

Regional Policy Forum 'Establishing Resilience against Climatic Shocks: Role of Financial Institutions' & 71st APRACA EXCOM meeting

Tokyo, Japan; 6-7 June 2019

1. Host Organization:

Japan Finance Corporation (JFC)
1-9-4 Otemachi Chiyoda-ku; Tokyo 100-0004, Japan
Tel: (81 3) 3270-2397, Fax: (81 3) 3270-2350
E-Mail: momota-h@jfc.go.jp, igarashi-t@jfc.go.jp, takada-ke@jfc.go.jp

2. Dates:

The activities will be held during **6-7 June 2019**, excluding travel dates (arrival 5 June and departure 8 June 2019).

3. Venue of the Meetings:

Hotel Rose Garden Shinjuku, Tokyo,
8-1-3 Nishi-Shinjuku, Shinjuku, Tokyo, 1600023, Tel : +81-3-33601533

4. Accommodation:

Name of the Hotels	Room Type and Tariff (with breakfast and taxes)
Hotel Rose Garden Shinjuku, Tokyo (Venue for the Programme) Address : 8-1-3 Nishi-Shinjuku, Shinjuku, Tokyo, 1600023, Tel : +81-3-33601533 Email: apraca@jice.org Website: http://www.hotel-rosegarden.jp/global/english.html	Single Occupancy: Yen 35,640 per room for 3 nights (inclusive of Breakfast and Taxes)
	Double Occupancy (two beds): Yen 71,280 per room for 3 nights (inclusive of Breakfast and Taxes)
Nishitetsu INN Shinjuku, Tokyo (close to the Venue) Address: 7-23-2 Nishishinjuku, Shinjuku, Tokyo, 1600023, Tel : +81 3-33675454 Email: shinjyuku@inn.nnr.co.jp Website: https://inn-shinjuku.nishitetsu-hotels.com/en-gb	Single Occupancy: Yen 32,540 per room for 3 night(inclusive of Breakfast and Taxes)
Please send e-mail to above selected hotel and mention "JFC Conference" before 15 April 2019. There is a limited availability of vacant rooms, so please reserve your room ASAP. Rooms are paid for in advance (hotel reservation form attached). If you choose Hotel Rose Garden Shinjuku, the Email Address is apraca@jice.org If you choose Nishitetsu INN Shinjuku, the Email Address is shinjyuku@inn.co.jp	

5. Delegates:

As per the decision of the host organization, the number of delegates will be limited to 50 persons (excluding the APRACA Chairman, Vice-Chair and Secretariat staff members). When the number exceeds the limit, the number of participants from each organization will be limited to 2 delegates only. *Please note that the delegates are NOT permitted to join this program with their family, including field trip.*

6. Registration /participation fee

The customary registration fee of USD 250.00 per delegate shall be collected in cash at the registration desk by host. Registration desk will be opened on the following date and time.

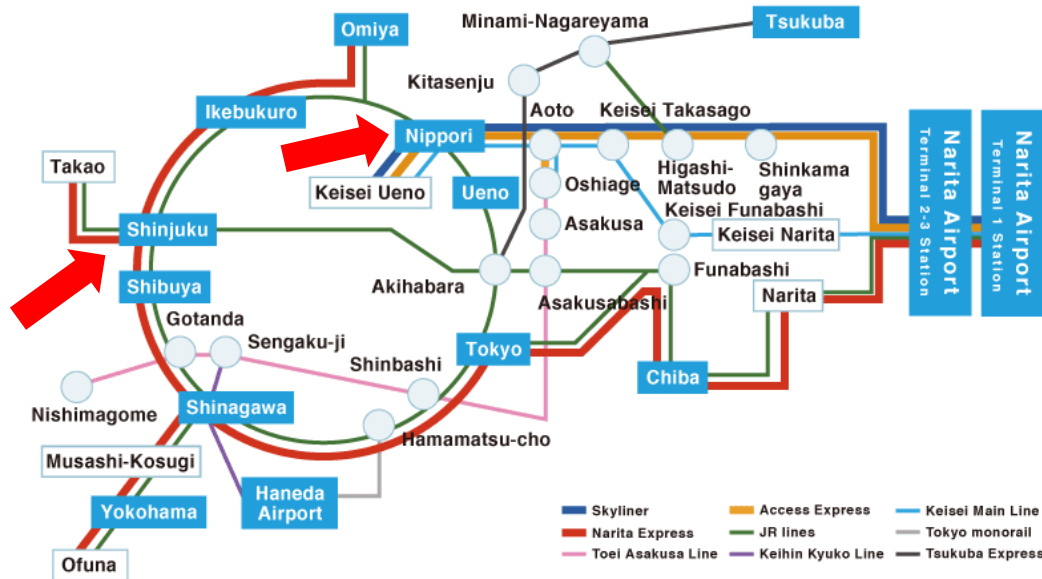
Dates	Time
6 June 2019 (<i>place to be provided later</i>)	09:00-10:00

