GENERAL INFORMATION

This document provides information on travel to Japan, the meeting venue, visas, accommodation and general information.

Information is also available on the Internet at:

# CONTENTS

1  **SECOND SESSION**  
   1.1 States Members of the Committee  
   1.2 Functions of the Committee  

2  **THE JAPANESE ORGANIZERS AND THEIR SECRETARIAT**  
   2.1 Invitation from Japan  
   2.2 MOFA Secretariat  

3  **MEETING PROGRAMME AND RELATED EVENTS**  

4  **TRAVEL VISA, AIRPORT TAXES, ARRIVAL AND DEPARTURE**  
   4.1 Travel Visa  
   4.2 Passport requirements  
   4.3 Airport Taxes  
   4.4 Airport Arrival and Airport Transportation  

5  **VENUE**  

6  **PARTICIPANTS, REGISTRATION, SECURITY**  
   6.1 Participants  
   6.2 Registration  
   6.3 Security  

7  **RECOMMENDED HOTELS**  

8  **EXCURSIONS**  

9  **CONFERENCE SERVICES AND FACILITIES**  
   9.1 Public Office Space  
   9.2 Medical Services  

10  **GENERAL INFORMATION**  
   10.1 Brief Introduction to Tokyo  
   10.2 Time  
   10.3 Weather  
   10.4 Currency and Money Exchange  
   10.5 Tax and Tipping  
   10.6 Electricity  
   10.7 Driving  
   10.8 Postal Service  

**LIST OF ANNEXES**  

ANNEX A: Provisional Agenda and Programme of Activities  
ANNEX B: Registration Form for the second session of the Committee  
ANNEX C: Reservation Form for hotels  
ANNEX D: Registration Form for the excursion  
ANNEX E: Yurikamome Line Route Map  
ANNEX F: Tokyo Subway Route Map
1 SECOND SESSION

1.1 The Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage is composed of the following 24 Members:

Group I: Belgium, France and Turkey
Group II: Belarus, Bulgaria, Estonia, Hungary and Romania
Group III: Bolivia, Brazil, Mexico and Peru
Group IV: China, India, Japan and Viet Nam
Group V(a): Central African Republic, Gabon, Mali, Nigeria, and Senegal
Group V(b): Algeria, Syrian Arab Republic and United Arab Emirates

1.2 The main task of the Committee, at its second session, will be to pursue the discussions initiated in Chengdu in 2007, and the following topics in particular:

- Amendments of the Rules of Procedure
- Draft Operational Directives for the inscription of intangible cultural heritage on the lists of the Convention
- Draft Operational Directives concerning the criteria and modalities for the accreditation of non-governmental organizations
- Involvement of communities or their representatives, practitioners, experts, centres of expertise and research institutes in the implementation of the Convention
- Draft Guidelines for the use of the resources of the Intangible Heritage Fund
- Draft Plan for the use of the resources of the Intangible Heritage Fund
- Draft Operational Directives on international assistance
- Draft Operational Directives for the implementation of Article 18 of the Convention
- Creation of an emblem of the Convention
- Incorporation of the Masterpieces into the Representative List
- Election of the Bureau of the 3rd session of the Committee.

2 THE JAPANESE ORGANIZERS AND THEIR SECRETARIAT

2.1 At its first session, held in Algiers, Algeria, in November 2006, the Committee accepted the offer by the Japanese government to hold its second session in Tokyo, Japan from 3 to 7 September 2007.

All relevant information will be posted on the internet at: http://www.unesco.org/culture/ich/en/2COM/

2.2 MOFA Secretariat for the second session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage

Contact Address: Multilateral Cultural Cooperation Division
Public Diplomacy Department
Ministry of Foreign Affairs
2-2-1 Kasumigaseki,
Chiyoda-ku, Tokyo 100-8919
JAPAN
MEETING PROGRAMME AND RELATED EVENTS

For the provisional agenda and programme of activities of the second session of the Intergovernmental Committee, see Annex A.

The working and information documents of this meeting will be sent separately as soon as possible. In addition, as they become available, all relevant documents will be posted in English and French on the web pages of the Convention at the following address:


TRAVEL VISA, AIRPORT TAXES, ARRIVAL AND AIRPORT TRANSPORTATION

4.1 Travel Visa

Concerning visas and other formalities for entering Japan, please contact the Japanese embassy or consulate in your city/country directly. The letter from UNESCO addressed to all Member States of UNESCO can be used when applying for a visa. Alternatively, the departments concerned in your country can issue a letter of confirmation as an attachment. Please note that no personal letters of invitation can be provided by UNESCO for this purpose and that only the Japanese authorities may determine whether a visa is granted.

Visas are to be issued after registration (see 6.2 below). Participants should allow enough time before the deadline since visas cannot be issued without registration.

