



Photo by Vigen Sargsyan/ World Bank

Integrated Urban Water Management (IUWM)

Welcome Kit

TOKYO Japan | SEP 25 - 29, 2017



Government
of Japan

Tokyo
Development
Learning
Center



Photo by Arne Hoel/ World Bank

W elcome to Japan!

We are very excited to host **this Integrated Urban Water Management (IUWM)**. The TDD will be delivered by the Tokyo Development Learning Center (TDLC) program in collaboration with World Bank Integrated Urban Water Management Community of Practice (IUWM CoP).

The TDD will bring together World Bank task team leaders and their respective clients (City government officials, line ministries, and others) from across the world to discuss smart cities, explore policy options and share examples of successful interventions. We are confident that you will find the TDD to be highly engaging and useful.

To assist in making your travel as easy and enjoyable as possible, we have assembled this guide to provide you with useful information about your stay. Please review this guide before you depart from your home country.

If there is anything that we can do to make your stay in Tokyo more comfortable please do not hesitate to contact any member of the TDD Team.

We look forward to seeing you in Tokyo for a highly productive and enjoyable week.



Dan Levine
Senior Operations Officer, TDLC



Meet the TDD Team

Dan Levine



SENIOR
OPERATIONS
OFFICER

TEAM LEAD OF
TDLC

**Matthijs Christiaan
Schuring**



OPERATIONS
OFFICER

CONTENTS AND
EXPERT

Haruka Imoto



KM ANALIST

TDD CONTENTS
AND MODALITIES

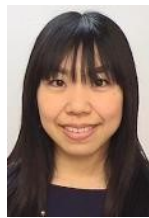
**Yodsawadi (Ying)
Manusmontree**



PROGRAM
ASSIATANT

TDD TEAM

Yuko Okazawa



URBAN
SPECIALIST

CITY
PARTNERSHIP
PROGRAM

Iain Mitchell



TECHNICAL
OPERATIONS &
ENGINEERING
SUPPORT

SENIOR KM
ASSISTANT

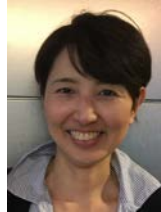
Chiyuki Mifuji



CONSULTANT

EVENT
COORDINATOR

Yumi Sarumaru



CONSULTANT

EVENT
COORDINATOR

Asako Sato



KM CONSULTANT

TDD TEAM

Marko Tanaka



COMMUNICATION
CONSULTANT

VIDEO INTERVIEW
FOR TECHNICAL
DEEP DIVE

Takashi Riku



CONSULTANT

REPORT
SYNTHESIS
ASSISTANT

Plan your trip

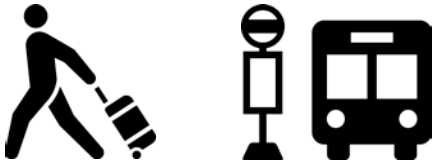


Photo by Yang Aijun/ World Bank

Weather in Sep.

There is a chance that typhoons may strike during September to mid-October and the temperatures are high and humid in September.

What to wear

In light of the above, please bring something light, comfortable clothing which dries easily. Rain gear would be convenient when it suddenly rains.

Tokyo



High: 27°C / 81F

Low : 21°C / 70F



During the week
the dress code is
business casual.

Electricity / Plug Sockets

The electricity in Japan is 100 volts and the electrical outlet plug is Type A. If you need to bring along your own appliances and the standard voltage in your country is in the range of 220 - 240 V, you'll need a voltage converter Type A. Please pack an electric adapter.

100 volts

Type A



Money

Please bring cash (around 100 USD) in major currency (e.g. USD) or in Japanese yen for transportation between the airport and hotel, for emergency use and contingency. There is a currency exchange counter available in the arrival lobby at the airport. Cash can easily be withdrawn from credit card or ATM in most convenience stores.



Please see page 14 for
reimbursement in detail

Travel insurance

The purchase of travel insurance will be at your own cost.



World Bank TDLC cannot cover travel insurance.



Meals

Most meals are provided by World Bank as a part of the Deep Dive experience, for days that meals not provided please keep the **receipt** for reimbursement. The budget for reimbursement is up to JPY 1,500 for each lunch and JPY 4,500 for each dinner. We hope you can find your favorite Japanese food during your stay.



TDLC provides you.....



Breakfast

Day 1



Lunch

Day 1 to Day 5

Please take breakfast at your hotel on Day 2 to Day 5.



