



Workshop on the development of a regional environmental management plan for the Area of the Northwest Pacific

19-23 February 2024

Tokyo, Japan

Information Note for Participants

General Information

The workshop on the development of a regional environmental management plan (REMP) for the Area of the Northwest Pacific will be convened by the International Seabed Authority (ISA), in collaboration with the Japan Organization for Metals and Energy Security (JOGMEC) and other partner organizations in Japan, from 19 to 23 February 2024, in Tokyo, Japan.

Venue & Opening

The workshop will be organized in-person at:

Tokyo Midtown Hall & Conference (Conference room)

Room 7 for the first day and reception

Rooms 5 and 6 for breakout session

Address: 9-7-1 Akasaka, Minato-ku, Tokyo

Nearest station: Roppongi Station (Directly connected from Exit 8)

(Underground trains: Toei Oedo Line, Tokyo Metro Hibiya Line)

Website link: <https://en.tokyo-midtown.com/facilities/hall/>

Access map link: <https://en.tokyo-midtown.com/access/>

Google map link: <https://maps.app.goo.gl/f4xgQen5jSptmUux8>

The workshop will commence at 8:30 a.m. (Japan Standard Time; GMT +9:00) on 19 February with the participants registration. On the subsequent days, the workshop discussions will begin at 9:00 a.m.

*Please see **Annex I** for more information on the workshop venue and area map.

Working language

The workshop will be conducted in English.

Meeting documents

All documents and materials relevant to the workshop, including agendas and background documents, will be made available on the following webpage:
<https://www.isa.org.jm/events/workshop-on-the-development-of-a-regional-environmental-management-plan-for-the-area-of-the-northwest-pacific/>

Contact

Should you have any inquiries related to the workshop, please contact the following officers of the ISA Secretariat:

For workshop-related inquiries:

- ***Mr. Changsung Lim***
Associate Programme Management Officer
Office of Environmental Management and Mineral Resources
clim@isa.org.jm

For visa-related inquiries:

- ***Mr. Kioshi Mishiro***
GIS Officer
Officer Office of Environmental Management and Mineral Resources
kmishiro@isa.org.jm
- ***Ms. Tomoko Tauchi***
Consultant
Officer Office of Environmental Management and Mineral Resources
ttauchi@isa.org.jm

Recording policy

Recording of the workshop proceeding by participants is strictly prohibited. No participant may electronically record or broadcast the workshop. Those who do not comply with the present recording policy may be asked to leave the workshop without prior notice.

Social media

The ISA Secretariat will post key highlights of the workshop discussions and outcomes on Twitter and Facebook, using the following hashtags:

- **#ISBAHQ**
- **#ISBAREMP**

Disclaimer

The ISA Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Health Requirements – COVID 19

At the time of writing (1 December 2023), foreign nationals and citizens of Japan no longer need a self-declaration form, proof of vaccination, or a negative RT-PCR test to enter Japan. However, participants are advised to carry a printed proof of their COVID-19 vaccination.

Visa Requirements

Participants are strongly advised to contact the nearest embassy or consular mission of Japan as soon as possible to secure the required entry visa in a timely manner, prior to departure. It should be noted that airline companies may not allow boarding in the absence of a valid visa.

Useful websites:

Embassies, Consular Offices and Consulate Generals of Japan:

https://www.mofa.go.jp/about/emb_cons/mofaserv.html

Online Portal for E-Visa: https://www.mofa.go.jp/j_info/visit/visa/visaonline.html

To facilitate participants' entry to Japan, the host government will issue visa assistance letters that can be submitted as part of the visa application. Please note that these letters must be presented to the Embassies of Japan in original copies (not electronic version), which may take time depending on the mail service available. Participants who require visa to enter Japan are strongly advised to contact the ISA Secretariat for necessary assistance, especially noting that it may take longer in some countries to receive original documents necessary for visa application.

Electricity Supply

In Japan, the power plugs and sockets are mainly type A (two flat parallel blades). The standard voltage is 100V and the frequency is 50 / 60 Hz.

Weather

The average temperature in Tokyo, Japan in February ranges from a high of 10°C and a low of 2°C.

