



WMO OMM

World Meteorological Organization
 Organisation météorologique mondiale
 Organización Meteorológica Mundial
 Всемирная метеорологическая организация
 المنظمة العالمية للأرصاد الجوية
 世界气象组织

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Our ref.: 03732/2019/DRA/VCP/IPM

20 February 2019

Annexes: 4 (available in English only)

Subject: Informal Planning Meeting of the WMO Voluntary Cooperation Programme (VCP), Tokyo, Japan, 26-28 March 2019

Actions required: (1) To notify the Secretariat of the participant(s) from your Service preferably **by 28 February 2019**

(2) To forward to the Secretariat the activity report of your country concerning the VCP and technical cooperation activities in 2018, including actions of a bi-lateral nature and the expected contribution for 2019

Dear Sir/Madam,

I am pleased to inform you that the annual Informal Planning Meeting (IPM) on the World Meteorological Organization (WMO) Voluntary Cooperation Programme (VCP) will be held in Tokyo, Japan from 26 to 28 March 2019 at the kind invitation of the Government of Japan.

In view of the generous support of your Service to technical cooperation activities and taking into account the importance of the coordination and development of VCP and related technical cooperation activities, I have pleasure in inviting you to designate participant(s) from your Service in the above-mentioned meeting. As in the past, it is expected that participants will meet their own travel and subsistence expenses. The meeting will be convened in English.

The provisional agenda of the meeting, the attendance form and the Information Note for Participants are given in Annexes I, II and III, respectively.

The meeting will share the following information on:

- (a) A summary report on the VCP and technical cooperation activities carried out by your country/territory in 2018 and prospects for 2019;
- (b) A brief summary of related bilateral/multilateral technical cooperation activities;
- (c) The estimated financial value of those contributions for VCP in 2018 (US\$) through the VCP-Equipment and Services (VCP(ES)), Training/Fellowships and also equipment and services by bilateral/multilateral arrangements.

To: Permanent Representatives of Members of WMO (limited distribution)

cc: Permanent Missions of these Members to the Office of the United Nations and other international organizations in Geneva

It would be appreciated if you could provide a brief report of your development assistance activities to the Secretariat using the template given in Annex IV, even if your Service will not be represented at the meeting. This will feature in the IPM documentation in order to allow us to obtain a wider perspective on assistance flowing between WMO Members and seek opportunities for synergy and value adding for the benefit of our Members who are challenged to deliver the products and services necessary to support their governments and communities.

It would be highly appreciated if you could return the attendance form (Annex II) duly filled and communicate your decision to the Secretariat preferably by **28 February 2019**. You are also invited to send your report (Annex IV) to the Secretariat at your earliest convenience.

I look forward to the participation of representative(s) of your Service in this important meeting.

Yours faithfully,

for 
(P. Taalas)
Secretary-General

WORLD METEOROLOGICAL ORGANIZATION
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Annex I

**Informal Planning Meeting of the
WMO Voluntary Cooperation Programme (VCP)
Tokyo, Japan, 26-28 March 2019**

Provisional Agenda

1. Organization of the meeting
2. Adoption of the agenda
3. Report of the VCP(F) and VCP coordinated activities in 2018
4. Report on projects
 - 4.1 Overview of the projects under development by WMO secretariat
 - 4.2 Overview of bilateral technical cooperation activities by Members
5. Contribution by NMHSs
6. WMO development partnership – Country Support Initiative (CSI)
7. Preparation of the 18th WMO Congress
 - 7.1. Priorities during the 18th Financial Period
 - 7.2. Side event during the Congress
 - 7.3. Procedures for the VCP
8. Any other business
9. Date and place of the next IPM
10. Closure

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Annex II

Ref.: 03735/2019-1.0 DRA

**Informal Planning Meeting of the
WMO Voluntary Cooperation Programme (VCP)
Tokyo, Japan, 26-28 March 2019**

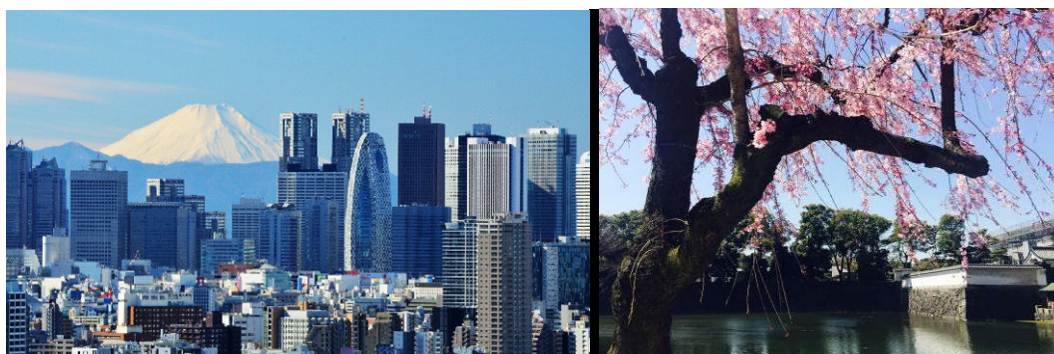
Attendance Form

1. Country: _____
2. Service or Organization: _____
3. Participant:
Surname (Dr/Mr/Ms): _____
Given name: _____
Address: _____