Dinner

Day 1 and Day 5



Wifi Hotspots

Thanks to recent efforts by private businesses and governments, public Wi-Fi networks are available for free for tourists in most public areas. Networks vary widely from easy-to-use ones to others that require registrations.

- **Japan Connected-free Wi-Fi**
- **Free Wi-Fi Passport**
- **Travel Japan Wi-Fi**



We recommend you to check the above in advance.

Emergency Contacts



Mr. Dan Levine

Senior Operations Officer for World Bank TDLC (based in Tokyo)

Email : dlevine@worldbank.org

Mobile : +81-90-9962-1647

➡ **For program and delivery**

Ms. Haruka Imoto

Knowledge Management Analyst for World Bank TDLC (based in Tokyo)

Email : himoto@worldbank.org

Fixed: +81-3-3597-1313

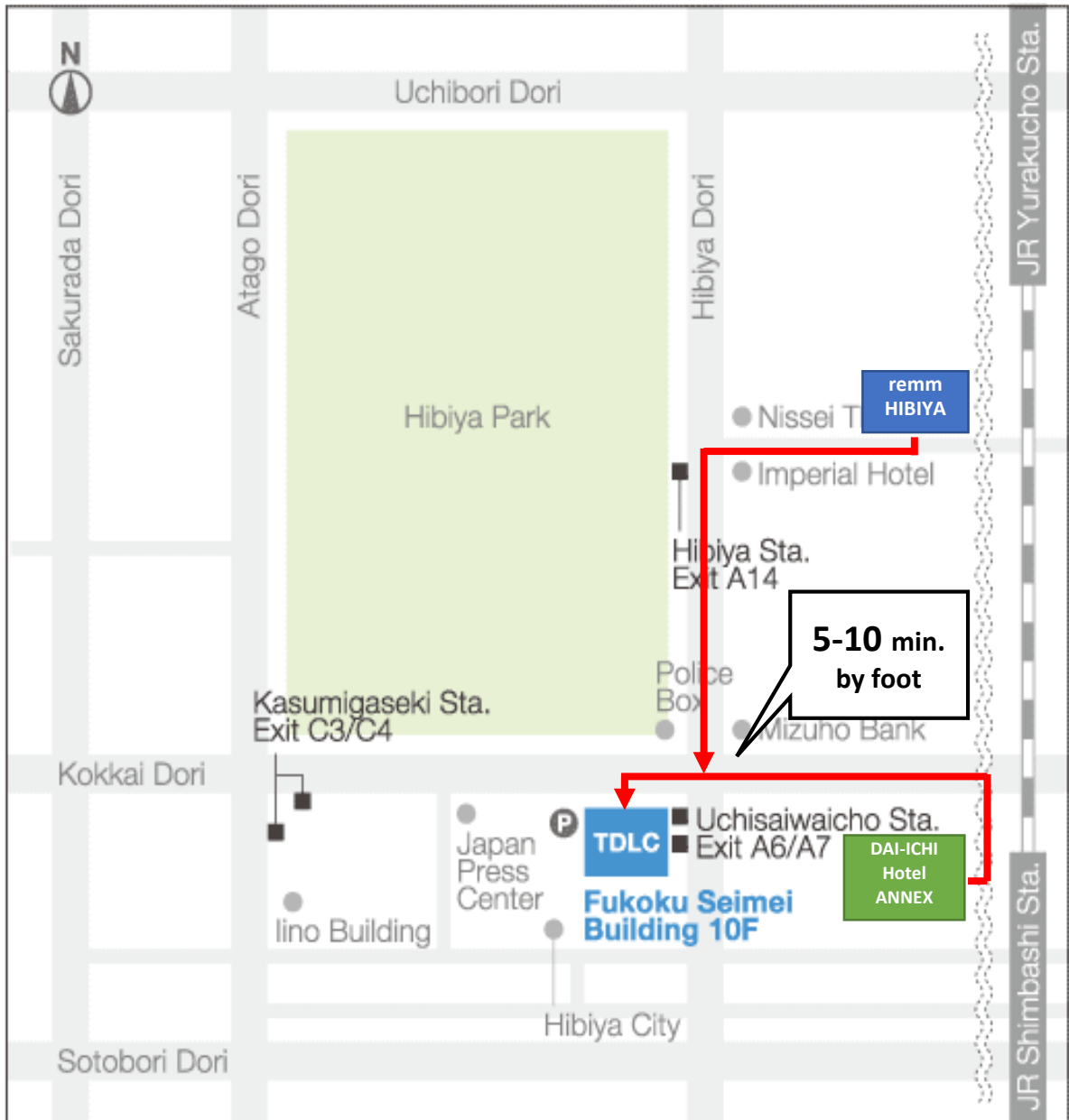
Mobile : +81-90-9962-1647

How to get to TDLC



Seminar venue in Tokyo

World Bank Tokyo Development Learning Center Office (TDLC)



