Workshop Administration Notes

ILO/Regional Skills Programme/Japan Regional Workshop and Study Programme on “Anticipating Skills Demand for Sustainable and Inclusive Growth”

Japan Vocational Ability Development Associate (JAVADA)

27 February – 1 March 2012
Sendai, Japan

Travel

The ILO will provide the eligible participant with a round-trip air ticket based on the most direct route economy class from his/her duty station (where the invitation was sent) to the host country (Japan). The air ticket will be arranged through the local ILO office or through a local travel agent as necessary.

All participants are advised to ensure that they have a confirmed flight reservation for the return journey prior to their arrival at Narita Airport in Tokyo, Japan.

No allowances will be paid beyond the specified date of the Workshop. Any deviation in the journey made by the participants before or after the Workshop will be at their own expense including any additional transportation fees for travel between Narita Airport and KKR HOTEL SENDAI. Participants are required to arrive at KKR HOTEL SENDAI in Sendai City, Miyagi Prefecture on 26 February 2012 and depart at the end of the Workshop on 1 March 2012.

All participants are strongly recommended to follow the attached schedule.

From Narita Airport to KKR HOTEL SENDAI

On 25 February 2012, JAVADA will arrange pick-up services for all participants as they arrive at the airport for transfer to a nearby hotel. JAVADA will designate a staff member to meet participants at the airport in order to provide directions to a nearby hotel. On 26 February 2012, all participants will be transported from the hotel by bus to the JR Ueno railway station. Thereafter, the participants will move from JR Ueno Station to JR Sendai Station via the JR Tohoku...
Shinkansen line. Participants will be accompanied by a designated JAVADA staff throughout this trip.

These accommodation and travel costs, which are in accordance with JAVADA's recommendation and attached schedule, will be covered by JAVADA. If participants wish to travel to Sendai through alternate arrangements they will be personally responsible for the cost of such travel. Participants are strongly recommended to follow the attached schedule.

**Exchanging Money:** After completing the immigration and customs clearance procedures at Narita Airport, participants are advised to change some money to Japanese Yen or withdraw some funds from an international ATM (at the airport) to cover dinner and miscellaneous expenses in Japan.

**From KKR HOTEL SENDAI to Narita Airport**

On 1 March 2012, JAVADA will designate a staff to accompany the participants from Sendai to a hotel nearby Narita airport. It is recommended that the participants’ return flight from Japan to their respective countries be scheduled for 2 March 2012. JAVADA will make available bus transportation from a nearby hotel to Narita airport on 2 March 2012, depending on the participants’ departure flight schedule.

These accommodation and travel costs, which are in accordance with JAVADA's recommendation and attached schedule, would be covered by JAVADA.

If participants wish to travel to Narita airport through alternate arrangements they will be personally responsible for the cost of such travel. Participants are strongly recommended to follow the attached schedule.

**Passports, Visas & Health Documents**

Prior to departure from their respective home countries, participants must ensure that they have all the necessary travel and health documents including a valid passport and necessary visa(s) to enable entry and stay in the host country for the full duration of the Workshop, as well as to all countries which they will be travelling through.

It is imperative that appropriate visa(s) required for the journey must be obtained well in advance prior to the Workshop. The ILO Office in Japan will issue a Letter of Guarantee to all the
participants to facilitate the visa processing at the Japanese Embassy in the respective countries. The costs of passport, visa(s), vaccination(s) or inoculation(s), and health document(s) cannot be met by the ILO.

### Sickness or Accidents

Before proceeding to attend the Workshop, participants are advised to ensure they have insurance coverage, either at their own expense or at the expense of their nominating organization, for sickness, accident, or temporary disability, death and third party risk covering the entire duration of the Workshop and the journey to and from the host country. The ILO accepts no responsibility or liability for such contingencies. It is essential that nominees are medically fit to participate fully in the Workshop. In case of accident or sickness during the Workshop, participants should endeavour to notify the Workshop’s organizer immediately.

NOTE: During the training period in Japan, JAVADA will provide the participant with free medical treatment for illness or injury in accordance with the relevant JAVADA medical regulations. However, medical expenses for treatment of complaints or chronic diseases acquired by the participant before departure for Japan are excluded from the coverage with the exception of emergency treatment. This also applies to dental treatment (also excluded from the coverage).

The above JAVADA medical treatment coverage period is for the participant’s stay in Japan, that is, the period from the participant’s arrival in Japan to the completion of the Workshop and/or the participant’s departure from Japan. In this regard, the participant is advised to insure him/herself against overseas travel accidents for the period of the journey between the participant’s home country and Japan, and he/she should do this before departure for Japan. Any personal request for insurance of any kind in Japan will not be accepted by JAVADA.