For more detailed information about applying for a visa to Japan, please see the Information Guide to Japanese Visas (located on the website of the Ministry of Foreign Affairs of Japan) http://www.mofa.go.jp/j_info/visit/visa/index.html.

It is recommended that participants obtain travel insurance coverage prior to arriving in Japan.

4.2 Passport requirements

When travelling to Japan you are required to have a passport that is valid for at least 6 months past the date you are to leave Japan.
4.3 **Airport Taxes**

Both Japan Airlines (JAL) and All Nippon Airways (ANA) offer worldwide flight service to Tokyo. Other companies also have regular flights to Japan. The airport taxes are normally included in the air ticket price.

4.4 **Airport Arrival and Airport Transportation**

If you have a question or a problem, please contact our help desk. Detailed information about the help desk at Narita International Airport (Tokyo) will be given on the UNESCO website (http://www.unesco.org/culture/ich/en/2COM/). Participants are recommended to take an Airport Limousine Bus from the airport to and from the hotel (see 7 RECOMMENDED HOTELS below) Participants can also take the JR Narita Express line to Tokyo Station, which takes 55-65 minutes and costs 2,940 yen.

**Airport Limousine Bus**

(1) **How to purchase tickets**

After customs clearance, when you exit the arrival lobby you will see the LIMOUSINE BUS TICKET COUNTER and LIMOUSINE BUS MAIN COUNTER in front of you. You can ask how to go to your booked hotel and purchase the bus ticket there.

(i) To Nikko Hotel Tokyo : Cost: ¥2,700, Duration: 70-75 min.

(ii) To Inter-Continental Hotel: Cost: ¥2,700, Duration: 80 min.

(iii) To Park Hotel Tokyo : Cost: ¥3,000, Duration: 80-120 min.

(iv) To Tokyo Prince Hotel : Cost: ¥3,000, Duration: 80-120 min.

(2) **How to take the limousine bus**

After purchasing the ticket and leaving the building, you will see the numbered Bus Stop to take the bus that goes to your booked hotel. For details, please visit http://www.limousinebus.co.jp/en/

(3) **Timetable from the airport to hotels** (this is a tentative timetable, please confirm it at the airport).

<table>
<thead>
<tr>
<th>Destination</th>
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<tr>
<td>Tokyo Prince Hotel</td>
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<td>15</td>
</tr>
</tbody>
</table>
**JR Narita Express**

(1) **How to purchase tickets**
At Narita Airport, there are two stations: Narita Airport (Terminal 1) and Airport Terminal 2. The stations are located in the first basement of each terminal. Tickets can be purchased there at the reservation ticket office called ‘midori-no-madoguchi’ or from the machine for reservation tickets (all seats on JR Narita Express require advance reservations).

(2) **How to take JR Narita Express**
After purchasing the ticket and going through the ticket gate, please take the escalator to the platform of JR. At Narita Airport (Terminal 1) station, please note that the Narita Express stops at platform 1.

(3) **Timetable from the Airport to Tokyo Station**
JR Narita Express usually runs every 30 minutes during peak hours and every 60 minutes at other times. For details, please see 'Timetable from Narita Airport’ on [http://www.jreast.co.jp/e/nex/index.html](http://www.jreast.co.jp/e/nex/index.html) (East Japan Railway Company)

## 5 VENUE AND LUNCH

### 5.1 Venue
The venue of the session is the Plaza Heisei, 2-79 Aomi, Koto-ku, Tokyo.

**Plaza Heisei**
Tokyo International Exchange Center
2-79 Aomi, Koto-ku, Tokyo 135-8630 JAPAN
Tel: +81-3-5520-6001
Fax: +81-3-5520-6011
[http://www.tiec.jasso.go.jp](http://www.tiec.jasso.go.jp)

### 5.2 Lunch
There are several dining facilities near the venue (the Plaza Heisei).

In **Miraikan** (National Museum of Emerging Science and Innovation, in front of the Plaza Heisei, 2 minutes walk from the venue)

- “Sky View Restaurant” (Miraikan 7F) (11:00-18:00 (last call 17:00)) (average 1,000 – 1,500 yen).
- “Café” (Miraikan 5F) (10:00-17:00) (just for light meal, less than 1,000 yen)
- “Wendy's” (Miraikan 1F Cafetorium) (10:00-18:00) (average 500 -700 yen)
In **Museum of Maritime Science** (near the Plaza Heisei, 5 minutes walk from the venue)

- Seaside Restaurant “Kaio” (11:00-18:00) (1,500 yen for a buffet lunch)
- “Cabin” (speciality: curried food and omelette containing fried rice) (11:00-17:00 (last call 16:30)) (average 900 yen)

In **Aqua City Odaiba** (next to the HOTEL NIKKO TOKYO (1 minute walk from DAiBA station of Yurikamome line or 10 minutes walk from the venue)

There are 60 restaurants, cafeterias and cafes (from luxurious Italian restaurant (over 5,000 yen) to hamburger shop (average 500 yen)). The pastel-colored exterior of this shopping center brings to mind towns on the Mediterranean Sea. The 15,000-square-meter mall is home to a variety of popular restaurants, some 150 shops and the Mediage entertainment complex.

