

15th November 2017

PRACTICAL ARRANGEMENTS

**18th Meeting of the Scientific Committee for the Integrated Research on Disaster Risk
Science Council of Japan (SCJ)
20-21 November 2017**

**KAN Scoping Workshop
United Nations University
22 November 2017**

**Tokyo Resilience Forum 2017
Science Council of Japan (SCJ)
23-25 November 2017**

VENUE for the SC IRDR Meeting and the Tokyo Resilience Forum 2017

The 18th SC IRDR meeting will be held in Room 6C, 6th Floor, Science Council of Japan, 7-22-34, Roppongi, Minato-ku, Tokyo 106-8555 Japan. The Forum will be in the main conference room at the SCJ.

Registration is compulsory for the Global Forum on Science and Technology for Disaster Resilience 2017 (RESILIENCE FORUM 2017). However, it has now closed. If you have not yet registered, you will need to do so at the SCJ prior to the opening of the Forum.

<http://www.scj.go.jp/en/index.html>

VENUE for the KAN Workshop

Committee Room 2-3, 5th Floor, United Nations University, 5 Chome-53-70 Jingumae, Shibuya, Tokyo 150-8925, Japan

From Akasaka Station take Chiyoda Line and get off at Omote-Sando Station.

<https://unu.edu/>

ACCOMMODATION

SC IRDR Members, ex officio and guests, who requested accommodation, are housed at the Hotel Mystays Akasaka, (2 Chome-17-54 Akasaka, Tokyo 107-0052, Japan) for the duration of the meetings. The hotel is close to Roppongi Hills, Tokyo Midtown, and the restaurants and commercial area of Akasaka. Akasaka and Tameike-Sanno stations are close by and is within walking distance of the SCJ.

<https://www.mystays.com/en/hotel/tokyo/mystays-premier-akasaka/>

TRANSPORT FROM/TO THE AIRPORT

There are several ways of getting from the airport to the hotel. Take either the Narita Express or the Keisei Skyliner from Terminal 2, change at Yushima for Akasaka underground. The journey will take about 80 minutes. From the underground to the hotel, it is a 4 minute walk from exit 5a of Akasaka Station on the Tokyo Metro Chiyoda Line and 7 minute walk from exit 12 of Tameike-Sanno Station on the Tokyo Metro Ginza Line and Nanboku Line.

The Airport Bus (a shuttle) will take about 2h20. A taxi will take the same time; however, the cost for the taxi is roughly €220. Members are requested to take the high speed train or the shuttle bus. Transport Planner: <https://world.jorudan.co.jp/mln/en/>

TRAVEL

ICSU will reimburse the cost of an economy class (most direct route) return ticket for **SC IRDR members** attending the meetings. Reimbursements will be made upon receipt of the signed Travel Claim form (attached) with copy of travel ticket and relevant expense receipts.

PER DIEMS

As is ICSU's usual practice, a partial per diem will be paid to **SC IRDR members** for the days of the meeting upon receipt of the Travel Claim Form. Cash will not be provided. The hotel will be paid directly for the cost of a single occupancy and meals for the duration of the meeting dates **for SC members only**. All other extras should be paid before departure.

DOCUMENTS

The documents for the meeting are posted on the IRDR web site in the member zone. Please be sure to either download the documents on your computer or bring a copy with you as no hard files will be available at the place of the meeting. Wifi is available, free of charge, in the hotel and also in the SCJ.

MEALS

Lunch will not be served on the premises of the SCJ on 20th and 21st November nor at the United Nations University on 23rd November. Therefore, members may take their lunch in one of the restaurant close by the SCJ on both days, list of restaurants is attached.

A Committee dinner will be held at 19:00 on the evening of 20th November at the Brasserie Paul Bocus, which is within walking distance of the SCJ and the hotel.

<https://www.hiramatsurestaurant.jp/eng/paulbocuse-musee/menu/>

VISA

Participants needing visas to enter Tokyo should have obtained them. If not, please inform Maureen immediately.

WEATHER

The temperature during the day is between 10 to 14°C and in the evening from 4 to 8°C.

CONTACT NUMBERS

Please text Maureen on the following number should you have a problem during your travel +33 7 8215 5894.