### Workshop Venue, Hotel Accommodation, & Daily Allowance

The Workshop venue and accommodation will be at the:

<table>
<thead>
<tr>
<th>KKR HOTEL SENDAI</th>
<th>KKR ホテル仙台</th>
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<tbody>
<tr>
<td>1-8-17 Nishikicho Aoba-ku Sendai-shi</td>
<td>〒980-0012</td>
</tr>
<tr>
<td>MIYAGI, 980-0012, JAPAN.</td>
<td>宮城県仙台市青葉区錦町1丁目8番17号</td>
</tr>
<tr>
<td>Tel: +81-22-225-5201</td>
<td>TEL: (代) 022-225-5201.</td>
</tr>
<tr>
<td>Fax: +81-22-265-7701</td>
<td>FAX: (代) 022-265-7701</td>
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</table>
A single room at the KKR HOTEL SENDAI will be booked for each international participant.

For the study visits, JAVADA will arrange for all the transportation.

The Daily Subsistence Allowance (DSA) of JPY4,300 will be paid to all eligible participants. Payment will be in local currency and made on the participant’s arrival at the hotel near Narita Airport. JAVADA will provide lunch from February 26 to March 1 in-kind (and not paid in cash directly for the mentioned-above meal allowances). JAVADA will arrange accommodation (including breakfast); therefore, other than dinner, participants do not have to pay for the accommodation fees other than personal expenses such as charges for laundry, personal mail, telephone calls, transportation of personal belongings, etc.

The participants are expected to settle their respective bills, including meals, laundry, telephone calls, etc. from the DSA. Under no circumstances, the Government of Japan and the ILO shall be responsible to meet any expenses other than those specified.

**Map to KKR HOTEL SENDAI**

By train 18 minutes on foot, 5 minutes by car from the West exit of Sendai Station.
7 minutes on foot from North 2 exit of Kotodai Station on Subway.

By plane 40 minutes by car from Sendai airport.
25 minutes by train from Sendai Airport to Sendai Station.

By car 28 minutes from Sendai–Miyagi JO of Tohoku-highway.
4～5 hours from Tokyo.
Location of Sendai

The workshop and all documentation will be in English. JAVADA will arrange an English-Japanese interpreter for the study visits. Participants are required to attend all components of the Workshop without interruption.

Internet

Participants can connect their personal computers in their respective rooms at KKR HOTEL SENDAI to the internet by LAN access. LAN cable will be provided by the Hotel. JAVADA will prepare several laptop computers in the conference room to allow participants to check emails during breaks. Participants will not be encouraged to use personal computers during workshop sessions.

Laptop and Personal Computer Virus Check

All the participants are strongly advised to check for computer virus in all their personal computers and laptops, in particular all data and information that will be brought to this Workshop.
Copyright Issues
Throughout the Workshop, participants are advised that any video shooting will not be allowed without receiving prior permission. This is to avoid copyright violation issues.

CONTACT ADDRESSES
If further information or clarification is required on administrative matters please contact:

**ILO Bangkok**
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Fax: +91 11 2460 2111
Email: comyn@ilo.org
# Logistics Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Logistics</th>
<th>Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 Feb (Sat)</td>
<td>• Entry in Japan via Narita International Airport.</td>
<td>Hotel nearby Narita International Airport</td>
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<tr>
<td></td>
<td>• JAVADA staff will meet with participants at the Narita International Airport.</td>
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<tr>
<td>26 Feb (Sun)</td>
<td>• Move to Sendai by bus and train (approximately 3 hours from Narita to Sendai).</td>
<td>KKR Hotel Sendai</td>
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<tr>
<td></td>
<td>• JAVADA to accompany participants to Sendai.</td>
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<tr>
<td>27 Feb (Mon)</td>
<td>• Workshop: First Day</td>
<td>KKR Hotel Sendai</td>
</tr>
<tr>
<td>28 Feb (Tue)</td>
<td>• Workshop: Second Day</td>
<td>KKR Hotel Sendai</td>
</tr>
<tr>
<td>29 Feb (Wed)</td>
<td>• Workshop: Third Day</td>
<td>KKR Hotel Sendai</td>
</tr>
<tr>
<td>1 Mar (Thu)</td>
<td>• Workshop: Final Day</td>
<td>Hotel nearby Narita International Airport</td>
</tr>
<tr>
<td></td>
<td>• Move to Narita by bus and train (approximately 3 hours from Sendai to Narita).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• JAVADA to accompany participants to Sendai.</td>
<td></td>
</tr>
<tr>
<td>2 Mar (Fri)</td>
<td>• Depart from Japan via Narita International Airport</td>
<td></td>
</tr>
</tbody>
</table>

KKR HOTEL SENDAI (Address)
1-8-17 Nishikicho Aoba-ku Sendai-shi MIYAGI, 980-0012, JAPAN
Tel: +81-22-225-5201, Fax: +81-22-265-7701
URL: [http://www.kkr-hotelsendai.gr.jp/e-index.html](http://www.kkr-hotelsendai.gr.jp/e-index.html)
Email: yoyaku@kkr-hotelsendai.gr.jp

Note:
- Air-ticket itinerary is recommended to be in line with the above schedule.
- Transportation between Narita International Airport and hotel nearby will be arranged by JAVADA, in accordance with the above schedule.
- Accommodation near Narita International Airport will be arranged by JAVADA, in accordance with the above schedule.
- Transportation between hotel nearby Narita International Airport and Sendai will be arranged by JAVADA, in accordance with the above schedule.