

Meeting of the Task Team on the Application of Metadata (TT-ApMD)
First Meeting of the Interprogramme Expert Team on Data Representation Maintenance and Monitoring (IPET-DRMM)

Japan Meteorological Agency, Tokyo, Japan
June-July 2013

INFORMATION NOTE

Date and Venue

The second meeting of the Task Team on the Application of Metadata (TT-ApMD) will be held in the last week of June 2013, and the first meeting of the Interprogramme Expert Team on Data Representation Maintenance and Monitoring (IPET-DRMM) in the first week of July 2013, at the Headquarters of the Japan Meteorological Agency (JMA) (at Room #422, 4th floor).

Japan Meteorological Agency
1-3-4 Otemachi, Chiyoda-ku Tokyo 100-8122, Japan
Phone: +81 3 3211 4966
Fax: +81 3 3211 2032
http://www.jma.go.jp/jma/en/Access/indexe_acs.html

Opening/Closure

The meeting opening and closure date/time will be informed later.

Registration of participants

Registration details will be informed later.

Working Language

The meeting will be conducted in English. All documents and information papers will be prepared in English only.

Visa application

Participants who need an entry visa to Japan will be requested by the Japanese Embassy to submit *Letter of reason for invitation* duly signed or stamped by JMA along with other relevant documents. Participants are kindly requested to fill in the attached form and send it to JMA's contact person (to: wis-jma@met.kishou.go.jp, jitsukoh@gmail.com) at your earliest convenience. For details of visa information, please refer to <http://www.into.go.jp/eng/arrange/essential/visa.html>. Participants who are traveling with an official passport are suggested to consult with professionals, because specific visa requirements may be applied.

On receipt of the form, the JMA contact person will prepare a *Letter of reason for invitation* and send it to you by airmail and facsimile. The airmail may take several days or longer to reach you. Please note that it will take the Embassy one week or more to issue the visa. You are therefore advised to contact the Embassy beforehand and ask whether or not *Letter of reason for invitation* is necessary for your visa application.

Accommodation

Hotel room reservation will be done by JMA for KKR Hotel Tokyo upon request.

(1) KKR Hotel Tokyo, one-minute walk from/to the JMA Headquarters

KKR Hotel Tokyo
1-4-1 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan
Phone: +81 3 3287 2921
Fax: +81 3 3287 2913
<http://www.kkr-hotel-tokyo.gr.jp/english/index.html>

Single rooms (for one person), at the rate per night JPY 11,100 including tax and service charge, without breakfast, are blocked for June 23 (in) – June 29 (out), and for June 30 (in) – July 6 (out). Participants who wish to make a room reservation are kindly requested to contact us as soon as possible, by May 10th at the latest. Please note that JMA will release the block reservation after the date.

(2) Hotel Villa Fontaine Otemachi, 10-minute walk from/to JMA Headquarters.

Hotel Villa Fontaine OTEMACHI
1-8-8 Uchi Kanda, Chiyoda-ku, Tokyo 101-0047, Japan
Phone: +81 3 3291 7770
Fax: +81 3 3291 7778
<http://www.hvf.jp/eng/otemachi.php>

Room rates per person per night are JPY 10,000-15,000 including buffet-style complimentary breakfast, tax and service charge.

Rooms are not blocked and participants are expected to make hotel reservation by themselves.

Airport Information and Transportation

Most international flights arrive at Narita International Airport, located about 60 km east of central Tokyo (http://www.narita-airport.or.jp/airport_e/index.html). Every visitor to Japan is requested to be fingerprinted and photographed at immigration control.

There are many options to get to central Tokyo. The major transport services between Narita International Airport and Tokyo are as follows:

Train

Two railway companies operate express trains from Narita International Airport to central Tokyo. Train stations are located in the basement of the terminal buildings of the Airport.

(1) The East Japan Railway Co. (JR) operates the *Narita Express*. It takes about an hour from Narita International Airport to central Tokyo (JPY 2,940). Although there are various destinations, all the trains stop at Tokyo Station, where you should get off the train. For details, please refer to <http://www.jreast.co.jp/e/nex/index.html>. If you travel with the Narita Express, Suica & N'EX package fare is worth checking at <http://www.jreast.co.jp/e/suica-nex/>.

(2) The Keisei Electric Railway Co., Ltd operates the airport express *Skyliner*. It takes about an hour from Narita International Airport to Keisei Ueno Station (JPY 1,920). Please get off at Keisei Ueno Station (last stop). For details, please refer to http://www.keisei.co.jp/keisei/tetudou/keisei_us/top.html.

Bus

(1) An airport limousine bus service is available between Narita International Airport and Tokyo City Air Terminal (TCAT, <http://www.tcat-hakozaki.co.jp/eng/top.html>), located near Tokyo station,

and various places in and around Tokyo. Buses leave for TCAT almost every 10 minutes costing JPY 2,900 (one-way) and JPY 5,200 (round trip) (fares vary depending on destination). For details, please refer to http://www.limousinebus.co.jp/en/bus_services/narita/index.

(2) Keisei bus provides a limousine bus service to Tokyo station at JPY 1,000 (one way). The bus leaves every 20 minutes to 40 minutes. For details, please refer to <http://www.keiseibus.co.jp/global/en/index.html>.

It is recommended to take a taxi to KKR Hotel Tokyo when you arrive at Tokyo Station, Keisei Ueno Station or TCAT. It will cost about JPY 1,000. For further information on transportation, please refer to http://www.jma.go.jp/jma/en/Access/indexe_acs.html.

Currency

The currency of Japan is Yen (JPY). One US dollar is equivalent to about JPY 95 as of 1 April 2013.

Most shopping centres and supermarkets accept major credit cards (e.g. Visa, Master), while the smaller shops and the public transportation system expect you to pay in cash. Foreign currency is not accepted.

Climate

The climatological data in Tokyo for February is given below:

	June	July
Mean temperature	22.1 °C	25.8 °C
Mean maximum temperature	25.5 °C	29.4 °C
Mean minimum temperature	19.1 °C	23.0 °C
Total precipitation	167.7 mm	153.5 mm
Number of rainy days*	11.4 days	10.3 days
Relative humidity	72 %	73 %
* Precipitation of 1 mm or more		

<http://www.data.jma.go.jp/obd/stats/data/en/normal/normal.html>

Contact Person of JMA

The contact person for hotel reservation and visa application is:

Jitsuko Hasegawa (Ms.)
Japan Meteorological Agency
1-3-4 Otemachi, Chiyoda-ku, Tokyo 100-8122, Japan
E-mail: wis-jma@met.kishou.go.jp, jitsukoh@gmail.com (please send to both)
Phone: +81 3 3212 8341 (ext. 3285)
Fax: +81 3 3211 8404

Miscellaneous information (Internet access at JMA Headquarters)

Wireless Internet access is available at the venue of the meeting (Room #422 of the JMA Headquarters).

Useful websites:

JMA website: <http://www.jma.go.jp/jma/indexe.html>
Narital International Airport <http://www.narita-airport.jp/en/>
Japan National Tourism Organization <http://www.jnto.go.jp/eng/>
Visit Japan Campaign <http://www.visitjapan.jp/>
Tokyo Metro <http://www.tokymetro.jp/global/en/>
Toei Subway <http://www.kotsu.metro.tokyo.jp/english/index.html>