TEL: 03-3599-4700
http://www.aquacity.co.jp/en/
Restaurants: http://www.gnavi.co.jp/aqua-city/e/index.html

In **VenusFort** (1 minute walk from AOMI station of Yurikamome line or 7 minutes walk from the venue)

There are 36 restaurants and cafeterias (average 1,000 and 2,000 yen) in a shopping mall comprising more than 140 fashion and jewelry stores and restaurants. The artificial sky that changes from blue sky to sunset via a computerized control system, the large church courtyard, the fountain square and other beautiful plazas and the decorations of the shops lining the mall – everything here is romantic.

TEL: 03-3599-0700
http://www.venusfort.co.jp/multi/index_e.html

6 PARTICIPATIONS, REGISTRATION, SECURITY

6.1 Participants

(i) **Committee Members**

The main participants of the second session of the Intergovernmental Committee will be the 24 Members of the Committee.

(ii) **Representatives and observers**

a) States Parties to the Convention which are not Members of the Committee may attend the Committee session as observers.

b) The Secretariat of the United Nations and of the organizations of the United Nations system may attend the Committee sessions as observers.

c) States non party to the Convention which are Member States of UNESCO or of the United Nations, permanent observer missions to UNESCO, and
intergovernmental organizations (other than the United Nations and organizations of the United Nations system) wishing to obtain observer status, shall make a written request to the Secretariat, preferably at least two months prior to the Committee session they wish to attend. They are authorized by the Committee to attend the session as observers.

d) States Parties to the Convention have been requested to submit names of local, national, regional and international non-governmental organizations, active in the fields covered by the Convention, who could participate as observers in its next session. The Committee, on an exceptional basis, authorizes the Chairperson to enable the Director-General of UNESCO to invite such non-governmental organizations, upon their written request, to attend its next session.

6.2 Registration

All participants are encouraged to pre-register through the Secretariat to ensure the preparation of an accurate list of participants. Please send the enclosed registration form (Annex B) duly completed to Ms Samira Zinini (s.zinini@unesco.org), before 10 August 2007. The registration form may also be submitted electronically at:


From 08.00 on 3 September 2007, participants can register for the Committee session at the reception desk located in the lobby in the Plaza Heisei (Tokyo International Exchange Center). Every participant will be given a set of documents for the Committee session and an ID badge.

6.3 Security

ID Badges are not transferable. For security purposes, participants are kindly requested to wear their badges at all times during meetings and related activities. Access to the event will be denied to any individual who is not officially accredited or who uses a badge improperly.

7 RECOMMENDED HOTELS

The Japanese Government recommends four hotels in Tokyo, the HOTEL NIKKO TOKYO (10 minutes walk to the venue), the INTERCONTINENTAL TOKYO BAY, the PARK HOTEL TOKYO and the TOKYO PRINCE HOTEL (the last three hotels are located at about 15 minutes by public transport from the venue). Participants should make reservations directly with one of these hotels, only by FAX (not by telephone and E-mail) (see Annex C). In order to receive negotiated room rates for the types of rooms detailed below (see each hotel’s URL below), participants are invited to reserve their rooms before 10 August by referring to booking code “UNICH”.

All participants are responsible for their own costs incurred during their stay, including accommodation and other expenses such as telephone, facsimile, laundry, etc.
Hotel: HOTEL NIKKO TOKYO (100 rooms available)
http://www.hnt.co.jp/

Address: 1-9-1 Daiba, Minato-ku, Tokyo, Japan
Telephone: +81 (0)3-5500-5500
Fax: +81 (0)3-5500-5525

From the airport: [Limousine Bus] The Limousine Bus arrives at the entrance on the first floor of the HOTEL NIKKO TOKYO. It takes approximately 75 minutes from Narita Airport. Or the other Limousine Bus arrives at T-CAT (Tokyo City Air Terminal: Hakozaki) in approximately 55 minutes (it leaves from Narita Airport every 10 minutes). It takes 20 minutes from Hakozaki to the Hotel by taxi.
http://www.tcat-hakozaki.co.jp/eng/top.html

[Train] JR Narita Express arrives at Tokyo Station in 63 minutes. It takes approximately 15 minutes by taxi from Tokyo Station.

Access to the venue: Ten minutes walk to the venue.

Room Types/Rates: Single : ¥ 21,300
Twin : ¥ 30,300
Service charge, taxes and breakfast are included.