Restaurants for lunch

No	Name	Cuisine	on foots
1	CASALE DEL PACIOCCONE	Italian	10minutes
2	Denny's	Restaurant	5minutes
3	WEST AOYAMA GARDEN	Tea Palar	3minutes
4	Ristorante YAMAZAKI	Italian	3minutes
5	KAZAMA	Japanese (Sushi)	3minutes
6	Chez Pierre	French	3minutes
7	Hokkaien	Chinise	10minutes
8	G U R A S	Indian Curry	10minutes
9	Mikawaya	Japanese (Fried Food)	10minutes
10	Gonpachi	Japanese	10minutes
11	Hama	Steakhouse	5minutes
12	FEU	French	5minutes
13	Nazca	Peruvian	5minutes
14	da Nino	Italian	5minutes
15	Kaikagetsu	Japanese	5minutes
16	Shimauta Paradaisu	Japanese (Okinawa cuisine)	5minutes
17	Tantansai	Japanese	5minutes
18	BRASSERIE PAUL BOCUSE Le Musee	French	3minutes
19	CARRE	Cafeteria	3minutes
20	COQUILLE	Café	3minutes



TRAVEL CLAIM FORM

Please see regulations on p. 3.
Turquoise shaded areas are for ICSU use only.

Name of participant:

Title of meeting:

Place & dates:.....

Email of participant:.....

To be submitted no later than 2 months after the meeting (only one meeting per form, please).
Payment cannot be made without ORIGINAL receipts or tickets for all expenses claimed.

I declare that the expenses claimed below are not being reimbursed from any other source.

Signature:.....

Date:.....

BANK REFERENCES		
Bank transfer in currency <input type="checkbox"/>	Refund by cheque: (only in Euros) <input type="checkbox"/>	
Name & address of account holder:.....		
Bank, name branch & full address:		
IBAN (for European countries only)		
Swift code/BIC	ABA/Routing n°	Bank/sort code
Account n°.....		

TRAVEL EXPENSES									
					Amount		Currency		ICSU use only
By air: (tourist/economy class airfare using most economical fare available): By rail: (Do not fill in this part if you received a prepaid ticket)									
<input type="checkbox"/> Tick this box if you have not already carbon offset your travel*					*In May 2008 the ICSU Executive Board approved carbon offsetting for ICSU travel. If you have not already offset your travel, the ICSU secretariat will do so, using the "Climate Friendly" company.				
Local transportation (taxi, bus, etc.):									
Other Expenses (please detail):									
By road (indicate how many kms):									
Total amount travel									Currency
SUBSISTENCE									
Arrival date ... /.../....					Departure date/.../....				
Accommodation (fill in only if hotel not paid by sponsor)					Amount paid		Currency		ICSU use only
					Number of nights:				
Meals not paid by sponsor (please tick for meals you paid yourself):									
Date									
Breakfast*									
Lunch									
Dinner									
Per diem rate %	%	%	%	%	%	%	%	%	%
Amount per day									
Total Amount Subsistence									Currency
Sundries	€	€	€	€	€	€	€	€	€

*If not included in hotel bill

TOTAL CLAIM
Currency

Checked by:
Budget line:

Travel approved by ICSU staff member:

Funding source:

ICSU Travel and Subsistence Regulations

Persons travelling at ICSU's expense may claim advance payment of their travel upon submission of an invoice. Originals of the air tickets must be submitted after the meeting.

TRAVEL EXPENSES:

Travel is reimbursed at the following rates:

- **Rail:** first class rate with sleeper for overnight trips.
- **Air:** tourist or economy class fare using the most economical fare possible.*
- **Road:** 50 cents (Euros) per kilometre, if no convenient rail/air connections are available.

While travelling to and from meetings on ICSU business, reimbursement shall be made for a maximum of 10 kilograms excess baggage and for travel and medical insurance upon production of relevant vouchers.

SUBSISTENCE:

The ICSU per diems are based on the official French Government (MINEFI) per diem rates and are paid to cover living costs whilst travelling on ICSU business. They may be modified, based on the decision of the meeting organizer, taking into consideration special local arrangements.

Per diems cover the nights spent at the meeting. When no overnight stay is involved, actual expenses will be reimbursed on receipt of relevant bills.

For calculation of per diems, when the hotel and/or certain meals are not paid by the participant, deductions will be made according to the following breakdown:

- 50% of per diem for hotel paid by sponsor
- 10% of per diem for breakfast paid by sponsor
- 15% of per diem for lunch paid by sponsor
- 25% of per diem for dinner paid by sponsor

When the hotel and all meals are covered by the sponsors, a payment of 10€ per day for meetings outside France and of 25€ per day for meetings in France will be made to cover sundry expenses.

ICSU shall reimburse hotel room charges in excess of 50% of the official per diem rate, only when no other, less expensive, hotel is available.

Secretariat : ICSU, 5 Rue Auguste Vacquerie 75116 Paris, France
Telephone: +33 (0) 1 45 25 03 29 – Fax: +33 (0) 42 88 94 31
Email: secretariat@icsu.org