Airport Information

There are two major airports (Haneda and Narita) to reach Tokyo from overseas. Haneda Airport is the largest airport located in the center of Tokyo and Narita International Airport is the second largest, located a little further outside Tokyo than Haneda, roughly 50-60 km from the city center. The number of passengers received from overseas in 2022 was 6,809,574 for Haneda Airport and 11,699,402 for Narita International Airport.

*Please see **Annex II** for more information on the airports, including transportation to the major cities of Tokyo from the airports.

Hotel Accommodation

There are two suggested hotels for the consideration of participants. All participants are expected to book their own accommodation, except for those receiving financial support from JOGMEC as their rooms will be reserved by JOGMEC.

1. Shinjuku Washington Hotel.

JOGMEC has tentatively reserved 30 rooms for participants at the Shinjuku Washington Hotel. All participants are expected to book their own accommodation, *except* for those receiving financial support from JOGMEC as their rooms will be reserved by JOGMEC. Participants who wish to make reservation at Shinjuku Washington Hotel through JOGMEC are required to contact Ms. Tomoko Tauchi at ttauchi@isa.org.jm by **Thursday, 7 December 2023 with the following information:**

- Check-in and check-out dates
- Preference for a smoking room (non-preference will be automatically made to non-smoking room)
- Request for a receipt (A receipt will be issued at the time of check-out)
- Mobile number that can be reached during the workshop (or WhatsApp number)
- Special notice if any

Shinjuku Washington Hotel is about 5-6 km from the meeting venue. Transportation to the venue will be arranged by JOGMEC. Considering traffic jam in the morning, the car will depart the hotel 20 min., before the starting time of the workshop.

2. remm Roppongi Hotel (To be reserved directly by each participant)

7-14-4 Roppongi, Minato-ku, Tokyo, 106-0032

remm Roppongi Hotel is within short walking distance from the meeting venue. Rooms can be reserved at the hotel's website below or other major booking websites.

<https://www.hankyu-hotel.com/en/hotel/remm/roppongi>

NOTE:

- *Please see **Annex III** for more information on the hotel recommendations.
- Participants can also make their own reservation at other hotels, and a list of hotels near the meeting venue is provided in **Annex III**.
- The number of tourists visiting Japan has been increasing every year and 90% of hotels in Tokyo has already been booked. The tentative reservation made by JOGMEC at Shinjuku Washington Hotel will be cancelled after 8 December 2023. Therefore, it is strongly recommended that all participants submit their request to stay at the Shinjuku Washington hotel or secure a hotel reservation at other hotels before 8 December 2023.
- Regarding transportation from Haneda/Narita International Airports to Shinjuku Washington Hotel, please see **Annex II** for more information on transportation from airports to hotel.

Annex I. Workshop Venue & Area Map

Tokyo Midtown Hall & Conference

Tokyo Midtown Hall & Conference is located in Tokyo Midtown complex and composed of 130 shops and restaurants. The workshop is to be held in Tokyo Midtown Conference.

Room 7 for the first day and reception

Rooms 5 and 6 for breakout session

Address: 9-7-1 Akasaka, Minato-ku, Tokyo

Nearest station: Roppongi Station (Directly connected from Exit 8)

(Underground trains: Toei Oedo Line, Tokyo Metro Hibiya Line)

- Website link: <https://en.tokyo-midtown.com/facilities/hall/>
- Google map link: <https://maps.app.goo.gl/f4xgQen5jSptmUux8>

Access to Tokyo Midtown Conference (Midtown Tower 4F)

