

Ministry of the Environment, Japan
Overseas Environmental Cooperation Center, Japan

The Fifteenth Asia-Pacific Seminar on Climate Change
The Asia and Pacific Regional Workshop on Article 6 of UNFCCC
11-15 September 2005
Yokohama, Kanagawa, Japan

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

The Fifteenth Asia-Pacific Seminar on Climate Change is scheduled to be held at **the Pacifico Yokohama in Yokohama, Kanagawa, Japan, from 11 September to 15 September 2005.**

Pacifico Yokohama
1-1-1 Minato mirai Nishi-ku Yokohama Kanagawa 220-0012 Japan
Tel. 81-45-221-2121 Fax. 81-45-221-2136
<http://www.pacifico.co.jp>

The seminar will be opened at 10:00 on Sunday, 11 September 2005, in Room 501, 5th floor, Pacifico Yokohama, where subsequent sessions will be held.

Tentative Time Table

Saturday, 10 September 2005		
18:00-20:00	Registration	<i>Room 513, 5th Floor</i>
Day 1 (APS Day 1): Sunday, 11 September 2005		
09:00-10:00	Registration	<i>Room 513, 5th Floor</i>
Opening Session		
10:00-10:30	Opening Remarks	<i>Room 501, 5th Floor</i>
10:30-10:40	Coffee Break	
Session 1: Co-benefits of GHG Mitigation Efforts		
10:40-11:00	Introductory Remarks	<i>Room 501, 5th Floor</i>
11:00-11:15	Presentation	<i>Room 501, 5th Floor</i>
11:15-11:30	Presentation	<i>Room 501, 5th Floor</i>
11:30-12:30	Discussion	<i>Room 501, 5th Floor</i>
12:30-14:00	Lunch	
Session 2: Clean Development Mechanism		
Part I - Working for Environment with the Business Sector		
14:00-14:20	Introductory Remarks	<i>Room 501, 5th Floor</i>
14:20-14:35	Presentation	<i>Room 501, 5th Floor</i>
14:35-14:50	Presentation	<i>Room 501, 5th Floor</i>

14:50-15:30	Discussion	Room 501, 5 th Floor
15:30-15:40	Coffee Break	
Part II - Enabling Environment for CDM		
15:40-16:00	Introductory Remarks	Room 501, 5 th Floor
16:00-16:15	Presentation	Room 501, 5 th Floor
16:15-16:30	Presentation	Room 501, 5 th Floor
16:30-17:00	Discussion	Room 501, 5 th Floor
17:00-	Conclusions of Day 1	Room 501, 5 th Floor
18:00-20:00	Welcome Reception	Room 418, 4 th Floor

Day 2 (APS Day 2): Monday, 12 September 2005

Session 3: Strategies for Adaptation to Climate Change in the Asia- Pacific Region

Part I - Managing climate risks

09:00-09:20	Introductory Remarks	Room 501, 5 th Floor
09:20-09:35	Presentation	Room 501, 5 th Floor
09:35-09:50	Presentation	Room 501, 5 th Floor
09:50-10:30	Discussion	Room 501, 5 th Floor
10:30-11:00	Coffee Break	

Part II - Mainstreaming adaptation planning

11:00-11:20	Introductory Remarks	Room 501, 5 th Floor
11:20-11:35	Presentation	Room 501, 5 th Floor
11:35-11:50	Presentation	Room 501, 5 th Floor
11:50-12:30	Discussion	Room 501, 5 th Floor
12:30-14:00	Lunch	
14:00-18:00	Study Tour	Two courses to be arranged
18:30-	Conclusions of Day 2	

Day 3 (RWS Day 1): Tuesday, 13 September 2005

Opening Session

09:00-10:20	Welcome and Opening	Room 501, 5 th Floor
10:20-10:40	Coffee Break	

Session 1: Setting the Scene – General introduction

10:40-10:50	Introductory Remarks	Room 501, 5 th Floor
10:50-11:30	Background	Room 501, 5 th Floor

