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Организация
Объединенных Наций по
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منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Intangible Cultural Heritage

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**UNITED NATIONS EDUCATIONAL, SCIENTIFIC
AND CULTURAL ORGANIZATION**

**INTERGOVERNMENTAL COMMITTEE
FOR THE SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE**

Second Session
Tokyo, Japan - 3 to 7 September 2007

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:

<http://www.unesco.org/culture/ich/en/2COM/>

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

General Issues: Mr NISHIDA Yuichiro ichcom-general@mofa.go.jp

Registration, Hotel Accommodation, Transfers and Visas:

Mr YOSHIKAWA Toru, ichcom-registration@mofa.go.jp

Media: Ms ISO Masako ichcom-media@mofa.go.jp

Excursions: Mr KUSANO Junichi ichcom-events@mofa.go.jp

3 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:

<http://www.unesco.org/culture/ich/en/2COM/>

4 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).

Destination	Bus departure														
	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Nikko Hotel Tokyo				55			50		50	50	50	50			
Intercontinental Hotel				55					50	50	50				
Park Hotel Tokyo							50		20	20	20	50			
Tokyo Prince Hotel	35		50	50		05	05	05	00	00	05	15	15	15	15

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> (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>

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:

http://www.unesco.org/culture/ich_convention/en/2COM/

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)**
<http://www.princejapan.com/TokyoPrinceHotel/index.asp>

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 [\[ichcom-events@mofa.go.jp\]](mailto: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

As from 08.00	Registration
10.00 – 11.00	Opening ceremony of the second session of the Intergovernmental Committee
11.00 – 13.00	Committee session
<i>13.00 – 14.30</i>	<i>Lunch break</i>
14.30 – 18.00	Committee session
18.45	Reception hosted by the Agency for Cultural Affairs and the Ministry of Foreign Affairs at Hotel Nikko Tokyo

Tuesday 4 September 2007

9.30 – 10.00	Bureau meeting
10.00 – 13.00	Committee session
<i>13.00 – 14.30</i>	<i>Lunch break</i>
14.30 – 18.00	Committee session

Wednesday 5 September 2007

9.30 – 10.00	Bureau meeting
10.00 – 13.00	Committee session
<i>13.00 – 14.30</i>	<i>Lunch break</i>
14.30 – 18.00	Committee session
18.30	Cultural Event at the venue hosted by the Agency for Cultural Affairs

Thursday 6 September 2007

9.30 – 10.00	Bureau meeting
10.00 – 13.00	Committee session
<i>13.00 – 14.30</i>	<i>Lunch break</i>
14.30 – 18.00	Committee session
18.00 – 20.00	Night session if required

Friday 7 September 2007

9.30 – 10.00	Bureau meeting
10.00 – 13.00	Committee session
<i>13.00 – 14.30</i>	<i>Lunch break</i>
14.30 – 18.00	Committee session and Closure

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**

**Deuxième session ordinaire du
Comité intergouvernemental de
sauvegarde du
patrimoine culturel immatériel**

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)1 45 68 57 52] or in hard copy.

Ce formulaire peut être rempli manuellement ou électroniquement et doit être renvoyé **avant le 10 août 2007** à Mme Samira ZININI par e-mail [s.zinini@unesco.org], par fax [+33 (0)1 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 Convention¹ / État non partie à la Convention¹ : _____

Permanent observer mission¹ / Mission permanente d'observation¹

United Nations (or Organization of the UN system) / Nations Unies (ou organisation du système des N.U.)

Intergovernmental organization¹ (other than UN) / Organisation intergouvernementale (autre que N.U.)¹

NGO invited by the Director-General² / ONG invitée par le Directeur général²

Other² / Autre²

¹Authorized to participate as observer upon written request to the Secretariat (the submission of the present form can be considered as such) / Autorisé à participer comme observateur sur demande écrite au Secrétariat (la soumission du présent formulaire peut faire office)

²Please refer to decision 1.EXT.COM.4bis 6, page 2 / Merci de vous référer à la décision 1.EXT.COM.4bis 6, page 2