7. Airport Reception and Send-Off:

Delegates shall cover their respective travel to and from Rose Garden Hotel Shinjuku. Trains and Subways are easily available at the airport for reaching the hotels. Details of reaching the hotels are given below:

7.1 From Narita Airport

You can take Skyliner or Narita Express from Narita Airport to the Central part of Tokyo.
<https://www.narita-airport.jp/en/access>



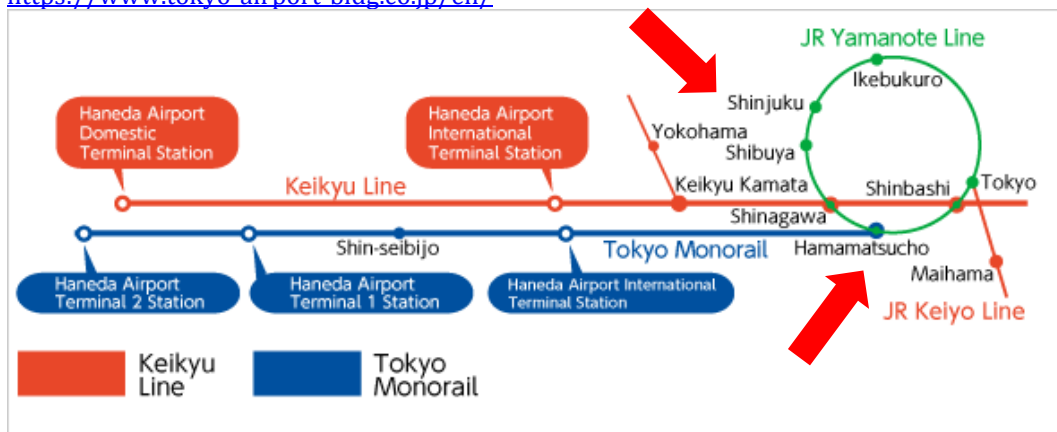
To Rose Garden Hotel Shinjuku by Train>> 80mins

Please take Skyliner from Narita Airport to Nippori, then take Yamanote line (Green color) from Nippori to Shinjuku, then Tokyo Metro Marunouchi Line (Red color, subway) from Tokyo to Nishi-shinjuku.
[Nishi-Shinjuku local subway station (Marunouchi Line): - 55ft/17m (on foot 60 seconds)].

Please head toward the Exit 1 of the Nishi-Shinjuku Station (Tokyo Metro Marunouchi Line), turn to the left, walk along the Ome Street for one minute, and you will see the Hotel Rose Garden Shinjuku on the left.
Comment: Very convenient and easily within walking distance.

7.2.From Haneda airport

You can take Keikyu Line or Tokyo Monorail from Haneda airport to the Central part of Tokyo.
<https://www.tokyo-airport-bldg.co.jp/en/>