Session 2: Panel Discussion

11:30-13:00	Panel A: public awareness, communication, public access to information and public participation	Room 501, 5 th Floor
13:00-14:30	Lunch	
14:30-16:00	Panel B: Education and training	Room 501, 5 th Floor
16:00-16:30	Coffee Break	

Session 3: Panel Discussion

16:30-18:00	Panel Discussion	Room 501, 5 th Floor
18:00-18:30	Questions and Answers	Room 501, 5 th Floor
18:30-18:40	Conclusions of Day 3	Room 501, 5 th Floor

Day 4 (RWS Day2): Wednesday, 14 September 2005

09:00-09:30	Introduction	Room 501, 5 th Floor
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Session 4: Working Groups

09:30-11:00	Room 501, 5 th Floor <u>Group A</u> Public awareness, communication, public access and participation	Room 511, 5 th Floor <u>Group B</u> Education and training / International and regional cooperation
11:00-11:20	Coffee Break	
11:20-13:00	<u>Group A</u> <Resumed>	<u>Group B</u> <Resumed>
13:00-14:30	Lunch	
14:30-16:00	<u>Group A</u> <Resumed>	<u>Group B</u> <Resumed>

16:00-16:20	Coffee Break	
Session 5: Reports from Working Groups		
16:20-17:20	Report from Group A	Room 501, 5 th Floor
	Discussion	Room 501, 5 th Floor
17:20-18:20	Report from Group B	Room 501, 5 th Floor
	Discussion	Room 501, 5 th Floor
18:20-18:30	Conclusions of Day 4	Room 501, 5 th Floor

Day 5: Thursday, 15 September 2005		
Final Session of APS+RWS: Joint Wrap-up "Voice from the Asia-Pacific"		
09:00-09:30	Summary of the Proceedings	Room 501, 5 th Floor
09:30-10:30	Discussion	Room 501, 5 th Floor
10:30-11:00	Coffee Break	
11:00-12:00	Summary by the Chairperson	Room 501, 5 th Floor

TRAVEL

Immigration requirements

Participants should obtain appropriate entry visas to Japan from a Japanese diplomatic or consular mission at their point of origin or en route to Japan.

Holders of a United Nations laissez-passer are exempted from visa requirements for stays not exceeding 15 days.

In all cases, participants are reminded that the visa granted on arrival is not extendable.

Arrival at Narita International Airport

Participants should make their own transportation arrangements from Narita International Airport to the hotel. There are three options; (1) Direct Limousine Bus, (2) Limousine Bus + Public metered-taxi, and (3) Public Rail (JR Narita Express) + Public metered-taxi. Limousine Bus service and public metered-taxi are readily available at the airport and station at the following prevailing rates:

(1) Direct Limousine Bus (between Narita International Airport and Yokohama Royal Park Hotel)

-Limousine Bus: 3,500yen/one-way (Approx. 120min.)

-You may obtain a bus ticket at the counter in the airport.

-Please refer the site; http://www.limousinebus.co.jp/e/timetable/index_n/yokohama_h.html

From Narita International Airport to Yokohama Area Hotels

Destination	Bus Departure Timetable													
	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Yokohama Royal Park Hotel	20							40	40		40	40		40

From Yokohama Area Hotels to Narita International Airport

Departure Point	Bus Departure Timetable													
	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Yokohama Royal Park Hotel		35	25	45			35	35		05				

(2) Limousine Bus and taxi

-Limousine Bus (between Narita International Airport and YCAT): 3,500yen/one-way (Approx. 90min.)

-You may obtain a bus ticket at the counter in the airport.

-Please refer the site; http://www.limousinebus.co.jp/e/timetable/index_n/ycat.html

-When you arrive at YCAT (Yokohama City Air Terminal), you may take a taxi to the hotel (Approx. 10min.).