PERSONAL DATA / INFORMATIONS PERSONNELLES

<input type="radio"/> Ms / Mme	Family name / Nom de famille	_____	Personal name / Prénom	_____
<input type="radio"/> Mr / M.	_____			
Organization / Organisation	_____		Nationality / Nationalité	_____
Title and function / Titre et poste	_____		Passport number / N° de passeport	_____
Address / Adresse <small>(professional or personal / professionnelle ou personnelle)</small>	_____		Passport / Passeport	<input type="radio"/> diplomatic / diplomatique
E-mail / Courriel	_____			<input type="radio"/> service
Tel. office / Tél. bureau	_____		Issuer / Délivré par	_____
Mobile / Portable	_____		Expires / Expiration	_____
Fax	_____			_____

Phone number format : +33 (0) 45 45 54... where +33 is the country code / Format de n° de téléphone : +33 (0) 45 45 54... où +33 est le code pays

Format: 2012-01-31

Preferred language / Langue de préférence English Français

CONTACT :
UNESCO CLT/CIH/ITH

1 rue Miollis
75732 Paris Cedex 15
FRANCE

E-mail : s.zinini@unesco.org
Telephone / Téléphone : +33 (0)1 45 68 47 04
Fax : +33 (0)1 45 68 57 52
<http://www.unesco.org/culture/ich/index.php>

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.

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

Room Type	indicate your choice	
Single use (33-40m ²)	¥21 300	()
Twin use (33-40m ²)	¥30 300	()

* 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. _____ Valid Thru _____

11. Cancellation Charge

No show	100%
Accommodation Day	80%
1Day Prior to Accommodation Day	20%

* of room charge

Signature

INTERCONTINENTAL TOKYO BAY



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

Last Name			
First Name			
Title	MR. / Ms. / Dr. / Prof.		
Company			
Tel No.			
Fax No.			
E-mail			
Arrival Date		FLT	
Departure Date		FLT	
Credit Card			
Valid (Month/Year)			
Passport No.			
Confirmation #	(Hotel Use Only) #		

Please mark type of accommodation required.

<input type="checkbox"/>	Superior Room Single Use	24 455	JPY	per night
<input type="checkbox"/>	Superior Room Twin Use	31 385	JPY	per night

- * Above room rates are inclusive of 10% Service Charge, 5% Consumption Tax, 200JPY as an 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

PARK HOTEL TOKYO



P A R K H O T E L
T O K Y O

HOTEL ACCOMMODATION

(BOOKING CODE:UNICH)

Available until August 10, 2007

Room Type		Single Occupancy	Double Occupancy	Room Rate
City Queen	22㎡	¥17,525	¥19,635	¥27,920
City Twin	22㎡	¥17,525	¥19,635	¥27,920

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.

NAME/NATIONALITY			
ROOM TYPE		Credit Card/Valid	
ARRIVAL/DEPARTURE DATE		PASSPORT No.	
PHONE/FAX		E-MAIL	
ADDRESS			

Park Hotel Tokyo Reservation Center

TEL : 81-3-6252-1100 FAX : 81-3-6252-1122
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

**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: tkv-rsv@princehotels.co.jp

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Nationality	
Last Name		First Name	
Phone/FAX		Passport No.	
E-mail		Organization	
Room Type:	<p><i>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.</i></p> <p>Tokyo Prince Hotel</p> <p>Single Room (20 square meter) <input type="checkbox"/> Single Occupancy (JPY 13,000)</p> <p>Twin Room (30 square meter) <input type="checkbox"/> Single Occupancy (JPY 17,200) <input type="checkbox"/> Double Occupancy (JPY 20,000)</p> <p>Double Room (30 square meter) <input type="checkbox"/> Single Occupancy (JPY 17,200) <input type="checkbox"/> Double Occupancy (JPY 20,000)</p>		
Check-in Date:		Flight No.	Arrival Time at Narita:
Check-out Date:		Flight No.	Departure Time from Narita:
Preference:	<input type="checkbox"/> Smoking <input type="checkbox"/> Non Smoking		
Use of High-speed Internet Access	<input type="checkbox"/> Yes (JPY 1,050 / room each day) <input type="checkbox"/> 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

[Tokyo Prince Hotel] <http://www.princehotelsjapan.com/tokyoprincehotel/>

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 [ichcom-events@mofa.go.jp], by fax [+81 (0)3 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 F Tokyo Subway Route Map