To Rose Garden Hotel Shinjuku by Train>> 60mins

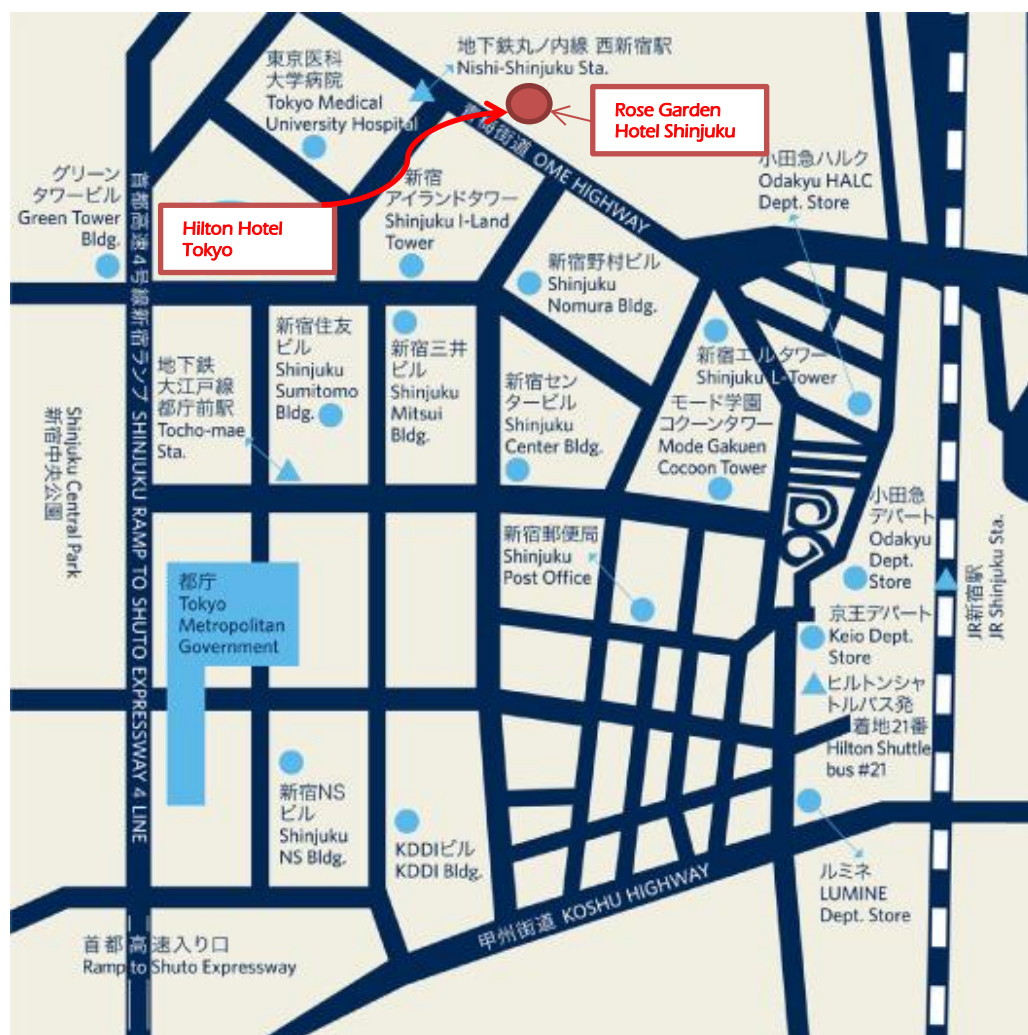
Please take the Tokyo Monorail from Haneda Airport to Hamamatsusho, then take the JR Yamanote Line (Green color) from Hamamatsusho to Tokyo, then take Tokyo Metro Marunouchi Line (Red color, subway) from Tokyo to Nishi-shinjuku.
[Nishi-Shinjuku local subway station (Marunouchi Line): 55ft/17m (on foot 60 seconds)]

Please head toward the Exit 1 of the Nishi-Shinjuku Station (Tokyo Metro Marunouchi Line), turn to the left, walk along the Ome Street for one minute, and you will see the Hotel Rose Garden Shinjuku on the left.
Comment: Very convenient and easily within walking distance.

7.3 To Rose Garden Hotel Shinjuku by Limousine bus from Narita Airport and Haneda Airport

From Narita Airport and Haneda Airport, ride on the Limousine bound for “Hilton Tokyo” and get off there. It takes 120min from Narita Airport or it takes 80mins from Haneda Airport.

Walk down toward the Ome Street, and you will see the Hotel Rose Garden Shinjuku along the street.



8. Meals during the meeting:

The Organizer will provide:

- Lunch and coffee/tea break for day 1 of the meetings (6 June 2019)
- Reception dinner on 6th June at the Hotel Rose Garden (Venue of the programme)

8. Language:

English will be the official language to be used as medium of presentation in the forum, which refers to all presentations, materials and discussions. JFC may organize translation in Japanese language.

9. Field Visit

JFC will organize field visits in and around Tokyo on 7 June 2019.