From Narita International Airport to YCAT

Destination	Bus Departure Timetable																
	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
YCAT	45	00	20	05	15	10	00	10	00	00	00	00	00	00	00	00	30
		20	40	30	40	30	20	40	20	20	10	10	20	20	15	15	
		50		50			50		40	30	20	20	30	40	30	30	
										40	30	30	50		45	50	

From YCAT to Narita International Airport

Departure Point	Bus Departure Timetable														
	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
YCAT	15	00	00	10	10	20	20	00	00	00	10	10	10	10	10
	30	10	15	30	30	50	40	20	15	15	30	30	30	30	30
	45	20	30	50	50			50	30	30	50	50	50	50	
		30	50						45	50					
		40													
	50														

(3) Public Rail (JR Narita Express) and taxi

-JR Narita Express: 4,180yen/one-way (Reserved Seat including train fare)(Approx. 90 min.)

-You may obtain a train ticket at the Airport Station. There are two stations; Narita Airport Station (Terminal 1) and Airport Terminal 2 Station (Terminal 2).

-Please note that the Narita Express separates at Tokyo Station. The front three (or six) cars go to Shibuya, Shinjuku, Ikebukuro and Omiya, the rear cars to Shinagawa, *Yokohama* and Ofuna.

-Please refer the site; <http://www.jreast.co.jp/e/nex/index.html>

-When you arrive at the Yokohama Station, you may take a taxi to the hotel. It takes about 5-10min. and cost you approx. 1,000yen/one-way.

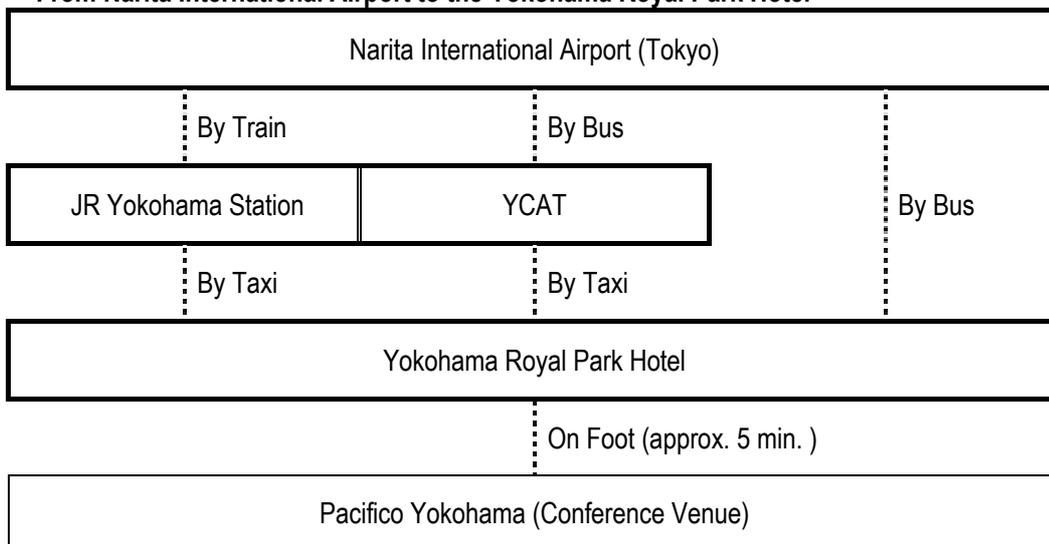
From Narita International Airport to Yokohama

Departure Station	Train Departure Timetable														
	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
Narita Airport Station (Terminal1)	10	15	16	16	16	16	43	43	43	44	46	43	43	43	
	52					43									

From Yokohama to Narita International Airport

Destination	Train Departure Timetable													
	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Yokohama Station	26	26	29	30	30	30	30	00 30	30	00 30	30	30	32	30

<From Narita International Airport to the Yokohama Royal Park Hotel>



Travel assistance

Participants are advised to ensure that the return ticket is reconfirmed soon after you arrive in Yokohama. For this purpose, you would be able to ask to the concierge desk in the hotel. However if you desire to change a return ticket or have some problems, please feel free to contact the secretariat, at the room 513, 5th Floor in Pacifico Yokohama.

