

Meeting of the WMO/CIMO  
Expert Team on Operational Metrology (ET-OpMet),  
Second Session  
Tokyo, Japan, 27 - 30 November 2017

**INFORMATION NOTE FOR PARTICIPANTS**

**1 Date and Venue**

The meeting will be held at the Room #422 on the 4<sup>th</sup> floor of the JMA headquarters (1-3-4 Otemachi, Chiyoda-ku, Tokyo 100-8122, Japan). The meeting will be held from 27<sup>th</sup> (Monday) to 30<sup>th</sup> (Thursday) November 2017.

The document plan and provisional agenda of the meeting will be available at the WMO/CIMO website at:

<http://www.wmo.int/pages/prog/www/IMOP/meetings.html>



JMA headquarters

**Local Coordinators (JMA Staff):**

For any logistical information including issuance of entry visa, contact the following staff members below of the Administration Division, Observation Department of JMA:

*Mr. Koichiro KAKIHARA (Email: k-kakihara@met.kishou.go.jp)  
International Strategy Officer for Meteorological Observation*

*Mr. Toshihiro HAYASHI (Email: thayashi@met.kishou.go.jp)  
Scientific Officer*

**E-mail:** k-kakihara@met.kishou.go.jp, thayashi@met.kishou.go.jp  
with cc: kouichi.nakashima@met.kishou.go.jp

**2 VISA Support**

Participants who need an entry visa to Japan are kindly requested to send the **VISA Support Form (Annex I)** and **scanned copy of a passport (the inside pages with photo)** to the local coordinators (JMA staff members) by e-mail no later than **2 November 2017**. Then, JMA prepares an invitation letter. Participants will be requested to submit the invitation letter from JMA with other necessary documents to the local Embassy or Consulate of Japan to apply visa.

### **3 Accommodation**

A block reservation has been made by JMA at the **KKR Hotel Tokyo** located across the street from JMA HQs and 20-minute walk from Tokyo Station. Those who will stay at the **KKR Hotel Tokyo** are requested to make an **online reservation** **at**

<https://www.reservations-page.com/C00000/H10453/be.ashx?pc=WOMRO17> no later than **7 November 2017**.

#### **KKR Hotel Tokyo (Block-booked by 7 November 2017)**

Address: 1-4-1 Otemachi Chiyoda-ku Tokyo, 100-0004

URL: <http://www.kkr-hotel-tokyo.gr.jp/english/>

Reservation: <https://www.reservations-page.com/C00000/H10453/be.ashx?pc=WOMRO17>

Room rate: 12,300 yen per night (Deluxe single room)

Breakfast is available with additional 1,400 yen / day.

Access to JMA: Less than 2 minutes on foot

Enough number of rooms (15 rooms) is prepared for participants in the KKR Hotel Tokyo and this hotel is recommended for accessibility to JMA. If you are not be in time to the reservation of the hotel or you would like to find another hotel, there are other options which are within walking distance from JMA as below. You can make a reservation via website of each hotel. Autumn in Tokyo is one of the best seasons for tourists and there are a lot of tourists. Please be sure to make your reservation as soon as possible. If you need any assistance for your hotel reservation, please feel free to contact the local coordinators.



This map is based on the Digital Map 25000(Map Image) published by Geospatial Information Authority of Japan

#### **Hotel Location Map near the JMA HQs**

**Hotel List (Please make a reservation at each hotel's website below)**

**(a) Hotel Villa Fontaine Tokyo - Otemachi**

Address: 1-8-8 Uchi Kanda Chiyoda-ku, Tokyo

URL: <https://www.hvf.jp/eng/location/otemachi.php>

Access to JMA: 8 minutes on foot

**(b) Toyoko Inn Tokyo Otemachi A1**

Address: 1-8-10 Uchikanda, Chiyoda-ku, Tokyo

URL: <https://www.toyoko-inn.com/eng/search/detail/00263>

Access to JMA: 8 minutes on foot

**(c) APA Hotel Kanda Jimbocho Eki Higashi**

Address: 3-1-22 Kanda-Ogawamachi, Chiyoda-ku, Tokyo

URL: [https://www.apahotel.com/ja\\_en/hotels/detail.php?id=160](https://www.apahotel.com/ja_en/hotels/detail.php?id=160)

Access to JMA: 9 minutes on foot

**(d) Hotel Villa Fontaine Tokyo - Jimbocho**

Address: 1-30 Jimbou-cho Chiyoda-ku, Tokyo

URL: <https://www.hvf.jp/eng/location/jimbocho.php>

Access to JMA: 13 minutes on foot

**4 Transportation**

Please be noted that there are two international airports near Tokyo; Narita Airport and Haneda Airport. How to get to the KKR hotel from the two airports is described in **Annex II**.

**5 Welcome Party on the evening of 27th November**

A Welcome Party will be held in the vicinity of JMA HQs on the evening of 27th (Monday) November 2017. All of meeting participants are kindly invited to the party for free.

**6 Useful Information**

**6.1 Climate**

The climatological data of Tokyo for late November (30-year average) are given below.

High / Low temperature: 14.5 °C / 6.3 °C

Average temperature: 10.2 °C

Also, you can see that there is little risk of typhoons in November from the following table.

Table: Climate Normal of Typhoons between 1981 and 2010

The num. of	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Generations	0.3	0.1	0.3	0.6	1.1	1.7	3.6	5.9	4.8	3.6	2.3	1.2
Approaches				0.2	0.6	0.8	2.1	3.4	2.9	1.5	0.6	0.1
Landings					0.0	0.2	0.5	0.9	0.8	0.2	0.0	

## **6.2 Time Zone**

Japan Standard Time (JST) = Greenwich Mean Time (GMT) + 9 hour

## **6.3 Currency**

The unit of Japanese currency is yen (JPY). The coins are available in denominations of 1, 5, 10, 50, 100 and 500 yen and bank notes in denominations of 1,000, 2,000, 5,000 and 10,000 yen. For your reference, the exchange rate as of 19 October 2017 is approximately as follows.

\$1 (USD) = ¥112 (JPY)

€1 (EURO) = ¥133 (JPY)

## **6.4 Electricity**

The electricity is 100 volt AC (50 Hertz in east Japan including Tokyo). Only 2-flat-pin plugs are used in Japan.



Plug in Japan

## **6.5 Websites for Reference**

- JMA <http://www.jma.go.jp/jma/indexe.html>
- RIC Tsukuba [http://www.jma.go.jp/jma/jma-eng/jma-center/ric/RIC\\_HP.html](http://www.jma.go.jp/jma/jma-eng/jma-center/ric/RIC_HP.html)
- Narita Airport <http://www.narita-airport.jp/en/>
- Haneda Airport <http://www.haneda-airport.jp/inter/en/>
- Airport Limousine <http://www.limousinebus.co.jp/en/>
- National Tourism Organization <http://www.jnto.go.jp/eng/>
- Visit Japan Campaign <http://www.visitjapan.jp/en/>
- Tokyo Metro <http://www.tokyometro.jp/global/en/>