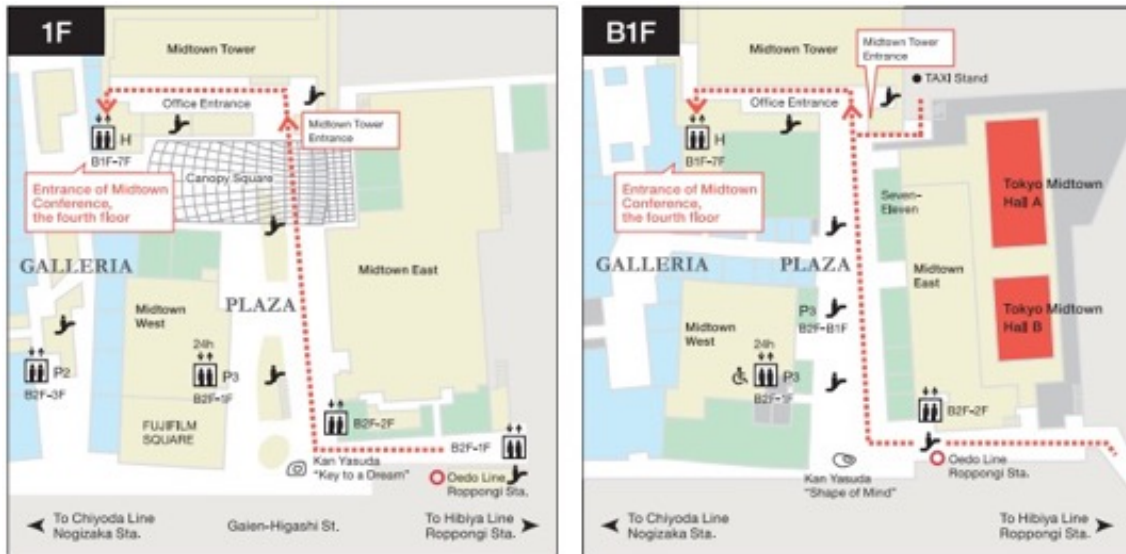


Available Metro Lines for nearby stations:

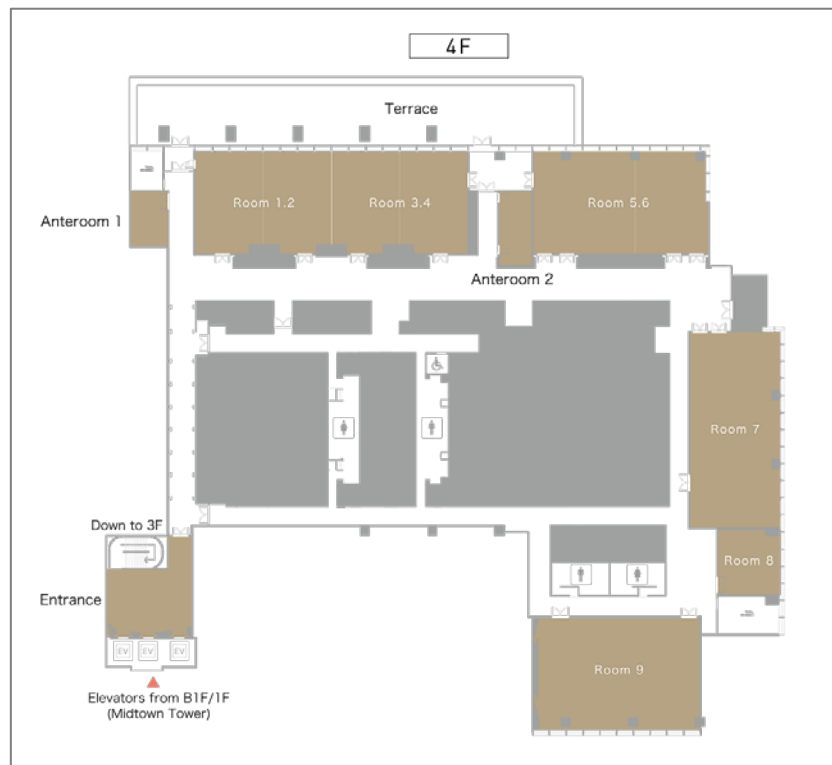
- Toei Oedo Line: Direct link from Roppongi Station [Exit 8]
- Tokyo Metro Hibiya Line: Direct link via underground passway from Roppongi Station [Exit 4a]
- Tokyo Metro Chiyoda Line: 3-min. walk from Nogizaka Station [Exit 3]
- Tokyo Metro Namboku Line: 10-min. walk from Roppongi-itchoime Station [Exit 1]

*Access between Shinjuku Station and Roppongi Station: Use Toei Oedo Line

Access to Midtown Conference on ground (1F) or underground (B1F)



Layout of Conference Rooms at 4F



Annex II. Airport Information

Information of Haneda Airport and Narita International Airport, including transportation, is described below. Airport taxi services will be available at the counter once you exit the airport and the approximate charges would be JPY 10,000 from Haneda Airport and JPY 30,000 from Narita International Airport to the central Tokyo. Uber is not popular in Japan for taxi services. It is therefore strongly recommended to use either limousine buses or public transportation (trains and buses) as there are many options you can choose depending on your arrival time.