Telephone: _____
Telefax: _____
E-mail: _____

To be returned not later than 19 February 2019 to the Secretariat:

Facsimile: (+41-22) 730 80 47
E-mail: MHerinkova@wmo.int cc: kshida@wmo.int



**Informal Planning Meeting of the
WMO Voluntary Cooperation Programme (VCP)
26-28 March 2019, Tokyo, Japan**

Information Note for Participants

Date and Venue

The annual Informal Planning Meeting (IPM) of the WMO Voluntary Cooperation Programme (VCP) will be held from 26 to 28 March 2019 at the headquarters of the Japan Meteorological Agency (JMA, room 539, 5th floor, 1-3-4 Otemachi, Chiyoda-ku, Tokyo 100-8122, Japan).

Registration

Participants are requested to make registration on Tuesday, 26 March 2019 from 09:00 to 09:30 at the lobby of the JMA headquarters.

Badges

Participants are requested to wear badges during the meeting.

Participant Form

[Important] Please fill out the **Participant Form** given in **Appendix** and send it back to the Local Secretariat (Mr Yasutaka Hokase, hokase@met.kishou.go.jp) **by 19 February 2019 at the latest** for necessary arrangements by the Local Secretariat (e.g. hotel room booking, visa application support).

Working Language

The meeting will be conducted in English. All documents and information papers will be prepared in English only.

Internet Facilities

Free wireless Internet connection will be available in the meeting room.

Entry Requirements

Visa may be required to enter Japan for some participants. For visa requirements and other information on entry conditions, please check at: https://www.mofa.go.jp/j_info/visit/visa/index.html

Time

Japan Standard Time is UTC + 9 hours.

Hotel

A block booking has been made at KKR Hotel Tokyo, located in front of JMA, at a rate of JPY 12,500 (Deluxe Twin) or JPY 11,500 (Deluxe Single) per night (from 25 to 29 March 2019). If you would like to stay at this hotel, please specify it in the attached Participant Form. The participants will be required to pay their own bills to the hotel at check-out, and may be required to provide a credit card information or cash deposit at check-in.

KKR Hotel Tokyo

Address: 1-4-1 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan

Tel: +81 3 3287 2921, Fax: +81 3 3287 2913

<https://www.kkr-hotel-tokyo.gr.jp/en/>

Deluxe Twin (JPY 12,500/night. Breakfast (JPY 1,400) is not included.)



Deluxe Single (JPY 11,500/night. Breakfast (JPY 1,400) is not included.)

**Electricity**

Electric current is 100 volt AC (50 or 60 cycles) throughout the country and use plug socket type A. Visitors with electric appliances may need a plug adapter kit.

**Currency**

The currency of Japan is Japanese Yen (JPY). Please be noted that the other foreign currencies (e.g. USD, EUR etc.) will not be accepted in most cases including public transportation, while most of shops and restaurants accept major credit cards (e.g. Visa, Master). If needed, you can exchange money to JPY at your airport or withdraw JPY from ATMs at 7-Eleven convenience stores located everywhere in Tokyo including the one close to KKR Hotel Tokyo. There is no tipping culture in Japan.

1 USD = 110 JPY

1 EUR = 125 JPY (As of 6 February 2019)

Airport Information and Transportation to the Hotel

There are two major international airports in Tokyo: Haneda Airport and Narita Airport. From each airport, it is recommended to go to Tokyo Station using public transportation, bus or train as shown below. From Tokyo Station, it will take about 10 minutes to JMA headquarters and KKR Hotel Tokyo by taxi (around JPY 1,000).

- From Narita Airport to Tokyo Station**By JR Narita Express (N'EX)**

60 minutes, JPY 3,020, direct, 1-2 connections per hour

http://www.jreast.co.jp/e/pass/nex_oneway.html

By Keisei Skyliner

50 minutes, JPY 2,630, 1 transfer (to Ueno Station by Keisei Skyliner and to Tokyo Station by JR Yamanote Line), 2 connections per hour

<http://www.keisei.co.jp/keisei/tetudou/skyliner/us/index.html>

By limousine bus

75-125 minutes, JPY 3,100, direct, 3-7 connections per hour

https://www.limousinebus.co.jp/en/areas/detail/nrt/tcat_tokyo/dep

By Tokyo Shuttle bus

90 minutes, JPY 900-1,000, direct, 3 connections per hour

<http://www.keiseibus.co.jp/inbound/tokyoshuttle/en/>

For further details, visit:

<https://www.japan-guide.com/e/e2027.html>

- From Haneda Airport to Tokyo Station

By Tokyo Monorail

30 minutes, JPY 650, 1 transfer (to Hamamatsucho Station by Tokyo Monorail and to Tokyo Station by JR Yamanote Line), frequent connections