Hotel: INTERCONTINENTAL TOKYO BAY (30-50 rooms available)
http://interconti-tokyo.com

Address: 16-2, Kaigan 1, Minato-ku, Tokyo, Japan
Telephone: +81 (0)3-5404-2222
Fax: +81 (0)3-5404-3919

From the airport: [Limousine Bus] The Limousine Bus arrives at the entrance on the first floor of INTERCONTINENTAL TOKYO BAY. It takes approximately 90 minutes from Narita Airport.

[Train] JR Narita Express arrives at Tokyo Station in 63 minutes. It takes approximately 15 minutes by taxi from Tokyo Station to the Hotel.

Access to the venue: [Train] It takes approximately 15 minutes by the Yurikamome Line from Takeshiba Station near the Hotel to FUNE-NO-KAGAKUKAN Station near the venue. (5 minutes walk to the venue.)
Room Types/Rates:

Superior Single: ¥24,455
Superior Twin: ¥31,385

Service charges, taxes and breakfast are included.

Hotel: PARK HOTEL TOKYO (40 rooms available)
http://www.parkhoteltokyo.com

Address: 1-7-1, Higashi Shimbashi, Minato-ku, Tokyo, Japan
Telephone: +81 (0)3-6252-1111
Fax: +81 (0)3-6252-1001

From the airport: [Limousine Bus] The Limousine Bus arrives at the entrance on the first floor of Park Hotel Tokyo. It takes approximately 90 minutes from Narita Airport.

[Train] JR Narita Express arrives at Tokyo Station in 63 minutes. It takes approximately 15 minutes by taxi from Tokyo Station to the Hotel.

Access to the venue: [Train] It takes approximately 15 minutes by Yurikamome Line from Shiodome Station directly connected to the Hotel to FUNE-NO-KAGAKUKAN Station near the venue. (5 minutes’ walk to the venue.)

Room Types/Rates:

City Queen: Single: ¥17,525 Double: ¥19,635
City Twin: Single: ¥17,525 Double: ¥19,635

Service charge and taxes are included. Breakfast can be added with ¥2,079 extra per person with prior request.

Hotel: TOKYO PRINCE HOTEL (50 rooms available)

Address: 3-3-1, Shibakoen, Minato-ku, Tokyo, Japan
Telephone: +81 (0)3-3432-1111
Fax: +81 (0)3-3434-5551

From the airport: [Limousine Bus] The Limousine Bus arrives at entrance on the first floor of Tokyo Prince Hotel. It takes approximately 70 minutes from Narita Airport.

[Train] JR Narita Express arrives at Tokyo Station in 63 minutes. It takes approximately 10 minutes by taxi from Tokyo Station to the Hotel.
Access to the venue:  

[Train] The taxi arrives at the Takeshiba Station of Yurikamome Line in about 15 minutes. It takes approximately 15 minutes by Yurikamome Line from Takeshiba Station to the FUNE-NO-KAGAKUKAN Sta. near the venue. (5 minute’s walk to the venue.)

Or

(2) Take a subway of Toei Mita Line from Onarimon Station to Uchisaiwaicho Station (2 minutes, 170 yen). From Exit A2 of Uchisaiwaicho Station, 5 minutes walk to Shimbashi Station, then change to Yurikamome Line. It takes 18 minutes (370 yen) from Shimbashi Station to FUNE-NO-KAGAKUKAN Station near the venue. (5 minutes walk to the venue.)

Or

(3) Take a subway of Toei Oedo Line from Daimon Station to Shiodome Station (2 minutes, 170 yen), then change to Yurikamome Line at Shiodome Station. It takes 15 minutes (310 yen) from Shiodome Station to the FUNE-NO-KAGAKUKAN Station near the venue (5 minutes walk to the venue).

Room Type/Rate:  

single: ¥ 13,000  
Service charge, taxes and breakfast are included.

8 EXCURSIONS

The Japanese authorities will organize optional programmes for the participants on Saturday, 8 September. Participation is free. (registration form is attached in Annex D and should be returned before 17 August 2007 to Mr KUSANO Junichi by e-mail [ichcom-events@mofa.go.jp], by fax [+81 (0)3 5501 8140] or hard copy)

The participants may select one of the following two programmes.

Course 1 is to visit Nikko, one of the World Cultural Heritage sites in Japan (see below). Course 2 is to appreciate one of the following Japanese traditional performing arts: Nohgaku, Ningyo Joruri Bunraku, or Kabuki. All of them have been proclaimed as “Masterpieces of the oral and intangible heritage of humanity” (see below).

All participants will be invited to Tokyo National Museum after the programmes and also to the Reception there, hosted by the Executive Director of Tokyo National Museum, Mr. Teiichi SATO, former Ambassador, Permanent Delegate of Japan to UNESCO.