Address



Fukoku Seimei Building 10F, 2-2-2 Uchisaiwaicho
Chiyoda-ku, Tokyo 100-0011

Telephone



+81-3597-1327 (Ms. Chiyuki Mifuji)

Web site



<http://www.jointokyo.org/en/about/location/>



Hotel information



DAI-ICHI HOTEL ANNEX

Check-in:15:00 / Check-out:12:00



WB TLC
Fukoku Seimei
Building 10F



DAI-ICHI HOTEL
ANNEX



Address



1-5-2 Uchisaiwaicho, Chiyoda-ku, Tokyo 100-0011

Telephone



+81-3-3503-5611

Web site



<http://www-a.global.hankyu-hotel.com/daiichi-hotel-annex/>



Due to the group reservation, room preference cannot be accepted.

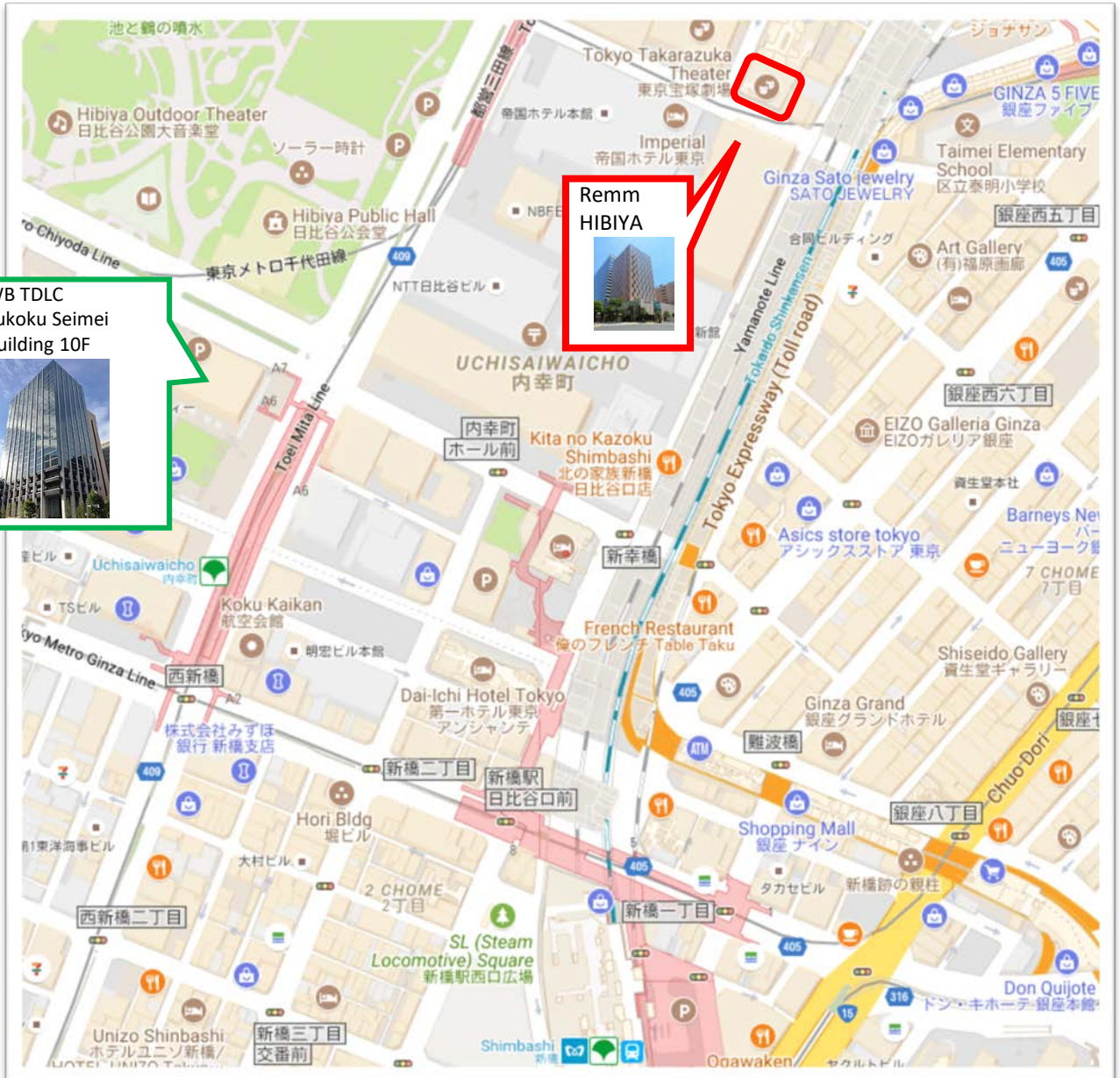


Hotel information



Remm HIBIYA

Check-in 14:00 / Check-out 12:00



WB TLC
Fukoku Seimei
Building 10F



Address



1-2-1Yuraku-cho,Chiyoda-ku, Tokyo 100-0006

Telephone



+81-3-3507-0606

Web site



<http://remm-hibiya.hankyu-hotel.com/>



Due to the group reservation, room preference cannot be accepted.

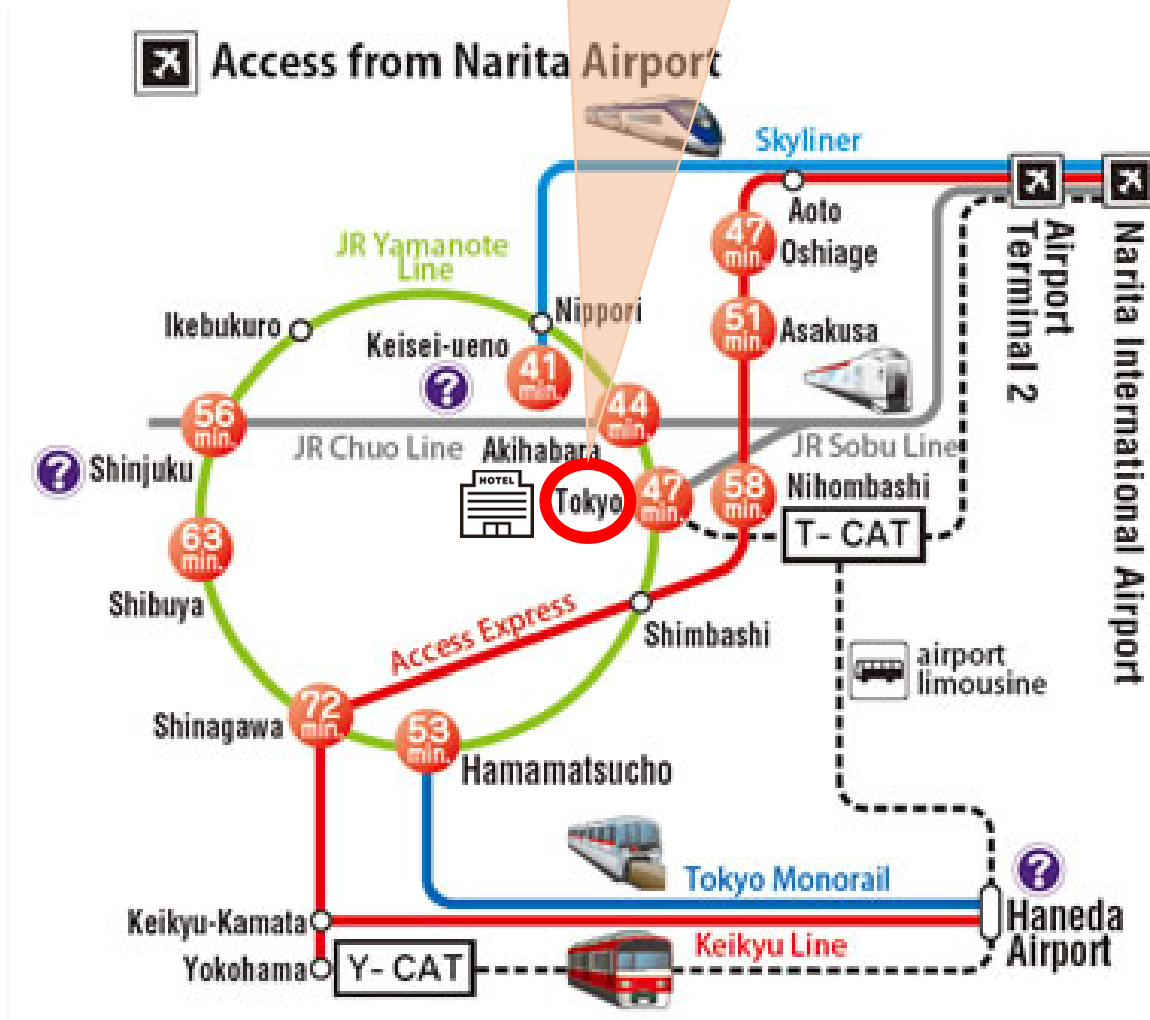
Arrival in Japan

From Narita Airport

! There will be **no Airport Pick-up** !



