

**JMA/WMO Workshop on
Quality Management of Surface Observations – RA II WIGOS Project**

Tokyo, Japan, 19 – 23 March 2018

◆ **INFORMATION NOTE FOR PARTICIPANTS**

◆ **1. Date and Venue**

The JMA/WMO Workshop on Quality Management on Surface Observation – RA II WIGOS Project will be held at the Japan Meteorological Agency (JMA) headquarters (1-3-4 Otemachi, Chiyoda-ku, Tokyo, 100-8122 Japan). The workshop will commence at 0930 on Monday, 19th March 2018 and will conclude at or before 1700 on Friday, 23rd March, while excursion will be planned on 21st March (national holiday in Japan).



JMA headquarters

◆ **2. Major Contents of the Workshop**

This workshop will be held as one of the major activities of the Regional WIGOS Project “Enhance the Availability and Quality Management Support for NMHSs in Surface, Climate and Upper-air Observations” approved at the sixteenth session of Regional Association II (RA II) (Abu Dhabi, UAE, February 2017). It is also designed to follow the Questionnaire on Quality Management for Surface Meteorological Observations in RA II conducted in April 2016 under the preceding Regional WIGOS Project.

Following the aims of the regional WIGOS project, contents shown below should be conducted during the workshop so that Members in RA II will develop capabilities in quality management of surface observation, especially in rainfall.

- Lectures on the WMO Integrated Global Observing System (WIGOS) including quality management
- Lectures and discussion on maintenance and calibration of meteorological instruments including activities of WMO Regional Instrument Centre (RIC)
- Lectures and discussion on rainfall observation emphasized on quality management
- Discussion on the future plan on development of quality management of surface observation in RA II

◆ 3. Workshop Website

The documents and information of the workshop will be available on the following website at:

http://www.jma.go.jp/jma/en/Activities/qmws_2018/qmws_2018.html

◆ 4. Local Coordinators

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◆ 5. Travel Agency

The Travel Agency contracted by JMA will make travel arrangements such as flights booking and hotel reservation for participants who will be financially support by JMA (hereafter, participants with financial support). Other necessary arrangements such as visa issuance and airport transfer will be provided to all participants. The Travel Agency will contact all the participants by email.

NIPPON TRAVEL AGENCY Co. Ltd.

E-mail: komu_3rd@nta.co.jp

◆ 6. Registration and Obtain ID Badge

All participants are requested to make registration and obtain their ID Badges on Monday, 19th March 2018 from 0900 to 0930 at the registration desk in the main lobby of JMA headquarters.

◆ 7. Accommodation

A block reservation has been made at KKR Hotel Tokyo (1-4-1 Otemachi, Chiyoda-ku, Tokyo,

100-0004 Japan). KKR Hotel Tokyo is just in front of the JMA headquarters.

KKR Hotel Tokyo



KKR Hotel Tokyo Website: <http://www.kkr-hotel-tokyo.gr.jp/english/>

The Travel Agency will reserve rooms of KKR Hotel Tokyo (including breakfast) throughout the workshop for the participants with financial support. Besides, the block reservation is available to other participants too by contacting the Travel Agency by email, with cc to the Local Coordinators, not later than 19 February 2018.

The participants who will stay at other hotel are requested to inform the Travel Agency (with cc to the Local Coordinators) of their hotel as soon as possible, preferably before 19 February 2018.

● 8. Meals

A meal allowance will be provided to the participants with financial support for lunch and dinner throughout their stay. There are a variety of restaurants near to the hotel and the meeting venue.

● 9. Flight Arrangement

The participants with financial support will receive an economy fare, round-trip flight between their home city and Narita/Haneda International Airport, arranged by the Travel Agency. Those who want to upgrade to a higher class seat at their own expense are required to consult with the Travel Agency.

The participants who will pay for their own travel cost are required to inform the Travel Agency (with cc to the Local Coordinators) of their itinerary as soon as it is decided.

● 10. Airport Transfers

All participants who will stay at KKR Hotel Tokyo can get transport services between Narita/Haneda International Airport and the hotel with no charge. Detailed information will be provided by the Travel Agency to each of them.

Those participants staying at other hotel are required to arrange the airport transfers by themselves.

● 11. VISA Requirements

The Travel Agency will provide necessary instruction about acquiring an entry visa to Japan for participants who need the visa. Those participants will need to submit an application to Japanese Embassy, following the instruction.

● 12. Welcome Party on Monday, 19th March

A welcome party will be held in the vicinity of JMA HQs from 1830 on Monday, 19th March. All participants are kindly invited to the party.

● 13. Excursion on Wednesday, 21st March

An excursion around Tokyo will be conducted on Wednesday, 21st March (a national holiday in Japan). All participants are kindly invited to join the excursion.

● 14. Other Useful Information

● 14.1 Climate

In Japan, March is in the period that season is changing from winter to spring and the weather and maximum temperature potentially vary markedly from day to day.

The climatological data of Tokyo for March based on JMA's observation record (30-year average) is given below:

High / Low temperature: 13.6 °C / 4.4 °C

Average temperature: 8.7 °C

Monthly rainfall: 117.5 mm

Number of rainy days (more than 1.0 mm/day): 9.9

Reference URL: <http://www.data.jma.go.jp/obd/stats/data/en/index.html>

● 14.2 Time Zone

The Japan Standard Time (JST) is 9 hours ahead of Coordinated Universal Time (UTC+9).

● 14.3 Currency

The unit of Japanese currency is yen (JPY). Coins are available in denominations of 1, 5, 10, 50, 100 and 500 yen and bank notes in denominations of 1,000, 5,000 and 10,000 yen.

◆ 14.4 Currency Exchange

The participants can get the currency exchange service at banks dealing with foreign exchange, and they can withdraw Japanese yen from automatic teller machines (ATMs) installed at convenience stores (e.g. 7-Eleven (<https://www.sevenbank.co.jp/intlcard/index2.html>)). For your reference, the exchange rate as of 10 January 2018 is as follows.

\$1 (USD) = ¥112 (JPY)

€1 (EURO) = ¥134 (JPY)

Consumption tax is imposed for any purchases at the rate of 8%.

◆ 14.5 Computer Facilities & Electricity

Free Wi-Fi access is available at the meeting room. The participants are requested to bring their own laptop PCs/tablets to the workshop. The electricity is provided by 100 volt AC (50 Hertz in east Japan including Tokyo). Only 2-flat-pin plugs are used in Japan.



Plug in Japan

◆ 14.6 Useful Websites

JMA website:	http://www.jma.go.jp/jma/indexe.html
KKR Hotel Tokyo	http://www.kkr-hotel-tokyo.gr.jp/english/
Narita International Airport	http://www.narita-airport.jp/en/
Haneda International Airport	https://www.tokyo-airport-bldg.co.jp/en/
National Tourism Organization	http://www.jnto.go.jp/eng/
Visit Japan Campaign	http://www.visitjapan.jp/en/
Tokyo Metro	http://www.tokyometro.jp/global/en/