Course 1 programme (ASAKUSA-NIKKO) : Tentative schedule

09.30  Visit of Sensoji Temple (Asakusa)  
12.00  Box Lunch
13.20 Visit of Shrines and Temples of Nikko, World Heritage Site, about 150km north of Tokyo
18.45 Visit of Tokyo National Museum and Reception

* All the transportation for participants from the hotels to Asakusa, Nikko and Tokyo National Museum and back to hotels will be provided by the organizer.

**Course 2 programme (Japanese Intangible Culture)**

13.00 – 16.00 Nohgaku at National Noh Theatre in Tokyo

Or

11.00 – 15.30 Ningyo Joruri Bunraku at National Theatre in Tokyo

Or

11.00 – 15.30 Kabuki at KABUKI-ZA in Tokyo

*Participants are requested to arrange and pay for their own transportation to the venue for course 2. Public transportation is available to access all venues.
*The organizer will provide access map and ticket for participants by Friday, 7 September.
*Please note that there is a 3-4 hour interval between the Japanese intangible cultural programme and the reception at Tokyo National Museum in the evening. The participants also have to arrange and pay for their own transportation to Tokyo National Museum after Japanese intangible cultural programme. (Maps showing how to reach Tokyo National Museum will be given to the Course 2 participants.)
*Please note that as the number of the tickets available for the Course 2 performances is limited, in some cases we may not be able to meet your choice.

**Visit and Reception at Tokyo National Museum (18.45 )**

After Course 1 and Course 2, all participants of the excursion are invited to the reception at Tokyo National Museum.

*After the reception, the organizer will provide transportation by bus from Tokyo National Museum to HOTEL NIKKO TOKYO, INTERCONTINENTAL TOKYO BAY, PARK HOTEL TOKYO and TOKYO PRINCE HOTEL.

9 CONFERENCE SERVICES AND FACILITIES

9.1 Public Office Space

The Japanese Government will provide a public office space for participants during the session, equipped with computers (with Internet access) and a printer.

9.2 Medical Services

During the session, medical services will be available in case of emergencies.
10 **GENERAL INFORMATION**

10.1 **Brief Introduction to Tokyo**

Tokyo, the capital of Japan, is one of the major cities of the world with a population of 12.6 million. Its long history of prosperity started with the establishment of the Shogunate by Tokugawa Ieyasu in 1603. At that time, Tokyo was called Edo, which by the 18th century had grown into a huge city with a population of over one million. It is now Japan's center for political, economic, and cultural activities.

Located geographically at about the center of the Japanese archipelago, Tokyo occupies only 0.6% of the national land, the third smallest of the 47 administrative divisions of the country. As the land unfolds from east to west, there are hills, plateaus, and mountains scattered around the city. Small as it is, Tokyo's geographical features are rich in variety, comprised of low lands only 4 meters above sea-level and mountainous areas of over 2000 meters. In addition, it must be noted that certain volcanic islands in the Pacific such as the Izu and Ogasawara Islands are also part of Tokyo.

For more information on Tokyo, see also

http://fr.wikipedia.org/wiki/Tokyo
http://www.tourism.metro.tokyo.jp/english/

10.2 **Time**

All of Japan is in the same time zone, 9 hours ahead of GMT. No Daylight Saving Time is practiced.

10.3 **Weather**

In early September in Tokyo, it is still hot and humid and the temperature rises above 30°C in the daytime.

10.4 **Currency and Money Exchange**

There is no limit on the amount of any currency that may be brought into or taken out of Japan. However, travelers carrying more than the equivalent of 1,000,000 Japanese yen must complete a customs declaration. This applies to all currencies, checks, securities or other monies.

Japanese yen can be purchased at foreign exchange banks, international airports and other authorized money exchangers. The exchange rate fluctuates daily depending on the money market. The exchange rate as of 27 July 2007 was 1 US dollar to 119 yen, 1 Euro to 166 yen. Money exchange services are also available at the hotels which generally accept US dollars and Euros. However, commissions at hotels are usually higher than those at banks.

In major cities in Japan including Tokyo, Travelers Checks are accepted by leading banks, hotels and stores. International credit cards are also acceptable at these major establishments. Foreign credit and cash cards can be used at the post office and the Seven Bank ATM.
10.5 **Tax and Tipping**

There is no custom of individual tipping in Japan. Instead, a service charge will be included in the bill where applicable. The consumption tax is 5%, which is already included in the indicated price.

10.6 **Electricity**

Voltage in Japan is 100 volts and the frequency ranges from 50 to 60 hertz depending on the area (eastern Japan including Tokyo is 50 hertz). The socket is type A, which has two flat plug holes.