1. Haneda Airport (HND):

Languages: English, Japan

Business Hours: 05:00 – 24:00 for Terminal 2, 24 hours for Terminal 3

Tel: +81-3-5757-8111

Website: <https://tokyo-haneda.com/en/index.html>

FAQ : <https://tokyo-haneda.com/en/faq/index.html>

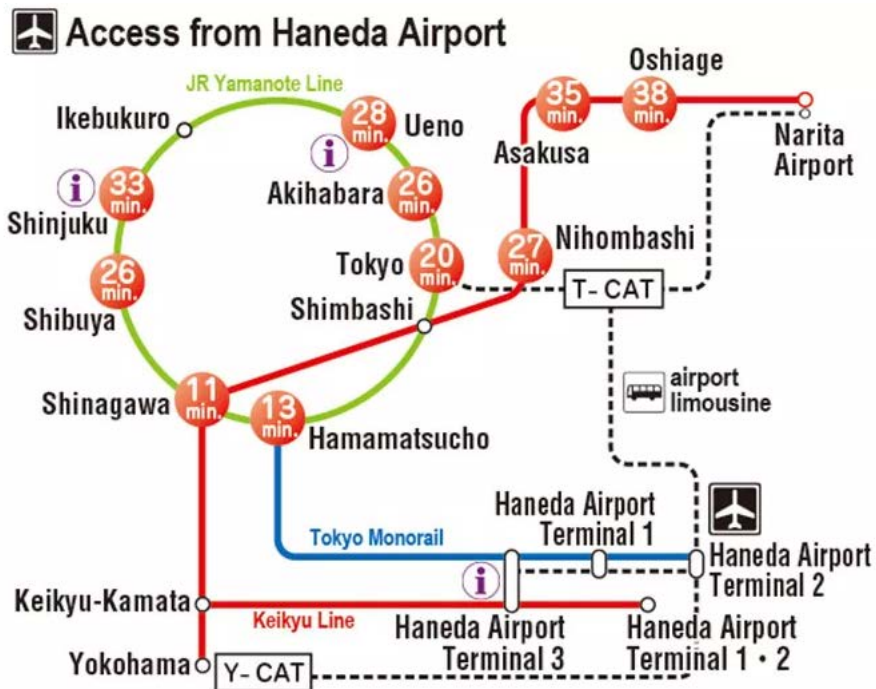
Haneda Airport is located in Tokyo. There are three terminals in Haneda Airport and international flights depart and arrive either at Terminal 2 or Terminal 3, while Terminal 1 is for domestic flights. Terminals 2 and 3 are connected by underground and there are free shuttle buses running through all three terminals.

*Please check the online service for immigration, customs and tax-free shopping before you arrive Japan: <https://vjw-lp.digital.go.jp/en/>

Access to Tokyo Area:

Public transportation is a convenient and efficient way to reach most areas in Tokyo from Haneda Airport as both trains and buses leave from the airport at regular intervals:

- Train and monorail: There are Tokyo Monorail and Keikyu train
<https://tokyo-haneda.com/en/access/train/index.html>
- Express bus: Express buses can reach most stations
<https://tokyo-haneda.com/en/access/bus/index.html>



Access to Roppongi Station:

Roppongi station can be reached by trains and buses in addition to using a taxi.