Weather

The weather in Yokohama is warm and humid. Light summer clothing will be appropriate. The conference room where the seminar is to be held is mildly air-conditioned.

Please refer the following website;

<http://weather.edition.cnn.com/weather/intl/forecast.jsp?locCode=RJ39>

<http://www.welcome.city.yokohama.jp/eng/tourism/mame/a2000.html>

STAY

Hotel

Accommodation will be reserved at the following hotel located next to the convention venue “Pacifico Yokohama” and offer special rates, which includes tax, service charge and breakfast. Lunch charge will be borne by yourself.

Yokohama Royal Park Hotel

2-2-1-3 Minato Mirai, Nishi-ku, Yokohama, Kanagawa, 220-8173, JAPAN

Tel. 81-45-221-1111

Fax. 81-45-224-5153

<http://www.yrph.com/index-e.html>

Hotel Check-in/ Check-out

Participants are expected to check in after 14:00 and check out by 12:00.

When you check-in, the receptionist will ask you to make a photocopy of your passport and hand you the Breakfast Tickets.

When you check out, please pay all incidentals such as the usage of mini-bar, room service, laundry service, massage service, telephone calls to outside the hotel (both local and international), etc. The hotel accepts American Express, Visa, JCB, Master, Diners, DC, UC etc. for payment.

Meals

<Breakfast>

Breakfast is included in the hotel charge. You can have breakfasts at the restaurant "Café Flora" located on the 1st basement floor of the hotel with Breakfast Tickets. If you wish other type, the charge would be borne by yourself.

<Lunch>

You should take lunch by yourselves. Website of restaurants at the hotel and in the area of conference venue will be helpful to you. Please refer the following website;

<http://www.yrph.com/rest/rest-e.html>

<http://www.yokohama-landmark.jp/english/index.html?pagechange=91>

<Dinner>

The organizer will provide dinner on 11 September at the Reception Party. You should take your dinner by yourselves on other days. Website of restaurants at the hotel and in the area of conference venue will be helpful to you. Please refer the following website;

<http://www.yrph.com/rest/rest-e.html>

<http://www.yokohama-landmark.jp/english/index.html?pagechange=91>

Reception party

Reception party will be held in Room 418, 4th floor of the conference venue "Pacifico Yokohama" from 18:30 to 20:30 on 11 September 2005. For the dress code, you may be in light attire, because the Japanese government have made "Cool Biz" campaign to encourage people to dress down for the environment.

Medical services

First aid and medical services are available at the Emergency Hospital near the hotel. Appointment should be made through the Front desk at the hotel or the Secretariat.

Postal services

Postal services are available at the hotel. Stamps are sold at the front desk, first floor of the hotel, for 24 hours.

E-mail/Internet

Internet, facsimile, photocopy and other business services are available in the work center, first floor of the hotel for 24 hours. For the usage fee, to the first half hour it is free of charge and you may pay 500yen half-hourly.

You can have a high-speed Internet connection in your room at the hotel. If you bring your laptop, you can connect to the Internet by the payment for Internet connection fee (one day: 1,050yen / 2days: 2,100yen / 3-7days: 3,150yen / 8-14days: 4,200yen).

We provide all the participants with the computer installed the Microsoft Office English Version, which is available in Secretariat room 514, 5th floor of “Pacifco Yokohama”. We will arrange to offer a free Internet access 9:00-20:00 during 11-14 September.

Electricity

Electricity service throughout Japan is 100 volts AC. There are two frequencies in use: 50 Hz in the North-eastern regions (including Yokohama and Tokyo) and 60 Hz in the South-western regions (including Osaka). The plugs used in Japan have two straight pins (same as in the US).

Foreign exchange

Participants may be required to declare the amount of traveller’s cheques or currency in their possession on arrival at Narita International Airport.