10.7 **Driving**

To drive cars in Japan, one of the following driver’s licenses is required:

1. Driver’s license issued by the Public Safety Commission of Japan;

2. International driver’s license obtained in accordance with the Geneva Convention of 1949;

3. Driver’s licenses issued in the three countries of Switzerland, Germany and France. Moreover, the Japanese translation of the license is needed. The translation is issued by the respective Embassy in Japan or JAF (Japan Automobile Federation).

10.8 **Postal Service**

Post offices are generally open from Monday to Friday from 9 a.m. to 7 p.m. Certain offices are open on Saturdays and Sundays. The hotel reception desks will also be able to assist you with postal and courier services.
ANNEX A

PROVISIONAL AGENDA AND PROGRAMME OF ACTIVITIES

Second session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage

**Monday 3 September 2007**

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>As from 08.00</td>
<td>Registration</td>
</tr>
<tr>
<td>10.00 – 11.00</td>
<td>Opening ceremony of the second session of the Intergovernmental Committee</td>
</tr>
<tr>
<td>11.00 – 13.00</td>
<td>Committee session</td>
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<tr>
<td>13.00 – 14.30</td>
<td>Lunch break</td>
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<tr>
<td>14.30 – 18.00</td>
<td>Committee session</td>
</tr>
<tr>
<td>18.45</td>
<td>Reception hosted by the Agency for Cultural Affairs and the Ministry of Foreign Affairs at Hotel Nikko Tokyo</td>
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**Tuesday 4 September 2007**

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>9.30 – 10.00</td>
<td>Bureau meeting</td>
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<tr>
<td>10.00 – 13.00</td>
<td>Committee session</td>
</tr>
<tr>
<td>13.00 – 14.30</td>
<td>Lunch break</td>
</tr>
<tr>
<td>14.30 – 18.00</td>
<td>Committee session</td>
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**Wednesday 5 September 2007**

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<th>Time</th>
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<tr>
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<td>Bureau meeting</td>
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<tr>
<td>10.00 – 13.00</td>
<td>Committee session</td>
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<tr>
<td>13.00 – 14.30</td>
<td>Lunch break</td>
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<tr>
<td>14.30 – 18.00</td>
<td>Committee session</td>
</tr>
<tr>
<td>18.30</td>
<td>Cultural Event at the venue hosted by the Agency for Cultural Affairs</td>
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**Thursday 6 September 2007**

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<td>9.30 – 10.00</td>
<td>Bureau meeting</td>
</tr>
<tr>
<td>10.00 – 13.00</td>
<td>Committee session</td>
</tr>
<tr>
<td>13.00 – 14.30</td>
<td>Lunch break</td>
</tr>
<tr>
<td>14.30 – 18.00</td>
<td>Committee session</td>
</tr>
<tr>
<td>18.00 – 20.00</td>
<td>Night session if required</td>
</tr>
</tbody>
</table>

**Friday 7 September 2007**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.30 – 10.00</td>
<td>Bureau meeting</td>
</tr>
<tr>
<td>10.00 – 13.00</td>
<td>Committee session</td>
</tr>
<tr>
<td>13.00 – 14.30</td>
<td>Lunch break</td>
</tr>
<tr>
<td>14.30 – 18.00</td>
<td>Committee session and Closure</td>
</tr>
</tbody>
</table>

**Saturday 8 September 2007**

Two optional programmes for participants are organized by the Japanese authorities

- **9.30 or 11.00 or 13.00** Excursion (refer to item 8 of this document)
- **18.45** Visit and Reception at Tokyo National Museum
ANNEX B (electronic version available online)

Second Ordinary Session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage

3-7 September/septembre 2007, Japan/Japon

Registration Form / Fiche d'inscription

This form can be completed manually or electronically and should be returned before 10 August 2007 to Ms Samira ZININI by e-mail [s.zinini@unesco.org], by fax (+33 (0) 45 68 57 52] or in hard copy.

Ce formulaire peut être rempli manuellement ou électroniquement et doit être rendu avant le 10 août 2007 à Mme Samira ZININI par e-mail [s.zinini@unesco.org], par fax (+33 (0) 45 68 57 52] ou en copie papier.

REPRESENTATIVE OF / REPRÉSENTANT D’UN

☐ State Member of the Committee / État membre du Comité :
☐ State Party to the Convention / État partie à la Convention :
☐ State not party to the Convention / État non partie à la Convention :
☐ Permanent observer mission / Mission permanente d'observation :
☐ United Nations (or Organization of the UN system) / Nations Unies (ou organisation du système des N.U.) :
☐ Intergovernmental organization / Organisation intergouvernementale :
☐ NGO invited by the Director-General / ONG invitée par le Directeur général :
☐ Other / Autre :

1. Authorized to participate as observer upon written request to the Secretariat (the submission of the present form can be considered as such)
2. Please refer to decision 1.EXT.COM.41/6, page 2 / Merci de vous référer à la décision 1.EXT.COM.41/6, page 2

PERSONAL DATA / INFORMATIONS PERSONNELLES

☐ Ms / Mme
☐ Mr / M.

