

## GENERAL INFORMATION

INTOSAI CAPACITY BUILDING

COMMITTEE & INTOSAI

DONOR COOPERATION

STEERING COMMITTEE, 2019

TOKYO, JAPAN



## INTRODUCTION

The leadership of INTOSAI's Capacity Building Committee (CBC), INTOSAI-Donor Cooperation Steering Committee (IDSC) and Board of Audit of Japan (BOA) welcome participants to the forth continuous meetings of the CBC and IDC Steering Committee in Tokyo, Japan, during 1 - 4 July 2019 (see high-level program attached to the invitation letter).

The BOA will coordinate the administration and logistics for the meetings as the host SAI of the meetings. This General Information provides administrative and logistical information for the meetings for all participants attending the meetings. Updates on the meetings will be sent to registered participants by the event management software we will use for this event.

For further information and clarification, please send emails to the contact indicated at the end of this document.

## MEETING VENUE

Shinagawa Prince Hotel

Main Tower

10-30 Takanawa 4-chome,

Minato-ku Tokyo, 108-8611

Japan ( <http://www.princehotels.com/shinagawa/> )

## REGISTRATION

Participants are required to register by using the following link: <http://bit.ly/CBC-IDSC>  
**Deadline for registrations is May 16, 2019.** Please make sure that you register within the deadline, especially the participants who need visas to enter Japan. Also, please kindly note that there are national holidays in Japan from April 27<sup>th</sup> to May 6<sup>th</sup>, 2019. During this period the Government Offices in Japan including BOA will be closed and the letters for visa application for the CBC/IDSC Meetings will not be processed, even though many Japanese Embassies are open some days during those holidays.

## HOTEL BOOKING & ACCOMMODATION

Participants are responsible for reserving their own accommodations and we recommend Shinagawa Prince Hotel with special rates, where CBC/IDSC are held. Shinagawa Prince Hotel consists of four towers, namely Main Tower, Annex Tower, East Tower and North Tower. Special rates for rooms for the participants of CBC/IDSC meetings have been arranged for the Main Tower and Annex Tower for the period from June 30 to July 4 as shown in the table below. Please book a room at the following website (the special rates are applicable only through the website). Since booking through the website is possible only for the period from June 30 to July 4, if you would like to book a room before June 30 and/or after July 4, please contact Shinagawa Prince Hotel directly ([tkn-copsales@princehotels.co.jp](mailto:tkn-copsales@princehotels.co.jp)). Bookings must be made before May 31, 2019. We strongly recommend you to make your reservations as soon as possible after the booking site is opened on April 1, 2019.

<http://www.princehotels.com/shinagawa/>

Access Code: INTOSAI

Tower	Room Type	Number of people for use	Room rate (includes 10% service charge and 8% consumption tax.)
<b>Main Tower</b>	Twin Room	1 person use	¥16,138 per person per night
		2 people use	¥8,910 per person per night
<b>Main Tower</b>	Corner Twin Room	1 person use	¥18,614 per person per night
		2 people use	¥10,098 per person per night
<b>Annex Tower</b>	Double Room	1 person use	¥16,138 per person per night

Check-in Time 14:00 P.M.

Check-out Time 11:00 A.M.

Please also note that the breakfast is not included in any room rates. If you would like to have breakfast (2,300yen per day) at the hotel restaurant, please apply for it through

the website.

If you would like to request early check-in and/or late check-out, please fill in the comment field on the website.

If you would like a smaller room or cheaper room, please contact Shinagawa Prince Hotel directly ([tkn-copsales@princehotels.co.jp](mailto:tkn-copsales@princehotels.co.jp)).

## VISA Letters

Participants who require visas to enter Japan and need an invitation letter, must indicate it in the registration **before May 16**. The BOA has coordinated with the Ministry of Foreign Affairs (MOFA) for the smooth issuance of visas for CBC/IDSC meeting participants. The process of obtaining a visa is as follows:

- (1) Based on the information on the registration, the BOA will submit the list of visa applicants to MOFA on May 17. At the same time, the BOA will send invitation letters to the SAs of the participants (visa applicants), which might take two weeks at a maximum to reach you.
- (2) MOFA will send instructions for the visa of the listed participants to those concerned Japanese Embassies, by around the end of May.
- (3) The participants will be able to apply for visas from around the first week of June (You will be notified when it becomes available), to the Japanese Embassy corresponding to them ([https://www.mofa.go.jp/about/emb\\_cons/over/index.html](https://www.mofa.go.jp/about/emb_cons/over/index.html)). Participants are required to submit their passport, photograph, visa application forms (filled out by each participant) and the original visa letter issued by the BOA. You will be able to obtain the visa within 5 to 10 working days, depending on the countries. You do not need to submit additional documents which are usually required for the visa application, such as detailed itinerary in Japan, etc.

