

INTERNATIONAL TROPICAL TIMBER COUNCIL

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FIFTY-FOURTH SESSION 5 – 9 November 2018 Yokohama, Japan

GENERAL INFORMATION NOTES

GENERAL

- 1. The Fifty-fourth Session of the International Tropical Timber Council (ITTC) and the Associated Sessions of the four Committees are scheduled to be convened in Yokohama, Japan, from 5 to 9 November 2018.
- 2. All meetings of the Sessions will be held on the fifth floor of the Pacifico-Yokohama International Conference Center, 1-1, Minato-Mirai 1-chome, Nishi-ku, Yokohama 220-0012, Japan, which is located in the same complex as the Headquarters of the International Tropical Timber Organization (ITTO). The Opening Session will commence in the Plenary Hall at 09:30 hours on Monday, 5 November 2018.
- 3. Please note that the official closing of the 54th ITTC will be on Thursday, 8 November 2018, with a fieldtrip to be offered to all delegates on Friday, 9 November 2018. The fieldtrip has been organized jointly with the City of Yokohama and is considered part of the 54th ITTC. All delegates are invited and encouraged to participate. Please consider participation in the fieldtrip when making your travel and lodging arrangements. More details can be found further down in the section 'Fieldtrip'.

CREDENTIALS

- 4. In conformity with the decision of the Council, credentials of all delegations should be issued by the competent authorities, specifically the Ministry of Foreign Affairs or the accredited diplomatic mission in Japan. These Credentials should be submitted, in original form, to the Executive Director of ITTO at least one week before the beginning of the Session. Credentials sent by fax or e-mail will not be accepted.
- 5. Persons who wish to attend the Sessions of the Council and its Committees as observers should submit, together with the "Information Form Relevant for Admission to Sessions of the International Tropical Timber Council and Associated Committees as New "Observer" Organization", a letter addressed to the Executive Director of ITTO, and issued by the Executive Head of the Organization/Agency/Institution which they represent, authorizing their representation at the Sessions. As stipulated in Rule 4 of the Council's Rules of Procedures, admission to attend Sessions of the Council and/or of its Committees is subject to approval by the Council.

REGISTRATION

6. All participants attending the Sessions of the Council and Committees are required to register. Registration facilities will be provided during the following dates and times:

ITTO Headquarters:

4 November 2018 (Sun.)

14:30 - 17:00 hours

Conference Center, 5th Floor (in front of the Plenary Hall):

5-8 November 2018 (Mon.-Thu.)

09:00 - 12:00 hours

14:30 - 17:30 hours

7. Identification badges will be issued at the time of registration. Badges will be issued in five colors:

(i) White badges Members,

(ii) Yellow badges Permanent Observers,

(iii) Pink badges Observers,

(iv) Blue badges Authorized Invitees, and

(v) Green badges ITTO Secretariat.

For purposes of identification and security, all participants are requested to wear the badges issued to them during all meetings of the Council and Committees as well as at all official functions.

VENUES OF MEETINGS

8. All meetings of the Council and Committees will be held in the Pacifico-Yokohama International Conference Center, 5th Floor. The following is a list of meeting rooms and ITTO Secretariat offices:

(a) Meeting Rooms:

Plenary Hall */ Room 501 (5th Floor)

(also used for Producer Group meetings)

Committee Meeting Room */ Room 503 (5th Floor)

(also used for Consumer Group meetings)

Informal Meeting Room Room 514 (5th Floor)
Chairperson's Bureau Meeting Room Room 513 (5th Floor)

*/ Interpretation facilities available

(b) Secretariat Offices:

Chairperson of the Council Room 421 (4th Floor)

Document Room Room 512 (5th Floor)

Computer Room for Delegates Room 511 (5th Floor)

- 9. Groups wishing to utilize any of the above meeting rooms for official purposes should consult with Dr. Gerhard Breulmann, Planning, Monitoring and Evaluation Officer, Division of Operations of ITTO (at ITTO Secretariat Headquarters E-mail: breulmann@itto.int or Tel. No. 223-1110, Ext. 14).
- 10. Schedules and venues of meetings will be posted on the notice board in front of the Plenary Hall. All participants are advised to consult the notice board and LED screen for the most up-to-date schedules of meetings which may be amended or revised by the Chairperson of the Council at short notice to suit the changing circumstances. Please check regularly the pigeon boxes (one for each delegation) which are placed in front of the Plenary Hall for individual messages and the latest documents which are issued during the Session.

TRAVEL ARRANGEMENTS

(A) IMMIGRATION REQUIREMENTS

11. Participants are advised to contact the nearest Embassy or Consulate of Japan regarding an entry visa to Japan and other immigration requirements. An entry visa to Japan, if required, should be obtained in advance as the ITTO Secretariat **cannot** assist in facilitating an entry visa upon arrival.

(B) AIRLINE RESERVATIONS

12. Most international airlines operate regular services to Tokyo Narita International Airport, as well as to Tokyo Haneda International Airport. Air traffic is always busy and participants are requested to secure their

return air passages prior to their departure for Japan. If this is not possible, they are advised to make firm return bookings immediately upon arrival in Japan. Airline offices can easily be contacted by phone from Yokohama for reconfirmation or re-routing of flights. Travel services will not be available at the conference site though assistance may be obtained from the ITTO Secretariat.

(C) ACCESS TO YOKOHAMA

- 13. For those visiting Japan for the first time or for those who are not familiar with public transport in Japan, it is advised that you do not take a taxi from Narita airport to Yokohama as the trip would cost up to US\$400.00 or even more. Instead, upon arrival at Tokyo Narita International Airport, use either of the following convenient ways:
- (i) Japan Railway (JR) express train (Narita Express or N'EX in brief). The station is beneath the terminal building. The one-way fare from Narita airport to JR Yokohama Station is ¥4,290, and the train ride takes about 90 minutes.
- (ii) Airport Limousine Bus which will arrive at the Yokohama City Air Terminal (YCAT). The one-way ticket from Narita Airport to the YCAT costs ¥3,600 (round trip for ¥6,000) and tickets can be obtained at the limousine bus ticket counters located inside the arrival terminal building after exiting the immigration and customs area. The bus trip will take about two hours or less depending on traffic conditions.
- 14. For those arriving at Haneda Airport, take either Keikyu Line to Yokohama Station (25 minutes, ¥480 one way) or the limousine bus to the YCAT (30 minutes, ¥580 one way and round trip for ¥960).
- 15. After arriving at JR Yokohama Station or at the YCAT, please use a taxi to proceed to your reserved hotel. The taxi fare will be around ¥1,000 to ¥1,500 depending on the distance to the hotel.

COMMUNICATION

16. All correspondence concerning the Sessions and completed Attendance Forms should be marked "ITTC 54TH SESSION" and forwarded to the following address:

Executive Director

International Tropical Timber Organization (ITTO)

International Organizations Center - 5th Floor, Pacifico-Yokohama,

1-1, Minato-Mirai 1-chome, Nishi-ku, Yokohama, 220-0012 Japan

Facsimile No.: (81-45) 223-1111 Telephone No.: (81-45) 223-1110

E-mail: itto@itto.int

17. All mail intended to be forwarded to participants may also be sent to the same address with the envelope bearing the name of the participant and the Country or Organization he/she represents.

DOCUMENTS

- 18. During the Sessions, only a limited number of documents will be available at the document distribution desks at the conference site. Therefore, all participants are requested **to bring complete sets of the documents** distributed prior to the Sessions. Documents for the Session will also be available on the ITTO website http://www.itto.int
- 19. Documents which participants wish to have circulated should be handed to the ITTO Secretariat at least 24 hours before the scheduled time of distribution. A minimum of 150 copies is required to ensure distribution to all delegations and representatives.

AUDIO-VISUAL PRESENTATIONS

20. Delegates who wish to make audio-visual presentations at the Sessions (using video tapes, slides, overhead projector and PowerPoint presentation, etc.) are requested to inform the ITTO Secretariat not later than 12 October 2018 of their requirements. Delegates will be advised accordingly regarding the availability of equipment as well as the feasibility for such use at the Sessions.

HOTEL ACCOMMODATION

21. Requests for hotel accommodation at (i) Yokohama Grand Inter-Continental Hotel; and (ii) Yokohama Bay Hotel Tokyu should be made directly to the hotels by each participant. ITTO assumes no responsibility in case of sudden changes of room rates by the hotels or unavailability of rooms.

Yokohama Grand Inter-Continental Hotel (located in the Pacifico-Yokohama building)

1-1, Minato-Mirai 1-chome, Nishi-ku, Yokohama 220-8522

Tel. No. (045) 223-2222 Fax. No. (045) 221-0650

Room rates and reservation:

https://www.ihg.com/redirect?path=hd&brandCode=6C&localeCode=en®ionCode=1&hotelCode=yokha& PMID=99801505&GPC=KTO&viewfullsite=true

(ii) Yokohama Bay Hotel Tokyu (2-min. walk to the Conference Center)

3-7, Minato-Mirai 2-chome, Nishi-ku, Yokohama 220-8543 Tel: No. (045) 682-2222 Fax: No. (045) 682-2271

https://ybht.co.jp/en/accommodations/

22. Request for the following hotel should be made through ITTO at itto@itto.int or fax at +81-45-223-1111 and no later than 5 October 2018. If no advice of change of schedule of arrival or cancellation is received by the ITTO or Navios Yokohama, charges for "no-show" (equivalent to one night's accommodation) will be debited to the participant.

Navios Yokohama (8-min. walk to the Conference Center)

Shinko-cho, Naka-ku, Yokohama

¥11,524 (Twin Occupancy)
Twin Room
¥10,000 (Single Occupancy)
¥14,000 (Twin Occupancy)

(Room rates are subject to 8% tax)

23. The following hotels are available for on-line reservation. They are located within 20 min. walking distance from the Conference Center.

Sotetsu Fresa Inn Yokohama Sakuragicho: http://fresa-inn.jp/eng/sakuragicho/ Richmond Hotel Yokohama Bashamichi: http://yokohama.richmondhotel.ip/

Hotel Vista Yokohama Minato Mirai https://www.hotel-vista.jp/yokohama-minato-mirai/index_e.html

Apa Hotel: http://www.apahotel.com/hotel/shutoken/08 yokohamakannai/english/index.html

Heiwa Plaza Hotel: http://www.heiwaplaza-hotel.com/english.html

FIELD TRIP

- 24. On Friday, 9 November 2018 a field trip organized jointly with the City of Yokohama will be offered and all delegates are encouraged to attend. The field trip will cover a visit to the watershed forests managed by the Yokohama Waterworks Bureau in the village of Doshi located in the northern part of the Tanzawa Mountains and to the scenic Lake Yamanaka. The fieldtrip will be by bus and depart at 08:30 in front of Pacifico with return expected in the early evening. The trip will be free of charge and lunch boxes/refreshments will be provided. Information on the Doshi watershed forests and on Lake Yamanako can be found under:
 - https://natureinjapan.wordpress.com/about/diverse-habitats-biomes/doshi-village-forests-the-importance-of-watershed-forests/
 - https://en.wikipedia.org/wiki/Lake Yamanaka