Family name / Nom de famille

Nationality / Nationalité

Passport number / N° de passeport

☒ diplomatic / diplomatique

☒ standard / ordinaire

Address / Adresse

Issued / Délivré par

Expires / Expire

Preferred language / Langue de préférence

E-mail / Courriel

Telephone / Téléphone : +33 (0) 45 68 47 04
Fax : +33 (0) 45 68 57 52


VERSION 2007-02

UNESCO CLT/CIH/ITH
1 rue Miollis
75732 Paris Cedex 15
FRANCE

E-mail : s.zinini@unesco.org

Veri:C2007-02
ANNEX C : Reservation Form for hotels (electronic versions available online)

HOTEL NIKKO TOKYO

BOOKING CODE: UNICH

HOTEL NIKKO TOKYO
< HOTEL ACCOMMODATION >

Please complete this form and return it to Hotel Nikko Tokyo by August 10, 2007.
When you change or cancel your reservation, please contact Hotel directly.

Attr: Hotel Nikko Tokyo
Address: 1-9-1 Daiba, Minato-ku, Tokyo 135-8625, Japan
Fax: 81-3-5502-5525, Phone: 81-3-5500-5500

Please make a reservation for me at Hotel Nikko Tokyo (type or use block letters)

1. NAME:
   First Name  Middle Name  Last Name

2. COMPANY/ORGANIZATION:

3. NATIONALITY:

4. ADDRESS:

5. FAX:

6. PHONE:

7. E-mail:

8. Passport No.

9. Number and Type of Rooms Required

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Room Size</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single use (33-40m²)</td>
<td>¥21 300</td>
<td>( )</td>
</tr>
<tr>
<td>Twin use (33-40m²)</td>
<td>¥30 300</td>
<td>( )</td>
</tr>
</tbody>
</table>

* Check-in time is 3:00 pm, Check-out time is noon.
* I include room rent / breakfast / a tax (5%) / service charge (10%) in one day.

Check in Date: / /    Time: AM/PM    Arrival Fright
Check Out Date: / /    Time: AM/PM    Arrival Fright

10. Payment: In case you pay by credit card (AMEX, Diners, Visa, JCB, MC)

No. _____________________________ Varid Thru _____________________________

11. Cancellation Charge

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No show</td>
<td>100%</td>
</tr>
<tr>
<td>Accommodation Day</td>
<td>80%</td>
</tr>
<tr>
<td>1 Day Prior to Accommodation Day</td>
<td>20%</td>
</tr>
</tbody>
</table>

* of room charge

Signature _____________________________

18
# Hotel Reservation Form

**UNICH September 3-7, 2007**

Please fax the form once completed to: **+81-3-5404-2111(FAX)**
For any further assistance, please contact Reservation Office at **+81-3-5404-3956(TEL)**

**OPTION DATE: August 10, 2007**

<table>
<thead>
<tr>
<th>Last Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>MR. / Ms. / Dr. / Prof.</td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Tel No.</td>
<td></td>
</tr>
<tr>
<td>Fax No.</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
<tr>
<td>Arrival Date</td>
<td>FLT</td>
</tr>
<tr>
<td>Departure Date</td>
<td>FLT</td>
</tr>
<tr>
<td>Credit Card</td>
<td></td>
</tr>
<tr>
<td>Vaid (Month/Year)</td>
<td></td>
</tr>
<tr>
<td>Passport No.</td>
<td></td>
</tr>
<tr>
<td>Confirmation #</td>
<td>(Hotel Use Only) #</td>
</tr>
</tbody>
</table>

**Please mark type of accommodation required.**

- [ ] Superior Room Single Use | 24 455 JPY per night
- [ ] Superior Room Twin Use | 31 365 JPY per night

* Above room rates are inclusive of 10% Service Charge, 5% Consumption Tax, 2% accommodation tax, and Breakfast.
* Buffet American Breakfast is available at “Blue Veranda” - coffee shop from 6:30AM to 10:00AM.

**Cancellation Policy**

Cancellation should be 7-days prior to avoid any cancellation charges.
For any cancellation within 24-hours or No Show, a one night room charge would apply.
Please be advised that all reservation forms would be honored only if guaranteed by a credit card or any other form of payment in advance.

Intercontinental Tokyo Bay
1-16-2, Kaigan, Minato-ku, Tokyo Japan 105-8576 Tel: +81-3-5404-2222 Fax: +81-3-5404-2111
HOTEL ACCOMMODATION

(BOOKING CODE:UNICH)

Available until August 10, 2007

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single Occupancy</th>
<th>Double Occupancy</th>
<th>Rack Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Queen</td>
<td>¥17,835</td>
<td>¥19,835</td>
<td>¥27,920</td>
</tr>
<tr>
<td>City Twin</td>
<td>¥17,835</td>
<td>¥19,835</td>
<td>¥27,920</td>
</tr>
</tbody>
</table>

Breakfast can be added with ¥2,079 extra per person with prior request.