Since it will take some time to obtain your visa, we strongly recommend you to complete the registration by May 16.

Also, please contact the BOA as soon as possible ① if you need to apply for your visa in countries/regions other than your nationality, or ② if you are in the following countries/regions:

- Cote d'Ivoire, Democratic Republic of the Congo, Guinea-Bissau, Hong Kong, Iran, Liberia, Libya, Macau, North Korea, Palestine, Rwanda, Sierra Leone, Somalia, Syrian, Taiwan

You can check locations of Japanese Embassies

([https://www.mofa.go.jp/about/emb\\_cons/over/index.html](https://www.mofa.go.jp/about/emb_cons/over/index.html))

## TRANSPORTATION

Participants are responsible for their own transportation between the airport and Shinagawa Prince Hotel. There are two international airports for flights to Tokyo, Haneda International Airport and Narita International Airport. Haneda International Airport is located closer to the venue of CBC/IDSC Meeting than Narita International Airport, although there are limited airlines flying into Haneda International Airport.

### **From Narita International Airport to the hotel**

Narita International Airport is located around 80 km away from the hotel. There are many transportation options from Narita International Airport (Terminal 1, Terminal 2 and Terminal 3) to the hotel. We recommend the following options for easy and convenient transportation.

#### **By Train (JR Narita Express)**

Shinagawa Prince Hotel is located just in front of JR Shinagawa Station (Takanawa Exit) and it takes about 70 minutes from JR Narita Airport Terminal 1 Station or JR Narita Airport Terminal 2,3 Station to JR Shinagawa Station by JR Narita Express (N'EX) train. N'EX operates every 30-60 minutes approximately.

(For more information see [https://www.jreast.co.jp/e/pass/nex\\_round.html](https://www.jreast.co.jp/e/pass/nex_round.html))

#### **By Train (Access Express via Keisei Line and Keikyu Line)**

Shinagawa Prince Hotel is located just in front of Keikyu Shinagawa Station (Takanawa Exit) and it takes about 80 minutes from Keisei Narita Airport Terminal 1 Station or Keisei Narita Airport Terminal 2,3 Station to Keikyu Shinagawa Station by Access Express train. Access Express train operates every 30-60 minutes approximately. Take Access Express train bound for Haneda Airport or Keikyu Kurihama and get off at Keikyu Shinagawa

Station.

(For more information see

[http://www.keisei.co.jp/keisei/tetudou/skyliner/us/timetable/index.php#narita1\\_ae](http://www.keisei.co.jp/keisei/tetudou/skyliner/us/timetable/index.php#narita1_ae))

#### By Airport Limousine Bus

It takes about 90 minutes from Narita International Airport (Terminal 1, Terminal 2 and Terminal 3) to the hotel by Airport Limousine Bus. Tickets are available at the Limousine Bus Ticket Counter located in the arrival lobby of each Terminal. ([Timetable](#)) Please take the bus for “Ebisu and Shinagawa Area”, and get off at “KEIKYU EX HOTEL SHINAGAWA” which is the main entrance of the hotel.