Exchange facilities are available at the airports and hotels. At front desk, on the 1st floor of Yokohama Royal Park Hotel, you can exchange US dollars, Australian dollars, and Euros to JP Yen and T/C. Front desk is open all day, however it is sometimes difficult to respond at midnight.

Currency exchange will be available at the hotel, bank and airport for principal currencies (US\$, EURO). Other currencies are not usually accepted outside of the airport; therefore, you are advised to bring US\$, EURO or JPY from your country, or exchange sufficient amount on arrival. For purchasing things, foreign currency is not accepted except in the airport terminal.

Time

All of Japan is in the same time zone, 9 hours ahead of G.M.T. No Daylight Saving Time is practiced in Japan. Shown below is a list of time differences between Japan and other cities.

Beijing	-1 hr	Sydney	+1 hr	Bangkok	-2 hrs
Ulaanbaator	-1 hr	Jakarta	-2 hrs	Tashkent	-4 hrs
Dhaka	-3 hrs	Hanoi	-2 hrs	New Delhi	-3.5 hrs
Manila	-1 hr	Kathmandu	-3 hrs	Damascus	-7 hrs
Thimphu	-3 hrs	Islamabad	-4 hrs	Tarawa	+3 hrs
Phnom Penh	-2 hrs	Port Vila	+2 hrs	Ottawa	-13 hrs
Vientiane	-2 hrs	Washington	-16 hrs	Honiara	+2 hrs
Male’	-4 hrs	Bonn	-7 hrs	Alofi	-20 hrs

SEMINAR

Registration and identification tags

Participants are requested to register and obtain your nametag at the Registration Counter, located on the 5th floor, Pacifco Yokohama, 18:00-20:00 on Saturday, 10 September or 09:00-10:00 on Sunday, 11 September. Participants who are not able to register by the opening day are requested to do so on subsequent days, to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list.

For the registration, please bring your passport and air tickets with you.

For identification and security reasons, all participants are requested to wear the nametag at all times during the seminar, at social functions. Any person is not allowed to participate in the seminar without wearing the tag.

Working language of the seminar

The seminar will be conducted in English and all documentation will be in English.
No interpretation service will be available except the simultaneous interpretation between English and Japanese.

Microphone

Microphones are set on the tables in the seminar room. Before speaking, participants are requested to press the button on their microphones until the red light is on. At the end of each intervention, participants are requested to press the button again until the red light is off.

Dress Code

There is no dress code for the Seminar. However, to promote energy saving measures for the climate protection, the conference rooms are mildly air-conditioned. It is suggested that participants will be dressed very casually without a tie or scarf. **As a nation-wide campaign to reduce the energy use for air-conditioner, “Cool Biz” is the catchy-words in Japan this summer.**

Statements by participants

The secretariat would appreciate receiving handout data of your presentation by E-mail. Copies of statements will be distributed to the participants at the Seminar.

Data style: Microsoft PowerPoint etc.

Submit to: Makoto KATO (Mr.) (E-mail: kato@oecc.or.jp)

(with CC to morizane@oecc.or.jp)

Deadline: Friday, 2 September 2005

Seminar documents

Since the number of copies of seminar documents is limited, participants are requested to bring with them to Japan all documents that have been distributed to them in advance by the OECC secretariat.

Paper/literature for distribution

Participants wishing to circulate any papers or literature at the seminar are requested to consult Makoto KATO (Mr.), OECC. In this regard, participants are requested to bring sufficient copies (60 copies) for distribution at the seminar, as documents reproduction services will not be available for this purpose.

SECRETARIAT

The address of the OECC secretariat is as follows:

**Overseas Environmental Cooperation Center, Japan
Shibakoen Annex 7th floor 3-1-8, Shibakoen, Minato-ku, Tokyo 105-0011, JAPAN
Tel. 81-3-5472-0144 Fax. 81-3-5472-0145**

Secretariat room of the Seminar: Room513, 5th floor of “Pacifico Yokohama”

10 th September	18:00-20:00
11-14 th September	09:00-20:00
15 th September	09:00-13:00