Service charge and taxes are included in the rates above.

How to make a reservation:

Please fill in the information below, and send it to our reservation center only by this fax by 10 August 2007. For hotel details, please check our home page address below.

<table>
<thead>
<tr>
<th>NAME/NATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROOM TYPE</td>
</tr>
<tr>
<td>ARRIVAL/DEPARTURE DATE</td>
</tr>
<tr>
<td>PHONE/FAX</td>
</tr>
<tr>
<td>ADDRESS</td>
</tr>
</tbody>
</table>

Park Hotel Tokyo Reservation Center
TEL: 81-3-6252-1100  FAX: 81-3-6252-1102
E-mail: reservation@parkhoteltokyo.com

PARK HOTEL TOKYO
1-7-1, Higashi Shimbashi, Minato-Ku, Tokyo  TEL: +81-3-6252-1111  FAX: +81-3-6252-1001
URL: www.parkhoteltokyo.com
# TOKYO PRINCE HOTEL

## HOTEL ROOM RESERVATION FORM

For UNICH

Please complete this form and by FAX back to HOTEL RESERVATION DESK by 10 August 2007

E-mail: tky-rsv@princehotels.co.jp

### Title
- Mr.
- Ms.

### Last Name

### First Name

### Phone/FAX

### Passport No.

### E-mail

### Organization

### Room Type:
The rates below are including room charge, Breakfast, 10 pct service charge, 5 pct consumption tax, and accommodation tax / room each night.

Please check one room type you like to stay.

- **Tokyo Prince Hotel**
  - **Single Room** (20 square meter)
    - Single Occupancy (JPY 13,000)
  - **Twin Room** (30 square meter)
    - Single Occupancy (JPY 17,200)
    - Double Occupancy (JPY 20,000)
  - **Double Room** (30 square meter)
    - Single Occupancy (JPY 17,200)
    - Double Occupancy (JPY 20,000)

### Check-in Date:

### Flight No.

### Arrival Time at Narita:

### Check-out Date:

### Flight No.

### Departure Time from Narita:

### Preference:
- Smoking
- Non Smoking

### Use of High-speed Internet Access
- Yes (JPY 1,050 / room each day)
- No

### Special requests if any:

### <Cancellation Policy>

| No show: 100% | The day of check in: 80% | The day before check in: 20% |

### <Hotel Information>

Check-in time: 2:00p.m.  Check-out time: 12:00noon

Extra charge will be required for early check-in and late check-out.

When you contact hotels, please tell the reservation staff that you are calling in connection with UNICH


TEL: +81-3-3432-1111(main) FAX: +81-3-3434-5551(Front desk)

Contact: Harutoshi Kusumi / Sales Manager / Tokyo Prince Hotel ph-hkusumi@princehotels.co.jp
ANNEX D : Registration Form for the Excursion

This form can be completed manually or electronically and should be returned before 17 August 2007 to Mr. KUSANO Junichi by e-mail [chcom:events@mea.go.jp], by fax [+81 030 5501 8140] or hard copy.

PERSONAL DATA

- Ms  - Mr

Family name
First name
Nationality
Title and function
Reserved Hotel

Excursion on 8 September 2007

Please choose one of the following programmes.
For those who choose Course 2, please select one of the three Japanese traditional performances (Nohgaku, Ningyo Joruri Bunraku, or Kabuki).
Note that it is impossible to attend more than one of these, due to the schedule of the performances.

- will participate in course 1 (ASAKUSA-NIKKO)
- will participate in course 2 (Japanese Intangible Culture)

Nohgaku  Ningyo Joruri Bunraku  Kabuki

- will NOT participate

Course 1 programme (tentative schedule)
09:30  Visit of Sensoji Temple (Asakusa)
12:00  Box Lunch
13:20  Visit of Shrines and Temples of Nikko, World Heritage Site
18:45  Visit of Tokyo National Museum for Reception
* Transportation by bus and train will be arranged by the organizer.

Course 2 programme
Nohgaku (13:00-16:00)
Ningyo Joruri Bunraku (11:00-15:30)
Kabuki (11:00-15:30)
* Participants are requested to arrange their own transportation to the venue for course 2.
* Please note that for the Course 2 performances, in some cases we may not be able to meet your choice.

Visit and reception at Tokyo National Museum (18:45)
After Course 1 and Course 2, all participants of excursion are invited a reception at the Tokyo National Museum in the evening.
* Transportation from Tokyo National Museum by bus will be arranged by the organizer.
ANNEX E  Yurikamome Line Route Map