



Convention on Biological Diversity

Distr.
GENERAL

7 December 2023

ENGLISH ONLY

REGIONAL DIALOGUE ON NATIONAL BIODIVERSITY STRATEGIES
AND ACTION PLANS (NBSAPs) FOR SOUTH AND EAST ASIA
Tokyo, Japan, 23 to 26 January 2024

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1. Opening and Registration

The Regional Dialogue on National Biodiversity Strategies and Action Plans (NBSAPs) for South and East Asia will be held in Tokyo, Japan from Tuesday, 23 January to Friday, 26 January 2024.

The workshop will start at 9:30 a.m. on Tuesday, 23 January 2024 and registration will take place at the venue of the workshop at 9:00 a.m. the same day.

2. Venue

The United Nations University (UNU)

Elizabeth Rose conference room?

Conference Center

5-chōme-53-70 Jingūmae, Shibuya City

Tokyo 150-8925, Japan

Tel : +81 3-5467-1212

Website: <https://www.unu.edu>

3. Working language of the meeting

The meeting will be held in English.

4. Documents

In order to minimize the environmental footprint of the workshop and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the workshop documents, or to use paperless versions, as there will be no extra copies made available on site during the workshop. Documents are available on the following web page:



<https://www.cbd.int/meetings/NBSAP-OM-2024-02>

5. General information on access to Tokyo, Japan



Tokyo is serviced by two international airports: Haneda International Airport (HND) (<https://tokyo-haneda.com/en/>) and Narita International Airport (NRT) (<https://www.narita-airport.jp/en/>).

Haneda International Airport (HND) in Tokyo, which is approximately 30 kilometers from downtown Tokyo.

Participants arriving at Haneda International Airport may wish to take the bus to Shibuya area of the city where the venue and participants' hotels are located. There is an airport limousine bus service between the airport and Shibuya area. Travel time is approximately 30 - 50 minutes, and the ticket cost is 1,100JPY (approx. US \$8) and can be purchased at the Bus Ticket Sales Counter at Haneda International Airport Terminal 3, 2F.

A train service Between Haneda International Airport and Shibuya is also available. Departure is from Haneda Airport Terminal 3 Station of the Tokyo monorail. The final destination is Hamamatsucho station, and you can transfer to the Yamanote Line for Shibuya station. The ticket costs 710JPY (approx. US \$5) and can be purchased at the stations. Instead of a ticket, an E-money card, the 'Welcome Suica', can be used for trains, subways and busses, which can be purchased at the JR-East Travel Service Centers and Welcome Suica

vending machines at Haneda International Airport Terminal 3 station, Narita International Airport Terminal 2 station and Tokyo Monorail Haneda Airport Line Haneda Airport Terminal 3 Station.

*1 Additional tickets must be purchased to use the Welcome Suica for travel on a limited express, express or Green Car and not available on some bus routes, such as several bus stops on airport limousine bus services (please see https://www.limousinebus.co.jp/guide/en/ic_card/).

Note: The Welcome Suica card cannot be purchased at stations other than at the airports listed above.

Taxis are also available for approximately 8,000-10,000JPY (approx. US \$55-70) from Haneda International Airport to Shibuya.

Narita International Airport (NRT) in Chiba Prefecture, which is approximately 65 kilometers from downtown Tokyo.

An airport limousine bus service is available at the airport's arrivals area to take you to the Shibuya area of the city where the venue and participants' hotels are located. Travel time is approximately 95 minutes, and the ticket cost is 3,200JPY (approx. US \$22) and can be reserved and purchased through its site (<https://web.service.limousinebus.co.jp/web/en/Top.aspx>) or at the counter at the airport terminal.

In addition, Participants can directly reach Shibuya station by train, 'N'EX (Narita Express)' from Narita International Airport. The train ticket costs 3,250JPY (approx. US \$22) and can be reserved and purchased through JR-EAST Train Reservation (<https://www.eki-net.com/en/jreast-train-reservation/Top/Index>) or at the station at the airport terminal.

Taxis are also available for approximately 26,500JPY (approx. US \$180) from Narita International Airport to Shibuya.

For more information, please go to:

Haneda International Airport

Airport Limousine Bus Timetable: <https://hnd-bus.com/airport/h-shibuya/>

Tokyo Monorail : <http://www.tokyo-monorail.co.jp/english/index.asp>

The Welcome Suica (e-money card):

<https://www.jreast.co.jp/multi/en/welcomesuica/welcomesuica.html>

Haneda Airport-Transport and Directions: <https://tokyo-haneda.com/en/access/index.html>

Narita International Airport

Airport Limousine Bus Timetable: <https://www.limousinebus.co.jp/guide/en/timetable/>

N'EX (Narita Express): <https://www.jreast.co.jp/multi/en/nex/>

Narita Airport Access Navigation: <https://www.narita-airport.jp/en/access>

6. Visa information



Participants requiring an entry visa to Japan must follow a two-step process to obtain a visa which takes at least 6 working days per step. First, participants must obtain documents from the Ministry of the Environment of Japan that will prepare and issue to each participant the necessary additional invitation documents that must be included with the visa application. These documents are in addition to the documents usually required for the visa application process. **Participants requiring an entry visa to Japan must contact and send visa information to the NBSAP Dialogue VISA Support Desk (NBSAP_Visa@pco-prime.com)** as soon as possible in order to prepare and provide the additional

required visa documents that each participant must add to the visa application. It takes a minimum of six working days from the day you send the necessary information to the NBSAP Dialogue VISA Support Desk to issue the necessary documents required to apply for a visa.

Second, after receiving the documents issued by the Ministry of Environment of Japan from the NBSAP Dialogue Visa Support Desk, include these with your required documents and proceed with the visa application. The standard processing time for a complete application as estimated by the Consular Section of the Embassy or the Consulate-General of Japan is approximately six working days from the acceptance of the application. However, it may take longer than usual if many visa applications are received in a short period of time.

Participants requiring an entry visa to Japan are strongly advised to contact the nearest Consular Section of the Embassy or the Consulate-General of Japan in their country of residence and submit their visa application.

Considering the above-mentioned estimated timeframe for the two-step visa processing, please allow sufficient time to process your visa request.

For more information, please refer to the following links:

The list of countries or regions that do not require a visa to enter Japan:
https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

General information on visa application procedures for short-term stay:
https://www.mofa.go.jp/j_info/visit/visa/index.html

7. Payment of the Daily Subsistence Allowance (DSA)

The DSA will be disbursed to funded participants on the first day of the meeting in the form of a prepaid credit card (Swiss Bankers card). **These funded participants are kindly requested to bring their passports and boarding passes on the first day of the meeting.** These will be recorded and returned to participants during the meeting. It is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA. Please note that the funds can take up to 48 hours to be loaded on the cards.

IMPORTANT: If you were provided with a Swiss Bankers card for a previous meeting, please inform the Secretariat and bring it with you to the meeting (if it is still valid) so that it may be reused. Please make sure you remember the PIN, otherwise contact the bank to request that they reset the PIN.

Swiss Bankers Contacts:

Swiss Bankers Prepaid Services Ltd, Customer Service
(forgotten PIN numbers, card replacements or transaction claims)

Tel: +41-31 710 12 15

Email: info@swissbankers.ch

Opening hours:

Mon-Sun: 8.00-22.00 Swiss time. Closed on Swiss bank holidays.

8. Health information and COVID-19

Participants arriving in Japan are not required to show proof of COVID-19 vaccination or take pre-departure COVID-19 test.

It is suggested that you check your physical condition, and when you have to go out despite a fever or feel fatigue, you avoid crowd, and also advised that you wear a mask, and take basic precautions such as washing hands, ventilation and wearing masks.

For more information, please consult a medical professional with regard to international medical, accident and travel insurance for the period of participation prior to departure.

9. Hotel information

Participants are kindly reminded that **they must make their own hotel reservations, and that they should do so as soon as possible**. Please find below a list of hotels close to the UNU.

Hotel list:

- Shibuya Tokyu REI Hotel
(<https://www.tokyuhotelsjapan.com/global/shibuya-r/>)
- Tokyu Stay Aoyama Premier
(<https://www.tokyustay.co.jp/e/hotel/AO/>)
- Tokyu Stay Shibuya Shin-minamiguchi
(<https://www.tokyustay.co.jp/e/hotel/SIM/>)
- JR-EAST HOTEL METS SHIBUYA
(<https://www.hotelmets.jp/en/shibuya/>)
- Tokyu Stay Shibuya
(<https://www.tokyustay.co.jp/e/hotel/SIB/>)
- APA Hotel Shibuya Dogenzakaue
(<https://www3.apahotel.com/hotel/syutoken/tokyo/shibuya-dougenzakaue/>)

10. Official languages

The official language in Japan is Japanese. English is sometimes used in hotels and restaurants.

11. Weather and time zone information



In January, temperatures in Tokyo range between a maximum of 14 degrees Celsius in the daytime and a minimum of 3 degrees Celsius at night. You can expect sunny weather with occasional rain. Participants are recommended to bring warm clothing and an umbrella as well as some light winter clothes. Current weather conditions can be found at: <https://www.jma.go.jp/jma/en/menu.html> and on the WMO website at: <https://worldweather.wmo.int/en/city.html?cityId=183>.

The time zone in Japan is Japan Standard Time (JST), which is GMT/UTC +9 hour.

12. Electricity

The voltage and frequency in Tokyo, Japan is 100 Volts, 50 Hertz as illustrated below the power plugs and sockets used in Japan are of type A.



13. Currency

The currency in Japan is the Japanese Yen (JPY). The current exchange rate as of 7 December 2023 is 147JPY = US \$1 (Rates are subject to change, source <https://www.xe.com/>).

14. Disclaimer

The CBD 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.

15. Other Matters

This meeting is closed to the public. However, some parts of the meeting may be open to media without disturbing the proceedings of the meeting.