8:45 hrs: Leave the Rose Garden Hotel

- The Imperial Palace from the bus window
- The Diet Building from the bus window
- Sensouji Temple in Asakusa

(Delegates may split after this place)

13:10 hrs: Return to the Hotel and free time

10. Weather Clothing

Summer in Japan is hot and humid. The season normally begins in **June** and lasts through **August**. The end of May to the end of June is rainy season in Japan. It is a time of constant rain and even typhoons. During this time, the average daytime temperature in Tokyo is about 22 degree Celsius and average rainfall is 167.7 mm. It is advisable to be prepared accordingly.

11. Medical and Travel Insurance

All delegates are advised to arrange for their own medical and travel insurance coverage, prior to their trip to Japan.

12. Visa for the Foreign Delegates

In principle, foreigners intending to enter Japan must have, in addition to a valid passport, a valid visa issued by a Japanese consular officer, etc. A visa confirms that the passport held by the concerned foreigner is valid and has been issued legally by a competent authority. It also signifies that the concerned foreigner's entry or stay in Japan is recommended as being appropriate in accordance with the conditions appearing on the visa. Please check the Visa requirements @ <http://www.immi-moj.go.jp/english/tetuduki/kanri/visa.html>

13. Registration Deadline:

The delegates are requested to submit their respective registration forms ***through e-mail on or before 05 April 2019*** for smooth processing of logistical arrangements and visa facilitation letter from Japan Finance Corporation.

14. Identification

All delegates will be issued with a personal identification badge, which must be worn at all times for their identity.

15. Programme details:

Detailed programme of the Regional Policy Forum, 71st EXCOM meeting have been provided in a separate attachment. The detailed regarding the field trip and cultural visits will be shared with the delegates soon.

16. Contact details:

Organizations	Contact Details
JAPAN FINANCE CORPORATION (JFC)	Mr. Taku Igarashi ; Deputy Group Chief in Charge of International Cooperation; Agriculture, Forestry, Fishery, and Food Business Unit Japan Finance Corporation; E-mail: momota-h@jfc.go.jp , igarashi-t@jfc.go.jp Copy to apraca@jice.org and takada-ke@jfc.go.jp
APRACA Secretariat	1. Ms. Thanawan Ampaipanvijit , Administrative Officer, APRACA; E-mail: thanawan@apraca.org copy to kittisak@apraca.org 2. Dr. Prasun Kumar Das , Secretary General, APRACA; E-mail: prasun@apraca.org
JAPAN INTERNATIONAL COOPERATION CENTER (JICE) (OUTSOURCING CONTRACTOR)	Ms. Ikuko Kitajima ; International Training Division, International Training Department Japan International Cooperation Center; E-mail: apraca@jice.org JICE is in charge of VISA application support and Rose Garden Hotel Shinjuku reservation (NOT including Nishitetsu INN Shinjuku reservation).

HOTEL RESERVATION FORM

Note: Please complete following reservation form and email to apraca@jice.org or shinjiyuku@inn.nnr.co.jp with Thanawan@apraca.org on or before 15 April 2019.

If you choose Hotel Rose Garden Shinjuku, the Email Address is apraca@jice.org

If you choose Nishitetsu INN Shinjuku, the Email Address is shinjiyuku@inn.co.jp

Any reservation request later than 15 April 2019 will be subject to availability basis.

Name of the Hotels (address details with telephone, fax and Email of contact person)	Room Type and Tariff (with breakfast and taxes)
Hotel Rose Garden Shinjuku, Tokyo (Venue for the Programme) Address : 8-1-3 Nishi-Shinjuku, Shinjuku, Tokyo, 1600023, Tel : +81-3-33601533 Email: apraca@jice.org Website: http://www.hotel-rosegarden.jp/global/english.html	Single Occupancy: Yen 35,640 per room for 3 nights (inclusive of Breakfast and Taxes) Double Occupancy (two beds): Yen 71,280 per room for 3 nights (inclusive of Breakfast and Taxes)
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Hotel Name:			
Guest Name		Gender	
Passport No.		Email	
Telephone		Fax	
FOR DOUBLE OCCUPANCY			
2 ND Guest		Email	

ROOM TYPE (copy selected one from Information Note)	ROOM RATE (3 nights)	Check in Date/time	Check out Date/time	Remarks

Flight Itinerary:

Arrival Date/Time		Departure Date/Time	
Arrival Flight #		Departure Flight #	

Payment Information

☐

Master Card

☐

American Express

☐

Visa

Name:	Credit Card No.	Expiry Date
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Reservation Confirmation (Hotel use only)

Confirmed by:

Confirmation Number:

Date: