



15th Asia and the Pacific Regional Meeting

Kyoto, 4–7 December 2011

APRM.15/D.2

Information note

Meeting venue and address

Kyoto International Conference Center (ICC Kyoto)
Takaragaike, Sakyo-ku
Kyoto 606-0001
Japan

Tel: + (81 75) 705 1234
Fax: + (81 75) 705 1100
Website: www.icckyo.or.jp/en/access/index.html

Registration

To enter the Conference Center, participants at the 15th Asia and the Pacific Regional Meeting will be required to carry an official identification badge, which must be collected personally at the Center Registration Desk, on presentation of a valid identity document containing a photograph. Registration will be open on Saturday, 3 December, from 14.30 to 17.00 and again on Sunday, 4 December, from 07.30 onwards. Please note that, in order to register, the credentials of national delegations must arrive at the office of the Legal Adviser of the ILO before **Friday, 18 November 2011**. A copy of the form for credentials, which was already sent out by a letter of 19 July 2011, is attached.

Rules of procedure

The *Rules for Regional Meetings (2008)* will govern the powers, functions and procedure of the 15th Asia and the Pacific Regional Meeting.

Composition of delegations

In accordance with article 1, paragraphs 1 and 4.1 of the *Rules*, each member State taking part in the Meeting is invited to send a tripartite delegation composed of two Government delegates, one Employers' delegate and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1, paragraph 2, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such

organizations exist, which are most representative of the employers or workers in the State or territory concerned.

Furthermore, in accordance with the resolution concerning the strengthening of tripartism in the overall activities of the International Labour Organization, adopted by the International Labour Conference at its 56th Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another. Finally, gender equality is one of the key principles guiding and informing ILO action in all fields. Member States are therefore strongly urged to choose their delegations in accordance with the resolution concerning ILO action for women workers, adopted by the Conference at its 78th Session (1991), that calls on governments and employers' and workers' organizations to include more women in their delegations to meetings of the ILO so that, as far as possible, their numbers represent 30 per cent of the members of the delegation, with the ultimate aim of parity in view.

Financial arrangements

The travel and subsistence expenses of the delegates and their advisers are to be borne by their respective governments (article 1, paragraph 1, of the *Rules*).

Group meetings

Governments, Workers and Employers will meet on Sunday, 4 December, from 09.00 to 12.00, to elect their respective Officers and discuss, should they so wish, issues dealt with in the Director-General's Reports. The groups will continue to meet throughout the Meeting.

Summary of the programme

The opening ceremony will take place on Sunday, 4 December, from 14.00 to 15.00, and will be followed by a high-level event. Thereafter, activities will take the form of plenary discussions of the Director-General's Report and supplementary report and three thematic panel discussions.

Discussions in plenary will be conducted according to a list of speakers. It is essential for speakers to register on this list by the evening of the day before the plenary sitting at which they wish to take the floor. To allow as many speakers as possible to intervene, article 10, paragraph 7, of the *Rules* stipulates that, except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes. Speakers are thus urged to make their interventions brief and to the point, reducing complimentary remarks to a strict minimum. Participants who have a typed copy of their speech are requested to supply one to the secretariat of the Meeting for communication to the interpreters.

Thematic panel discussions will be held to consider the following three themes:

- *Coordinated macroeconomic, employment and social protection policies.*
- *Productive employment, sustainable enterprises and skills development.*
- *Rights at work and social dialogue.*

These are to be interactive sessions, led by a moderator and with the participation of invited panellists; participants wishing to speak must request the floor from the moderator.

In conformity with the decision taken by the Governing Body at its 309th Session (November 2010), an information session on the 1986 Amendment to the ILO Constitution will be held during the Meeting.

Special events

A high-level segment, including statements by Heads of State followed by a Leaders' forum on the following topic – “*Building a sustainable future with Decent Work*” – will be held from 15.40 to 18.00 on Sunday, 4 December.

There will also be two special events, held during lunch breaks on Monday, 5 and Tuesday, 6 December respectively, on the following two themes:

- *Sustaining the future with Green Jobs in Asia and the Pacific.*
- *Partnerships for achieving Decent Work in Asia and the Pacific.*

The Government of Japan will hold a special session, organized by the Ministry of Health, Labour and Welfare, on “Natural disaster response with a central focus on employment policy” from 18.00 to 20.00 on Monday, 5 December. The session will be open to all participants.

Social events

On Sunday, 4 December, from 18.30 onwards, the Director-General will host a reception for participants. On Tuesday, 6 December, from 18.30 to 20.30, a reception for participants will be hosted by the Government of Japan.

On Monday, 5 December, from 20.15 onwards, a dinner for three guests from each delegation will be hosted by the Minister of Health, Labour and Welfare of Japan.

Information session

The Office will provide an information session on the 1986 Amendment to the ILO Constitution on Wednesday, 7 December from 11.00 to 11.30. A web page providing details regarding this Amendment can be found at the following link:

<http://www.ilo.org/public/english/bureau/leg/amend/qna1986.htm>

Interpretation

Simultaneous interpretation will be provided in Arabic, Chinese, English and Japanese.

Documents

The Report of the Director-General, “Building a sustainable future with decent work in Asia and the Pacific” and its supplement, which will serve as a basis for the debates, will

be published in Arabic, Chinese and English. The report of the Meeting and the report of the Credentials Committee will be produced at the Meeting in English only. The conclusions and possible resolutions that the Meeting may adopt will be made available at the Meeting in Arabic, Chinese and English.

Practical information

Kyoto

Kyoto is the seventh largest metropolis in Japan, and was the country's capital city until 1868. It is in a location of great natural beauty and has become a very popular tourist destination, with numerous sites of historical interest. However, it does not possess an international airport.

Getting to Kyoto

Delegates are invited to make their own travel arrangements and to reserve hotel rooms as far in advance as possible in order to benefit from favourable conditions negotiated by the ILO with various hotels in Kyoto (see website below). The nearest international airport to Kyoto is Kansai International Airport, in the south of Osaka Prefecture. Delegates may also fly into Narita Airport, transfer to Tokyo station by means of the Narita express train, a 60-minute trip, and then take the Shinkansen "bullet train" to Kyoto station, a journey of two-and-a-half-hours. Further details are given under "*Transport services*" below.

Reservation of hotel rooms

Delegates are encouraged to stay in one of the hotels in which the ILO has reserved rooms at special rates. To facilitate hotel reservation, delegates are strongly advised to use the online hotel reservation form posted on the website at the following URL:

<https://apollon.nta.co.jp/ILO/>

The deadline for reservations is 18 November 2011. All hotel rooms will be assigned on a first-come-first-served basis; delegates who so wish may choose other hotels.

Transport services

This section gives details of the various options available for arrival at Kyoto.

Travelling through Osaka – Kansai International Airport

From Kansai International Airport to Kyoto station
(or hotels in Kyoto)

A Meeting representative will be stationed at the airport immediately outside immigrations and customs on Friday, 2 and Saturday, 3 December, from 06.00 to 22.00, carrying a welcome sign indicating "ILO 15th APRM". This person will be able to provide advice and guidance regarding transport.

Shuttle (shared) taxi (Yasaka taxi) to hotels in Kyoto

This is the recommended option for hotel transfers. The fare is ¥3,500 per person, which is approximately US\$47. The driver will deliver participants to their chosen hotels. The trip takes from between an hour to an hour-and-a-half. Please note that participants wishing to use this service must make reservations at least two days prior to arrival and departure. For full details, please visit the following website:

www.yasaka.jp/taxi/shuttle-e_JTB-GMT/index.html

By rail, Japan Railway (JR) “Haruka” express train to JR Kyoto station

A one-way ticket costs ¥3,490, and the journey takes 70 minutes. Trains run every 30 to 60 minutes. Meeting representatives will be on duty at Kyoto station with a welcome sign on Friday, 2 and Saturday, 3 December, from 07.00 to 23.00, to give advice and guidance regarding transport to the hotels.

N.B. Kansai International Airport is located around 90 kilometres from Kyoto. The cost of a standard taxi into the centre of Kyoto is around ¥25,000, roughly equivalent to US\$330. **It is therefore not recommended that participants use this means of transport.**

Travelling through Tokyo – Narita International Airport

By rail from Narita Airport, via JR Tokyo station to JR Kyoto station

Narita Airport has two terminals. There is a JR station situated on the B1 floor of each terminal. The JR “Narita express” runs every hour, and every 30 minutes at peak hours. The trip from the airport to JR Tokyo station takes approximately one hour. At JR Tokyo, participants may take the “Nozomi” or “Hikari” services on the Tokaido/Sanyo Shinkansen bullet train. There is a walk of roughly ten minutes through JR Tokyo station to reach the trains. The “Nozomi” service to JR Kyoto takes about two-and-a-half hours, the “Hikari” service about three hours. All tickets should be purchased at the airport station. The fare for the “Narita express” from the airport to JR Tokyo, is ¥2,940; the cost of a one-way ticket for the bullet train ranges from about ¥12,710 to ¥13,520 (approximately US\$170).

By air from Tokyo Narita Airport to Osaka Itami Airport, bus transfer to JR Kyoto station

Flights from Narita Airport to Osaka Itami Airport take about 85 minutes. Advance flight bookings may be made at around ¥50,000, the equivalent of US\$660. From Osaka Airport, limousine buses depart every 20 minutes to JR Kyoto. The journey to JR Kyoto takes under an hour and the fare is ¥1,280, equivalent to roughly US\$17.

Transport between the selected hotels and the Kyoto International Conference Center

Shuttle bus

A complimentary shuttle bus will be available for participants between the selected hotels and the ICC Kyoto. Detailed shuttle bus schedules will be available at hotel receptions.

Underground subway “Karasuma line”

Kyoto has an underground subway system comprised of two lines. The green line, which is the “Karasuma line”, has stations numbered from K01 to K15. The ICC Kyoto is at Kōkusaikaikan station, K01. This is some 20 minutes’ ride from Kyoto station, K11. Subways run at five- to ten-minute intervals from 06.00 to 23.00. Tickets are purchased from machines, with instructions in Japanese and English, which are located next to the ticket gates. The one-way fare is from ¥210 to ¥340, equivalent to US\$2.80 to US\$4.50 depending on the distance travelled. Most of the selected hotels are located along the Karasuma line, within walking distance of the subway stations. Hotel reception will give directions to the nearest subway station.

The second subway line, the “Tozai line”, indicated in red on the subway maps, has stations numbered from T01 to T17. The Tozai line intersects with the Karasuma line at Karasuma-Oike station (K08 green and T13 red).

Passports and visas

All participants must carry a valid passport to enter Japan. Some nationalities must obtain a visa in addition to a passport. A chart setting out visa requirements for participants from the member States of the region is in the appendix to this Information note. For details, participants are requested to contact the nearest Japanese Embassy or Consulate-General, as procedures vary from country to country. The period required from the visa application to its issuance is approximately **five working days**, as long as there are no particular problems with the content of the application. Information is also available on the website of the Ministry of Foreign Affairs of Japan at the following URL:

http://www.mofa.go.jp/j_info/visit/visa/index.html

Very important – information concerning visas

- (a) For participants from ILO member States (including Employer or Worker delegates and advisers) requiring a visa to enter Japan

The ILO strongly encourages the governments of States Members of the region to issue a Note verbale, addressed to the competent diplomatic or consular representation of Japan, in order to facilitate the smooth issuance of visas for all members of their country’s tripartite delegation.

- (b) For participants from intergovernmental organizations requiring a visa to enter Japan

The ILO strongly encourages international organizations to issue a Note verbale, addressed to the competent diplomatic or consular representation of Japan, in order to facilitate the smooth issuance of visas for all their representatives.

(c) For participants from international non-governmental organizations requiring a visa to enter Japan

Participants representing international non-governmental organizations requiring a visa to enter Japan are kindly requested to send the personal information listed below, together with their letter of appointment, to the Office of the Legal Adviser of the ILO before **31 October 2011**, at this address:

Office of the Legal Adviser
International Labour Office
CH-1211 Geneva 22
Fax: +41 22 799 8470
credentials@ilo.org

The personal information must include:

- Family name and first name in Roman letters.
- Nationality.
- Sex.
- Date of birth.
- Organization, department and job title.
- Passport number and type (diplomatic, official or ordinary).
- Passport issuing country.
- The Embassy or Consulate-General of Japan at which the visa application is made.

This information is essential to facilitate the smooth issuance of visas. If the Government of Japan does not receive the required information from representatives of international non-governmental organizations by **Friday, 4 November 2011**, that is, one month prior to the Meeting, it may be impossible to issue a visa in time for departure.

Insurance

Participants are strongly advised to obtain insurance coverage, either at their own, their government's or their organization's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The Office neither supplies insurance coverage nor accepts any liability for a participant's claim arising from a medical disorder arising before, during or after the Meeting. Participants are kindly advised that they should only travel when in good health, and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

Participants are also reminded that the ILO cannot be held liable for any damage to, or theft of, their property – including equipment, personal effects, clothing and vehicles – regardless of the cause of such damage or theft.

Medical service

Onsite medical service will be available during the meeting at ICC Kyoto.

Internet facilities

For participants wishing to bring laptops or other computer devices to the Regional Meeting, the ICC Kyoto will provide wireless network access in the lobby area of the Center.

There will also be an area at the Meeting dedicated to “Communities of Practice”. Participants are invited to log on and join.

Cellular telephones

Participants wishing to use their cellular telephones in Japan should check with their provider, prior to departure, to verify whether the phone will operate in Japan. Some foreign cellular phones cannot be used, as there is no GSM network in the country. However, many airlines and travel companies offer overseas cellular telephone rental services, and phones may be rented after arrival in Japan at Kansai International Airport and at Narita Airport.

In addition, Japanese providers offer roaming services enabling participants to use their own cellular phone numbers, simply by inserting their SIM cards in the rental phone or the 3G handset. Participants planning to bring a “smart phone” device such as an iPhone or Blackberry will need to check with their provider in their home country as to whether their current plan includes coverage for receiving and making telephone calls, as well as for the use of Internet and email services, when in Japan. Depending on the model of the particular device, and on the provider, there may be options available for services in Japan. **Participants are strongly recommended to contact their providers prior to departure.**

Duty free import

Personal effects and professional equipment can be brought into Japan duty free provided that the contents and quantities are deemed reasonable by customs. There is a personal allowance of 400 cigarettes, 500 grams of tobacco or 100 cigars; three bottles of alcoholic beverages; 2 ounces of perfume; and gifts and souvenirs whose total market price is less than ¥200,000 or its equivalent. There is no allowance for tobacco or alcoholic beverages for persons aged 19 years or younger. Firearms and other types of weapons, and narcotics are strictly prohibited.

Weather

The temperature in Kyoto during the period of the Meeting ranges between 1 and 11 degrees Celsius.

Currency exchange

Regular shops and restaurants only accept the Japanese yen. A limited number of hotels, restaurants and souvenir shops will accept certain foreign currencies. Yen may be

purchased at foreign exchange banks and other authorized change bureaux on presentation of a valid passport.

