

**World Meteorological Organization
Commission for Instruments and Methods of Observation**

**Inter-Programme Expert Team on Operational Weather Radars (IPET-OWR)
First Session
and
Weather Radar Technical Seminar and Tour**

Tokyo, Japan, 13-17 March 2017

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue

The First Meeting of the WMO, CIMO, Inter-Programme Expert Team on Operational Weather Radars (IPET-OWR) will be held at the auditorium of the Japan Meteorological Agency (JMA) headquarters (1-3-4 Otemachi, Chiyoda-ku, Tokyo 100-8122, Japan). The meeting will commence at 0930 on 13th March 2017 (Monday) and will conclude at or before 1700 on 16th March (Thursday).



JMA headquarters

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

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

The Weather Radar Technical Seminar and Tour, hosted by JMA, will be held on the 17th March (Friday) commencing at 0900, with the program to be available from the above meeting website. Meeting participants are welcome and encouraged to stay and attend this optional part of the meeting.

Meeting Registration

The participants will be met by the host staff in the lobby of the KKR Hotel Tokyo at 0900 on the morning of the 13th March and registration for the meeting will take place at the registration desk in the main lobby of JMA building from around 0910. Participants will receive identification badges at the time of registration.

Support for Attendance of Participants

While it is hoped that participants will be supported by their own organizations to attend the event, WMO invited participants will be offered support for travel, accommodation and per diem by JMA as per the information below. In the first instance, participants requiring

As of 31 January 2017

support must advise WMO of this through the official response of the Permanent Representative with WMO, to the invitation from WMO. Once the participant has been contacted by WMO and informed that support will be provided by JMA, JMA will request the Agent Organizer to contact the participant by email to commence the organization of the support arrangements.

Support will not be reimbursed or provided retrospectively.

Agent Organizer (Travel Agent)

Arrangements for supported participants, including flight, visa, hotel accommodation, and domestic transportation, will be arranged by the agent organizer that has been contracted by JMA:

Agent Organizer: *NIPPON TRAVEL AGENCY Co. Ltd.*

E-MAIL : *komu_3rd@nta.co.jp*

WMO Coordinator

For all matters relating to meeting attendance and travel, please contact:

Ms Alida Catcheside

Email: acatcheside@wmo.int

Phone: +41 22 730 8285

Local Coordinators (JMA staff)

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

Mr. Nobuyuki TANAKA (ntanaka@met.kishou.go.jp)

Cell phone: +81-80-1366-8604 (in case of emergency)

Mr. Koichiro KAKIHARA (k-kakihara@met.kishou.go.jp)

Accommodation

A block reservation has been made at the KKR Hotel Tokyo: 1-4-1 Otemachi Chiyoda-ku Tokyo, 100-0004



Palace side view from KKR Hotel

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

Participants whose accommodation is not being supported by JMA but who wish to stay at the KKR hotel are welcome to do so by contacting the Agent Organizer by email, with cc to the WMO Coordinator and the Local Coordinators. Participants who wish to stay at a hotel other than KKR Hotel Tokyo are requested to please inform the Local Coordinators as soon as

accommodation has been arranged, preferably before 10 February 2017.

Airport Transfers

Complimentary transport services between your arrival/departure airport and the KKR Hotel will be provided and arranged by the Travel Agent. A meet and assist facility and the KKR hotel transfer upon arrival will be organized for each participant. Detailed information will be provided by the Travel Agent to each participant.

Those participants not staying at the KKR Hotel should please make their own arrangements for airport transfers.

Meals

Breakfast (Japanese and western buffet) is included if you stay at the KKR Hotel.

A meal allowance will be provided to supported participants for lunch and dinner throughout their stay. Nearby the hotel and the meeting venue, participants will find a variety of restaurants offering Japanese food such as Sushi, Tempura and Ramen. JMA staff will be available to escort participants to some restaurants during lunch - please join one of the groups according to your preference.

Flight Arrangement

Those participants supported for travel will receive an economy fare, round-trip flight between their home city and Narita/Haneda International Airport, arranged by the Travel Agent. Those supported participants wishing to upgrade to a higher class seat at their own expense should please consult with the Travel Agent.

Those participants arranging and paying for their own travel should advise the Local Coordinators of their itinerary as soon as it is known.

VISA Requirements

Participants requiring an entry visa to Japan will be required by their Japanese Embassy to submit an application along with a letter of invitation, to be provided by JMA. To facilitate this process, the contracted Travel Agent will contact all participants to provide instructions on the procedure for their acquiring their entry visa.

For details of visa information, please refer to <http://www.jnto.go.jp/eng/arrange/essential/visa.html>. Participants are advised to check the requirements carefully for the country issuing their official passport, as specific visa requirements may be applicable.

Climate

In Japan, March is a month in which the season is changing from winter to spring and the weather and maximum temperature may vary markedly from day to day.

The climatological data of Tokyo for March based on JMA's very accurate (!) observation record (30-year average) is given below:

High / Low temperature: 13.6 °C / 4.4 °C

Average temperature: 8.7 °C

Rainfall: 117.5 mm

Number of rainy days (more than 1.0 mm/day): 9.9

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

Time Zone

Japan Standard Time (JST) is 9 hours ahead of Co-ordinated Universal Time (UTC+9)

Currency

The unit of Japanese currency is yen (JPY). Coins are available in denominations of 1, 5, 10, 50, 100 and 500 yen and bank notes in denominations of 1,000, 5,000 and 10,000 yen.

Currency Exchange

You can buy yen at banks dealing with foreign exchange or automatic teller machines found at convenience stores (7-Eleven). For your reference, the exchange rate as of 26 January 2017 is as follows.

\$1 (USD) = ¥113 (JPY)

€1 (EURO) = ¥122 (JPY)

Consumption tax is imposed for any purchases at the rate of 8%.

Computer Facilities & Electricity

The meeting room will be equipped with Wi-Fi access. The electric current is 100 volt AC (50 Hertz in east Japan including Tokyo). Only 2-flat-pin plugs are used in Japan.



Plug in Japan

Useful Websites

JMA website:	http://www.jma.go.jp/jma/indexe.html
KKR Hotel Tokyo	http://www.kkr-hotel-tokyo.gr.jp/english/
Narita International Airport	http://www.narita-airport.jp/en/
Haneda International Airport	https://www.tokyo-airport-bldg.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/