<https://www.rome2rio.com/s/Tokyo-Haneda-Airport-HND/Roppongi-Station>

Access to Shinjuku Washington Hotel:

There is a limousine bus that goes to Shinjuku Washington Hotel and reservation needs to be made in advance from the following website:

<https://webservice.limousinebus.co.jp/web/en/Top.aspx>

The hotel is approx. 10 minutes away from Shinjuku station by walk and Shinjuku station can be reached by trains from the Haneda Airport: <https://tokyo-haneda.com/en/access/train/index.html>

2. Narita Airport (NRT)

Languages: English, Japan

Business Hours: 05:00 – 24:00 for Terminals 1&2, 24 hours for Terminal 3

Tel: +81-74-34-8000

Website: <https://www.narita-airport.jp/en/>

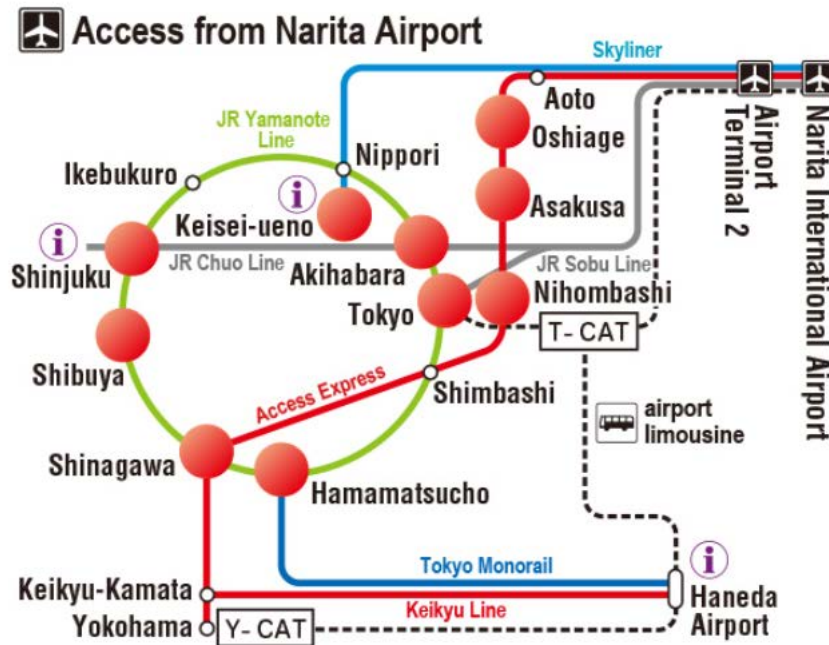
FAQ : https://www.narita-airport.jp/en/faq_ask

Narita Airport has three terminals and arrival/departure terminal differs depending on airlines. The terminal for each airline can be found at: https://www.narita-airport.jp/en/t_info

*Please check the online service for immigration, customs and tax-free shopping before you arrive Japan: <https://vjw-lp.digital.go.jp/en/>

Access to Tokyo Area:

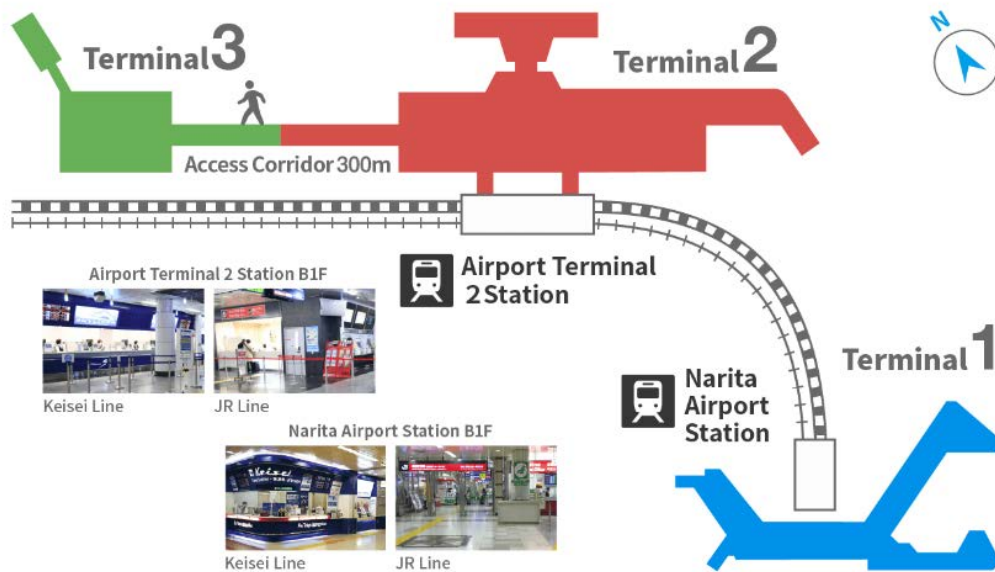
Public transportation is a convenient and efficient way to reach most areas in Tokyo from Narita International Airport as both trains and buses leave from the airport at regular intervals:



[Railways]

There are two railway stations, one is Narita International Airport Station for Terminal 1 and the other is Airport Terminal 2 Station for Terminals 2 and 3. Both stations are connected with Japan Railway Line (JR Line) and Keisei Line. Using railways is very useful to reach major cities in Tokyo from Narita International Airport by avoiding any traffic and tickets can be purchased at each train station. The main trains to Tokyo cities are:

- The Japan Railway (JR)-operated Narita Express that stops at Tokyo Station, Shinagawa, Shibuya, Shinjuku and Ikebukuro (about 50 min. to Tokyo Station, about 73 min. to Shinjuku Station)
- Skyliner that stops at Nippori and Ueno Stations (about 41 min. to Ueno Station)



[Buses]

There are several bus companies that operate express buses from Narita International Airport to most areas and hotels in Tokyo. Please find more details for your final destination.

Access to Roppongi Station:

Roppongi station can be reached by trains and buses besides taking a taxi.

<https://www.rome2rio.com/map/Tokyo-Narita-Airport-NRT/Roppongi-Station>

There are also limousine buses that stop by the Ritz Carton Hotel in Roppongi, which is located in Midtown Tower, where the workshop will be held. If you stay in Roppongi area, taking a limousine bus would be easier than changing trains with luggage. Ask for a ticket counter at information desk at the arrival lobby.

The timetable can be found at: https://access.narita-airport.jp/en/timetable_search.html

(Select: “Shibuya, Akasaka, Roppongi” for Area and “The Ritz-Carlton Tokyo” for Arrival)

Access to Shinjuku Washington Hotel:

There is a limousine bus that goes to Shinjuku Washington Hotel and reservation needs to be made in advance from the following website:

<https://webservice.limousinebus.co.jp/web/en/Top.aspx>

The hotel is approx. 10 minutes away from Shinjuku station by walk and Shinjuku station can be reached:

- by trains: https://access.narita-airport.jp/en/tr_operation_info.html
- by limousine buses (available every 30 min.): https://access.narita-airport.jp/en/timetable_search.html

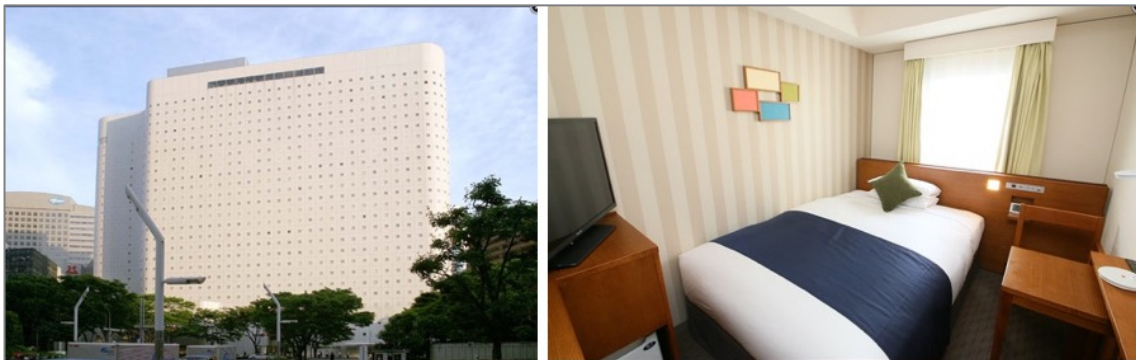
Annex III. Hotel Information

*All participants are expected to book their own hotel accommodation, except for those receiving financial support from JOGMEC as their rooms will be reserved by JOGMEC. Below are details on the recommended hotels with reasonable distance from the meeting venue.

3. Shinjuku Washington Hotel (30 rooms are tentatively reserved by JOGMEC)

Shinjuku Washington Hotel is located in Shinjuku area, 8 minute-walk from Shinjuku Station, one of the hub stations in Tokyo served by seven railways and three subway lines. All rooms are well-furnished with a work-desk, TV, refrigerator, telephone, Free Wi-Fi, Free high-speed internet access, air conditioning, hairdryer, bath, shower and toilet.