#### **From Haneda International Airport to the hotel**

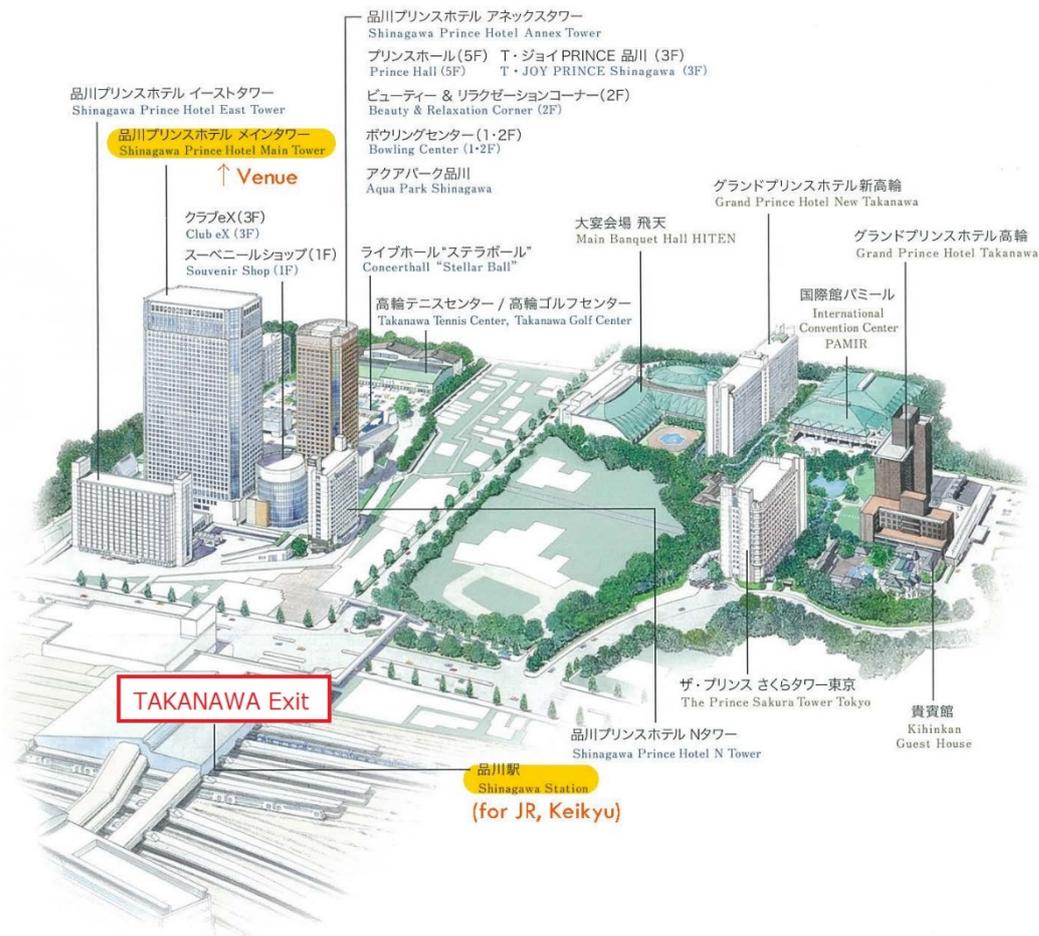
Haneda International Airport is located only 10 kilometers away from the hotel. We recommend the following options for easy and convenient transportation.

#### By Train (Keikyu Line)

Shinagawa Prince Hotel is located just in front of Keikyu Shinagawa Station (Takanawa Exit). It takes a minimum of 11 minutes from Haneda Airport International Terminal Station to Shinagawa Station on Keikyu Line. (For more information see <https://www.haneda-tokyo-access.com/en/>)

#### By Airport Limousine Bus

While there are not many Airport Limousine Buses available per day, the bus is also convenient if time allows. It takes about 45 minutes from Haneda International Airport to the hotel. Tickets are available at the Limousine Bus Ticket Counter located in the arrival lobby. ([Timetable](#)) Please take the bus for “Shiba, Ebisu, Shinagawa Area” and get off at “KEIKYU EX HOTEL SHINAGAWA” that is the main entrance of the hotel.



## LANGUAGE OF THE MEETING, DOCUMENTS, AND FREE WiFi

English will be the official language for both the CBC/IDSC meetings. All documents required for the CBC meeting will be published on the CBC website before the meeting. Documents for the IDSC meeting will be distributed via email ahead of the meeting. Since no printed documents will be available at the meeting, please bring along your laptop computer or tablet. If you prefer hard copies, kindly print these before your departure. Free Wifi is available at the venue. The username and password for internet access will be provided upon arrival. There will be sufficient electricity plugs (2-flat-pin: Type A) but please bring converters and adapters as you need (please see “ELECTRICITY” at page 8).