Please take bus or train to city, then take a taxi to your hotel. Taxi ride is about 10-15 min. from Tokyo area.



CHECK!



TDLC will NOT reimburse taxi fare from Narita Airport to hotel.



From Narita Airport

Option 1: Airport Shuttle Bus (90 min. ride)

Tokyo Shuttle

1,000 JPY
Need to buy a ticket at the bus tickets counter in the airport



THE ACCESS NARITA

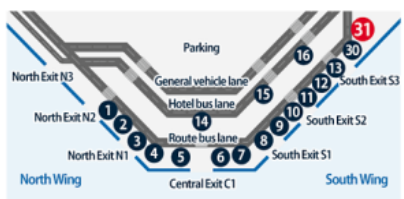
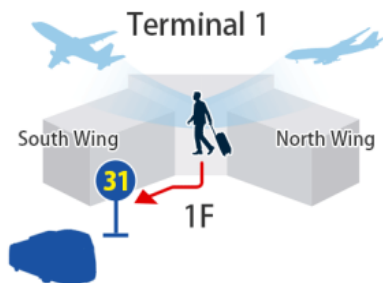
1,000 JPY
No ticket
Direct ride



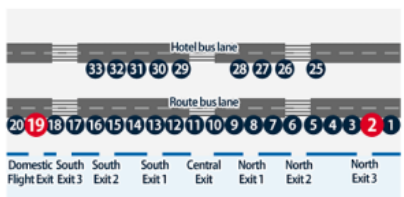
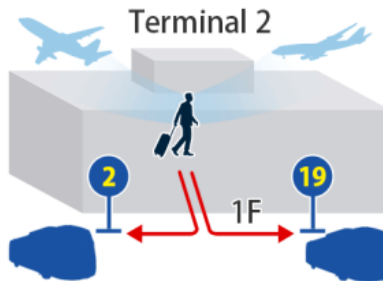
Both airport shuttle buses operate **every 20 minutes** from 7:30 am to 22:50 and leave from **the same bus stops** in Narita Airport.

Get off at **TOKYO station** and **take taxi** to your hotel.

NARITA AIRPORT MAP



Terminal 1 No.31 Bus Stop



Terminal 2 No.2 Bus Stop
Terminal 2 No.19 Bus Stop



PLEASE KEEP YOUR RECEIPTS for reimbursement.



From Narita Airport

Option 2: Narita Express (Japan Railway) 60 min. ride



Go to **Narita Airport Station** and a ticket is available at:



JR Ticket Offices
(Midori-no-madoguchi)



Travel Service Centres
(View Plaza)

- Buy SINGLE ticket to **TOKYO** station
- Fare: JPY 3,020
- Get off at **TOKYO** station and take a taxi to your hotel



PLEASE KEEP YOUR RECEIPTS for reimbursement.



From Narita Airport

Option 3: Airport Limousine Bus 90 min. ride



Tickets available at counter in the airport.

★Option 1

Every 15-20 minutes from 6:55 am to 9:15 pm

Where to get off:

- Tokyo Station Yaesu North Exit
- Tokyo Station Marunouchi
- T-CAT (Tokyo City Air Terminal)

JPY 2,800



Take a taxi to your hotel.

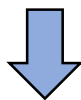
★Option 2

Only 8 times a day from 8:05 am to 4:25 pm

Where to get off:

- Daiichi Hotel (for Daiichi Hotel Annex)
- Imperial Hotel (for remm HIBIYA)

JPY 3,100



1-2minute walk form the bus stop to your hotel.