By Keikyu Railways

30 minutes, JPY 580, 1 transfer (to Shinagawa Station by Keikyu Railways and to Tokyo Station by JR Yamanote Line), frequent connections

By limousine bus

50 minutes, 930 JPY, 1-2 connections per hour

For further details, visit:

<https://www.japan-guide.com/e/e2430.html>

Climate

The climatological data at Tokyo in late-March is given below:

| | |
|----------------------------------|----------|
| Mean temperature | 9.8 °C |
| Mean maximum temperature | 14.6 °C |
| Mean minimum temperature | 5.6 °C |
| Relative humidity | 59 % |
| Total precipitation (per month) | 117.5 mm |
| Number of rainy days (per month) | 9.9 days |

<http://www.data.jma.go.jp/obd/stats/data/en/normal/normal.html>

For daily weather forecasts and related information, visit the JMA's website at:

<http://www.jma.go.jp/en/yoho/319.html>

<https://www.jma.go.jp/en/kaikotan/index.html>

Other useful websites:

The Official Tokyo Guide

<https://www.gotokyo.org/en/>

Japan Railway

<http://www.jreast.co.jp/e/nex/index.html>

Tokyo Metro

<http://www.tokyometro.jp/global/en/>

Toei Subway

<http://www.kotsu.metro.tokyo.jp/english/index.html>

Local Secretariat

Yasutaka Hokase (Mr)

Office of International Affairs, JMA

Email: hokase@met.kishou.go.jp

Tel: +81 (0)3 3211 4966

Fax: +81 (0)3 3211 2032

**Informal Planning Meeting of the
WMO Voluntary Cooperation Programme (VCP)
Tokyo, Japan, 26-28 March 2019**

Participant Form

Ref.: 03736/2019-1.0 DRA

Please complete this form (at least item 1. General information) and return it to the Local Secretariat (hokase@met.kishou.go.jp) by **19 February 2019 at the latest**.

1. General information

First name: _____ Family name: _____ (Dr./Mr./Ms.): _____

Note: It must be the same spelling as the name in your passport.

Country: _____

Service/Organization _____

I will stay at ☐ KKR Hotel Tokyo (pre-booked by JMA) / ☐ another hotel (*hotel name*).

Check-in date: _____ Check-out date: _____

Any food restrictions? (e.g. *halal, vegetarian, ...*) _____

2. Schedule of stay

Arrival At: *Narita or Haneda* Date: _____ Flight number^{*3}: _____

Departure From: *Narita or Haneda* Date: _____ Flight number^{*3}: _____

* *The flight numbers and hotel may be left blank if they have not been determined yet. Fill in the arrival/departure airport (Narita or Haneda) and dates as you plan.*

----- For those who require support for visa application ----

If you require an invitation letter for visa application to enter Japan, please fill out the form below. By your request, the Japan Meteorological Agency (JMA) will issue necessary documents (letter of reason for invitation, letter of guarantee and schedule of stay). Send your **passport copy** as well.

3-1. Passport information

Nationality: _____

Sex: ☐ male ☐ female

Date of birth: _____ / _____ / _____ (day/month/year)

3-2. Embassy/Consulate to apply

☐ Embassy / ☐ Consulate of Japan in _____

3-3. Additional requests

☐ Issue list of visa applicants^{*1} as well
I will apply for a visa together with (_____).

☐ Send the original documents^{*2} via snail mail to: _____

^{*1}: *In case you will apply for a visa together with other officers, please request this list.*

^{*2}: *Most Embassies/Consulates of Japan require original documents. If you wish to apply for a visa to the Embassies/Consulates with copy documents (printed from scanned pdf), please ask the Embassies/Consulates in advance to make sure if those copy documents will be accepted.*

Informal Planning Meeting of the WMO Voluntary Cooperation Programme

Activity Report

Ref.: 03737/2019-1.0 DRA

| | |
|--|--|
| 1. Country/Territory | |
| | |
| 2. Overall national contribution in 2018 | 3. Overall estimated national contribution in 2019 (in USD) |
| ***,*** USD | ***,*** USD |
| 4. List of Activities / Projects / Events in 2018 related to contribution | 5. Source of Funding (USD) |
| <ul style="list-style-type: none"> • • • • • • • • | <ul style="list-style-type: none"> • • • • • • • • |
| 6. Other Relevant Projects | 7. Implemented by |
| <ul style="list-style-type: none"> • • • • • • • • | <ul style="list-style-type: none"> • • • • • • • • |
| 8. Challenges in Resource Mobilization for your Activities / Projects / Events | 9. Opportunities for Increased Activity for your Activities / Projects / Events |
| <ul style="list-style-type: none"> • • • • • | <ul style="list-style-type: none"> • • • • • |
| 10. Opportunities for more cooperation with other Members / organizations | |
| | |

Please send the report preferably **by 28 February 2019** to

Mr Yoshiro Tanaka
 Senior Programme Officer
 Regional and Technical Integration Unit
 Development and Regional Activities Department
 World Meteorological Organization
 E-mail: YTanaka@wmo.int
 Cc: kshida@wmo.int