## ATTIRE

The attire for the meeting is smart business. For dinner occasion, smart business or jacket and tie is recommended.

## MEALS

The BOA will provide lunches for participants during the CBC/IDSC meetings. The Welcome Reception will be hosted by the CBC Chair on July 1<sup>st</sup> and the Dinner will be hosted by the President of BOA on July 2<sup>nd</sup>.

## INSURANCE COVERAGE

We strongly recommend all participants to acquire international travel insurance. CBC/IDSC and the BOA assume no responsibility for any accident, illness, lost personal effects or life event.

## GENERAL INFORMATION ON JAPAN

### JAPAN

The Japanese archipelago sits to the east of the Eurasian mainland. The land area is about 378,000km<sup>2</sup>. Japan consists of four main islands – Hokkaido, Honshu, Shikoku and Kyusyu – and another 6,848 smaller islands. About 66 percent of the land is covered by forest while only 14 percent is plains.

### TOKYO

Tokyo is the capital of Japan and the political, economic and cultural center of Japan. About 14 million people live in Tokyo, which is about 2,193 km<sup>2</sup>.

## SHINAGAWA

Shinagawa once flourished as the first post station along the Tokaido road, now attracts attention as a major business area in Tokyo.

## CURRENCY

The unit of Japanese currency is Yen (¥). Coins are available in denominations of ¥1, ¥5, ¥10, ¥50, ¥100 and ¥500 and bank notes in denominations of ¥1,000, ¥2,000, ¥5,000 and ¥10,000.

You can buy Yen at foreign exchange banks (Bank of Mitsubishi UFJ (MUFG), Sumitomo Mitsui Banking Corporation (SMBC), etc.) and money exchangers (Travelex, Greenport Agency (GPA), etc.). Regarding money exchanger at the airport, please see the following website;

Narita airport : [http://www.narita-airport.jp/en/service/svc\\_11](http://www.narita-airport.jp/en/service/svc_11)

Haneda airport : <http://www.haneda-airport.jp/inter/en/premises/service/bank.html#exchange>

Credit, debit and prepaid cards of international brands like American Express, JCB, Mastercard, Visa, Discover and Diners Club are generally accepted throughout the country. However, there will be instances where credit cards etc. can't be used at some small stores etc., so it may be safer to bring cash along with credit cards etc. Also there will be instances where stores may not display the symbols of the cards they accept, so ask the salesperson if you can use your card. If you are uncomfortable carrying a large amount of cash with you, another option is to purchase a Suica card or Pasmo card. These cards aren't simply for using the trains—you can use them on many other forms of public transport, as well as at convenience stores, and an increasing number of shops and restaurants. While they can't be used everywhere, they can be a useful alternative to carrying cash.

## CLIMATE

In Japan, there is a season called “Tsuyu”, which means “rainy season”. It starts from the southernmost tip of Japan in Okinawa at the beginning of May, and slowly moves north over the rest of Japan in June. Hokkaido, at Japan's northern end, is barely affected by the rainy season. Tsuyu lasts until mid-July. There are many cloudy and rainy days in most

of Japan during this period. An average temperature is 28°C and the highest temperature will usually reach 35°C in July. We recommend that you come with light and breathable clothing. In addition, it is recommended to bring something to keep warm, since it may be cold in the venue.

## ELECTRICITY

The voltage used throughout Japan is uniformly 100 volts, A.C. The frequency in use in eastern Japan, including Tokyo, is 50 hertz. In Japan, 2-flat-pin plugs (type A) are used. There are no columnar-shaped plugs or 3-pin plugs. Please bring converters and adapters with you as needed.

## WATER

While tap water is safe to drink in Japan, bottles of mineral water will be provided in the meeting rooms regularly.

## TIME ZONE

UTC+9

## CONTACT US

CBC Secretariat : [secretariat@intosaicbc.org](mailto:secretariat@intosaicbc.org)

INTOSAI Donor-Cooperation Secretariat : [intosai.donor.cooperation@idi.no](mailto:intosai.donor.cooperation@idi.no)

Board of Audit of Japan : [cbc\\_idsc\\_2019tokyo@jbaudit.go.jp](mailto:cbc_idsc_2019tokyo@jbaudit.go.jp)

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