre-registration for meeting participants is on the NPFC website [www.npfc.int](http://www.npfc.int). Please log in to be able to register. The deadline for registration is **1 December 2025**.

## 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 1to Mr. So Fukazawa (so\_fukazawa330@maff.go.jp) **by 1 November 2025.**

## ACCOMMODATION

Each participant is responsible for making his or her own hotel arrangements. You are encouraged to make your reservations early due to room availability for the duration of the meeting to avoid having to move rooms/hotels. A few options for accommodation are listed below.

|  |  |  |
| --- | --- | --- |
| **Hotel Name** | **Transportation** | **Reservation** |
| **ANA Crowne Plaza Hotel Grand Court Nagoya**  1 Chome-1-1 Kanayama, Naka Ward, Nagoya, Aichi 460-0023 | 11 min train + 12 min walking | <https://www.anacrowneplaza-nagoya.jp/>  Phone: (+81) 5-2683-4111 |
| **Nagoya Kanayama Hotel**  4 Chome-6-25 Kanayama, Naka Ward, Nagoya, Aichi 460-0022 | 11 min train +  9 min walking | <https://kanayama-hotel.jp/>  Phone: (+81) 5-2322-1111 |
| **Comfort Hotel Nagoya Kanayama**  24-14 Namiyosecho, Atsuta Ward, Nagoya, Aichi 456-0003 | 11 min train +  12 min walking | [Website](https://www.choice-hotels.jp/hotel/nagoyakanayama/?utm_source=google&utm_medium=gmb&utm_campaign=gmb_nagoyakanayama)  Phone: (+81) 5-2871-2811 |
| **Meitetsu Inn Nagoya Kanayama Annex** | 11 min train +  12 min walking | <https://www.m-inn.com/kanayamaannex/>  Phone: (+81) 5-2323-3434 |

## AIRPORT INFORMATION AND TRANSPORT TO THE MEETING VENUE

The recommended hotels are located around Kanayama station in Nagoya. There are options for transfer from the Chubu Centrair International Airport if coming by an airplane or Nagoya station if coming by a bullet train.

***From Chubu Centrair International Airport to Kanayama station***

* Meitetsu-Limited Express (recommended): about 24 min, approx. 1,400 JPY.
* Taxi: about 42 min, approx. 15,000 JPY.

***From Nagoya station to Kanayama station***

* Meitetsu-Limited Express: about 4 min, 210 JPY.
* Tokaido Line: about 4 min, approx. 180 JPY.
* Taxi: about 16 min, approx. 2,500 JPY

A yellow star with a number on it

AI-generated content may be incorrect.A yellow star with black numbers

AI-generated content may be incorrect.A yellow circle with a number three

AI-generated content may be incorrect.A yellow circle with a number two

AI-generated content may be incorrect.A yellow circle with a number one

AI-generated content may be incorrect.A map of a city

AI-generated content may be incorrect.

Meeting venue

A yellow star with black numbers

AI-generated content may be incorrect. - ANA Crowne Plaza Hotel - Nagoya Kanayama Hotel - Comfort Hotel

A yellow circle with a number four

AI-generated content may be incorrect. - Meitetsu Inn - Uogashisakaba FUKU Hamakin - Kanayama Terrace

## 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.

In accordance with the [NPFC Document Policy](https://www.npfc.int/system/files/2024-06/NPFC%20Document%20Policy_adoptedByCOM08.pdf) revised by COM08 in April 2024,

1. submitted documents shall be accessible for Members, CNCPs, 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;
3. The format of meeting documents should follow the guidelines outlined in the NPFC Document Policy. Please use the official [NPFC letterhead](https://www.npfc.int/system/files/2023-07/NPFC%20Official%20Letterhead.docx) posted on the website.

When revising submitted meeting papers, participants are strongly encouraged to use the file version posted on the meeting webpage, with document number and edits made 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.

**SOCIAL EVENTS**

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

* *10 December, 6:30-8:30pm – hosted by Secretariat;* *Uogashisakaba FUKU Hamakin Kanayamaten (4 Chome-2-3 Kanayama, Naka Ward, Nagoya;* [*Google Maps*](https://maps.app.goo.gl/1xNcixbzSAdfUWk17)*)*
* *16 December, 6:30-8:30pm – hosted by the Fisheries Agency of Japan; Kanayama Terrace (10F, 4 Chome−6−25, Kanayama, Naka Ward, Nagoya;* [*Google Maps*](https://maps.app.goo.gl/fYjrjCtsejQYC3Rz9)*)*

## OTHER INFORMATION

**WiFi**

SSID: TBD

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

*Police* Emergency call – 110

*Fire, Ambulance or* Emergency call – 119

*Emergency Rescue*

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](https://jpn01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fplay.google.com%2Fstore%2Fapps%2Fdetails%3Fid%3Djp.co.rcsc.safetyTips.android&data=05%7C02%7Cazavolokin%40npfc.int%7C8724dc3f801d40b3e8bb08dc1186d168%7C48293f0391ab4732a5f9359613058714%7C0%7C0%7C638404517926851668%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=XyaGEAHBFBkksq5adRyO%2BCZYSETWnUqu06JGHT6x0wg%3D&reserved=0)
* iPhone  
  [https://itunes.apple.com/jp/app/safety-tips/id858357174?mt=8](https://jpn01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fitunes.apple.com%2Fjp%2Fapp%2Fsafety-tips%2Fid858357174%3Fmt%3D8&data=05%7C02%7Cazavolokin%40npfc.int%7C8724dc3f801d40b3e8bb08dc1186d168%7C48293f0391ab4732a5f9359613058714%7C0%7C0%7C638404517926851668%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=tzVLcTw2KtnsYMrM%2F7PhixpkE%2FC%2F640U%2B53qD5w9wsw%3D&reserved=0)

A qr code with a couple of black squares

Description automatically generated

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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

Mr. So Fukazawa

E-mail: so\_fukazawa330@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](mailto: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.