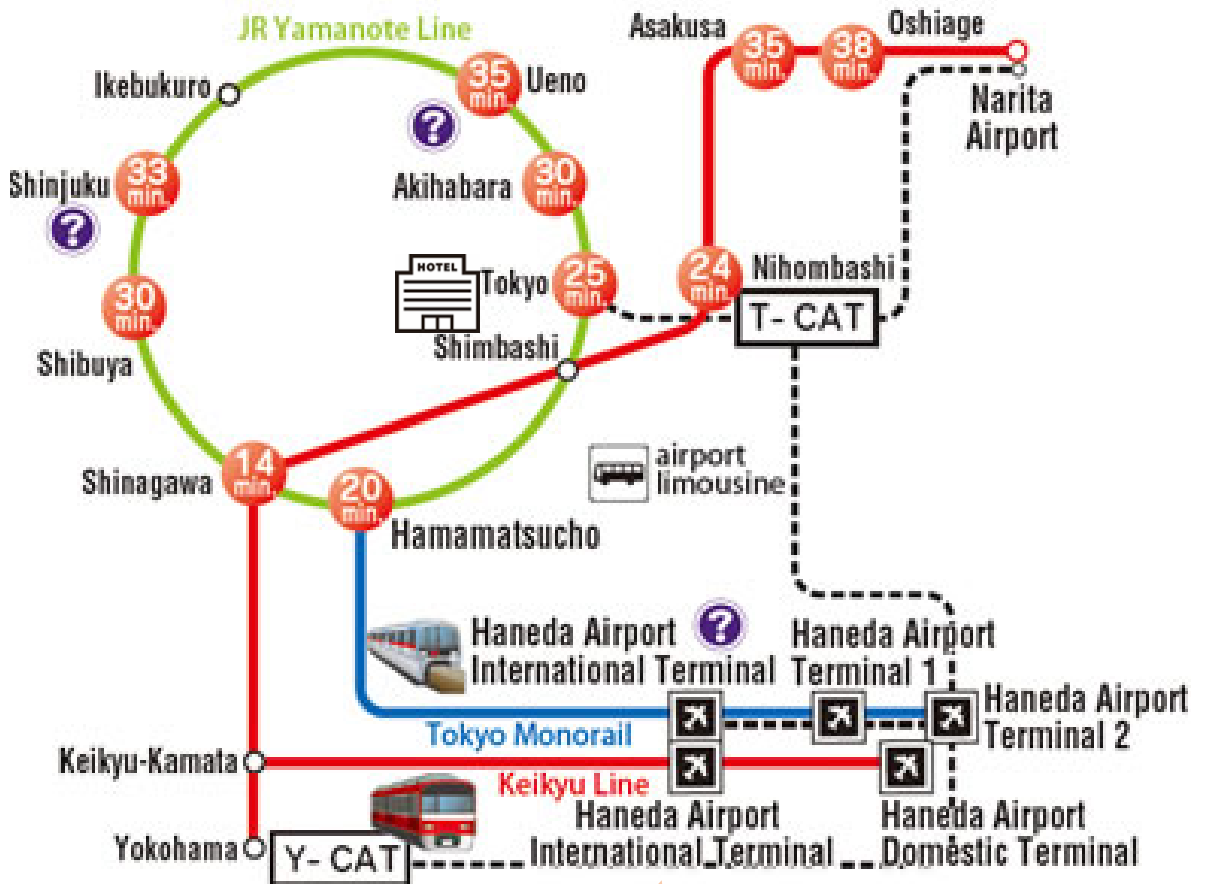
PLEASE KEEP YOUR RECEIPTS for reimbursement.

Arrival in Japan

From Haneda Airport

! There will be **no Airport Pick-up** !

Access from Haneda Airport



Taxi from Haneda Airport to city, 30 min. ride, costs around JPY 5,000 (USD 50).



PLEASE KEEP YOUR RECEIPTS for reimbursement.

How to reimburse your expense



TDLC will reimburse....

Visa fee, transportation cost from/to airport, dinner cost on the evening with no official arrangements shall be reimbursed by World Bank. Please keep receipts with you:

There are 3 steps for reimbursement:

1. Complete the Trip Worksheet.xls file, may get the file from World Bank Program Assistant
2. Scan and saved in **1 single file in PDF format** (jpg and other picture format is NOT acceptable)
 - receipts for all meals, taxi, bus/ train tickets
 - boarding pass
 - and any related documents,Indicated the date, description of item (bus from/to, Visa, etc.) And send the file to World Bank Program assistant for Task Team Leader for reimbursement
3. Complete Bank Account authorization form. Please do NOT write the form BY HAND. Only signature should be handwritten.



Visa



Meals

* When not provided



Transportation form/to airport 
Taxi form/to Narita Airport is not acceptable

Please submit....



Boarding pass



Receipts with description



Trip Worksheet



Bank Account Authorization form



**Deadline: Fri,
Oct 13, 2017**