Traveller's checks and credit cards

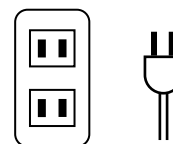
The use of traveller's checks in Japan is not as popular as in some other countries. Traveller's checks are only accepted by leading banks and major hotels in principal cities. Credit cards, including VISA, MasterCard, Diners Club and American Express, are widely accepted at hotels, department stores, shops, restaurants and nightclubs.

Tipping

In Japan, tipping is not necessary anywhere, even in hotels and restaurants.

Electricity

Electric current is uniformly 100 volts, AC, throughout Japan, but with two different cycles: 50Hz in eastern Japan including Tokyo, and 60Hz in western Japan including Kyoto and Osaka. Leading hotels in major cities have two outlets of 100 and 220 volts but their sockets usually accept a two-prong type A plug only.



Type A plug

Shopping

Shops and other sales outlets in Japan are generally open on Saturdays, Sundays and national holidays as well as weekdays from 10.00 to 20.00. Department stores, however, are closed on one weekday, differing from store to store, and certain specialized shops may not be open on Sundays and national holidays.

Water

Water throughout the country is safe for drinking. Bottled water is available in hotels, restaurants, and supermarkets, etc.

Contact information

ILO Regional Office for Asia and the Pacific (Bangkok, Thailand)

Tel: +(66 2) 288 2234
Fax: +(66 2) 288 3062
 +(66 2) 280 1735
Email: BANGKOK@ilo.org

ILO Office for Japan (Tokyo)

Tel: + (81 3) 5467 2701
Fax: + (81 3) 5467 2700
Email: TOKYO@ilo.org

ILO Regional Office for the Arab States (Beirut, Lebanon)

Tel: + (961 1) 75 24 00
Fax: + (961 1) 75 24 05
Email: beirut@ilo.org

Website of the 15th Asia and the Pacific Regional Meeting

www.ilo.org/aprm2011

Appendix

Japanese visa requirements

The chart below sets out the visa requirements for various passport holders wishing to enter Japan. The maximum period of stay under visa exemption measures is indicated in brackets.

Country	Ordinary passport	Diplomatic or official passport
Afghanistan	Required	Required
Australia	Not required (90 days)	Not required *
Bahrain	Required	Required
Bangladesh	Required	Required
Brunei Darussalam	Not required (14 days)	Not required *
Cambodia	Required	Required
China	Required	Required
Fiji	Required	Required
France	Not required (90 days)	Not required
India	Required	Required (official only)
Indonesia	Required	Required
Iran, Islamic Republic of	Required	Not required
Iraq	Required	Required
Jordan	Required	Required
Kiribati	Required	Required
Korea, Republic of	Not required (90 days)	Not required
Kuwait	Required	Required
Lao People's Democratic Republic	Required	Required (official only)
Lebanon	Required	Required
Malaysia	Required	Not required *
Maldives	Required	Required
Marshall Islands	Required	Required
Mongolia	Required	Required
Myanmar	Required	Required
Nepal	Required	Required
New Zealand	Not required (90 days)	Not required
Occupied Arab territories	Required	Required
Oman	Required	Required
Pakistan	Required	Required
Papua New Guinea	Required	Required
Philippines	Required	Required
Qatar	Required	Required
Russian Federation	Required	Required
Samoa	Required	Required
Saudi Arabia	Required	Required

Singapore	Not required (3 months)	Not required *
Solomon Islands	Required	Required
Sri Lanka	Required	Required
Syria	Required	Required
Thailand	Required	Not required #
Timor Leste	Required	Required
Tuvalu	Required	Required
United Arab Emirates	Required	Required
United States	Not required (90 days)	Required
Vanuatu	Required	Required
Viet Nam	Required	Not required
Yemen	Required	Required

* Although diplomatic and official passport holders from these countries may enter Japan as a “temporary visitor”, it is recommended that they obtain a visa in order to be exempt from the obligation to provide personal biometric and photographic identification.

Thai diplomatic and official passport holders must be in possession of a letter certifying that their visit is solely for official duties.