Transportation to the venue will be arranged by JOGMEC. Considering traffic jam in the morning, the car will depart the hotel 20 min., before the starting time of the workshop.



Location

2-9 Nishishinjuku, 3 chome, Shinjuku-ku, Tokyo

Nearest station: Tocho-Mae Station (Oedo Line), 10-min. walk from Shinjuku Station

Google map: <https://maps.app.goo.gl/iHSRSsLkeKfCDr8T6>

Tel: +81 3-3343-3111

Languages

English, Japanese

Website

<https://shinjuku.washington-hotels.jp/>

Hotel reservation for Shinjuku Washington Hotel

Check-in	17 February 2024 or 18 February 2024 (Please clarify when contacting the ISA Secretariat)
Check-out	24 February 2024
Check-in time and Check-out time	Standard check-in time is 14:00 onwards subject to availability and check-out time is 11:00. Early check-in: after 8:00 Late check-out: until 17:00
Room Category:	Standard Single Room
Rate per night (inclusive of taxes)	JPY 22,000 (Breakfast included)
Payment method	Payment to be made directly by each delegate upon check-in
Cancellation policy	Cancellation of either an entire stay or part of stay (e.g. due to flight delay) applies to the following: Cancellation 2-7 days before the check-in date: 10% of the total fee Cancellation 1 day before the check-in date: 20% of the total fee Cancellation on the check-in date: 80% of the total fee Non-show: 100% of the total fee If any of the above cancellation happens, JOGMEC will charge the participant(s) who made cancellation. Contact address for cancellation will be informed in due course.

A total of 30 rooms will be tentatively reserved until 8 December 2023. Therefore, participants who wish to make reservation at Shinjuku Washington Hotel through JOGMEC are strongly advised to send an email to Ms. Tomoko Tauchi ttauchi@isa.org.jm **by Thursday, 7 December 2023. After this date, the host institute may not be able to secure any booking at the Shinjuku Washington Hotel.**

When sending an email message for reservation, please include the following information:

- Check-in and check-out dates
- Preference for a smoking room (non-preference will be automatically non-smoking room)
- Request for a receipt (A receipt will be issued at the time of check-out)
- Mobile number that can be reached during the workshop (or WhatsApp number)
- Special notice if any

4. remm Roppongi Hotel (To be reserved directly by each participant)

7-14-4 Roppongi, Minato-ku, Tokyo, 106-0032

remm Roppongi Hotel is within short walking distance from the meeting venue. Rooms can be reserved at the hotel's website below or other major booking websites.

Hotel website for booking <https://www.hankyu-hotel.com/en/hotel/remm/roppongi>

Google map: Google map: <https://maps.app.goo.gl/c5pgfMXHVnYQip6F6>

5. Other hotels in Roppongi area (To be reserved directly by each participant)

There are many hotels in Roppongi area and below are just few examples that are within walking distance from the venue. The number of tourists visiting Japan has been increasing every year and 90% of hotels in Tokyo has already been booked. It is therefore strongly recommended to make reservations as soon as possible, and before JOGMEC cancels those tentatively reserved rooms at Shinjuku Washington Hotel on 8 December 2023.

Hotel Name	Hotel Information
Sotetsu Fresa Inn Tokyo-Roppongi	https://sotetsu-hotels.com/en/fresa-inn/ropongi/ Location: https://maps.app.goo.gl/xi1zmZM69pEMt7RV9
APA Hotel Roppongi Ekimae	https://www3.apahotel.com/hotel/syutoken/tokyo/ropongi-ekimae/ Google map: https://maps.app.goo.gl/MBAS8b1jpdjsLtbN6
Candeo Hotels Tokyo Roppongi	https://www.candehotels.com/en/tokyo-ropongi/ Google map: https://maps.app.goo.gl/bhPp5e5nhdMoc1hg8
Act Hotel Roppongi	https://act-hotel.com/ Google map: https://maps.app.goo.gl/dUE28PYVNDhQR8gA7