**ADB Technical Mission Program Yokohama AM**(as of 1 Feb. 2017)

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| **DATE** | **BEGIN** | **END** | **TOPIC** | **ATTENDEES** | **AREA/ ROOM** |
| Monday 6 Feb. | 930 | 1000 | All attendance meeting, Round of introductions, Confirmation of agenda | (ADB) Mission Members, JOC(MOF) Hiro, Toyo, Rika(KMOF) All Members of KMOF including Ms. Ito(Deputy Director-General of KMOF Organizing Committee) and Mr. Saito (Secretary-General of KMOF Secretariat)  | Room 315 |
| 1000 | 1200 | **Tour of venues** in Pacifico Yokohama for all mission members - View furniture to be used for Business Sessions, seminars, including Governors’ seminar and Governors’ lounge in InterContinental- DER: visit venues of Media Center, President’s press conference room, CNBC Debate, ADB@50 seminar, Corporate booth, broadcast media interview area, media partners booth, ADB@50 photo exhibit, TV studio | ADB) Mission Members, JOC(MOF) Hiro, Toyo, Rika(KMOF) All Members of KMOF including Ms. Ito (Deputy Director-General of KMOF Organizing Committee) and Mr. Saito (Secretary-General of KMOF Secretariat) (Yokohama) Goto, Suda, Kawahara(Pacifico) Kusumoto, Takahashi, Shimizu |  |
| 1230 | 1330 | Lunch (hosted by KMOF) | JOC(TBD)+ALL ADB members | TBD |
| 1330 | 1500 | Meeting for all mission members on **space and venue** related matters: seminar rooms, media rooms, registration area, booths, lost and found, medical clinic, networking events, prayer rooms, rest area for local staff and liaison officers, storage area for shipment, etc. | (ADB) Mission Members, JOC (MOF) Hiro, Toyo, Rika(KMOF) Hyokai, Mizuno, Ito (Mr), Hihara, Wada, Itsuka (Yokohama) Nagura, Goto, Suda, Tamura, Kawahara, Oshikiri, Yano, Takase, Kawai, Takaya (Pacifico) Kusumoto, Takahashi, Shimizu | Room 315 |
| 1330 | 1500 | Meeting with Intercontinental on **networking events** | (ADB) Marilou, Noriko |  |
| 1530 | 1630 | **Airport reception**  | (ADB) Asel, Andy, David, Dang, Noriko, Jiseon(MOF) Hiro, Toyo, Rika(KMOF) Hyokai, Morikawa, Kuroiwa, Himeno, Uematsu, Furui (Congre) Akiyama, Meg(JTB) Kai, Matsui, Yoshino, Honda, Kusaka | Room 315 |
| 1630 | 1800 | **Registration and Visas**Badges and Lanyard Distribution procedures | (ADB) Roka, Pierre(MOF) Hiro, Toyo, Rika(KMOF) Furui, Nakajima,(Yokohama) Nagura, Goto, Suda, Kawahara(Congre) Nishimura, Kim(Pacifico) Kusumoto, Takahashi, Shimizu | Room 314 |
| 1530 | 1800 | Meetings with specific counterparts for specific mission members DER: - Meet with large-format printer/ supplier on corporate booth and ADB@50 photo exhibition- Meet with technical consultant to discuss needs of media partners - Discuss with host country supplier the IPTV system, methodology of ADB’s video content upload, and the file formats acceptable | (KMOF) Mizuno, Ito (Mr), Hihara, Wada, Itsuka(Congre) Hagiwara, Hatazawa | Room 313 |
| 1700 | 1800 | **Security**Perimeter, traffic flow for cars and buses, entrance for HODs, access and stickers for cars (embassy, rented, HOD cars), security for VIP (Guest of Honor), access control and crowd control. | (ADB) Asel, Andy, David, Dang, Noriko, Jiseon(MOF) Hiro, Toyo(KMOF) Hyokai, Furui, Suzuki, Kumagai, Miisho, Morikawa (Yokohama) Nagura, Goto, Suda, Kawahara, Yano, Takase(Pacifico) Eda, Takahashi, Shimizu(JTB) Kai, Matsui, Yoshino, Honda, Kusaka | Room 315 |
| **DATE** | **BEGIN** | **END** | **TOPIC** | **ATTENDEES** | **AREA/ ROOM** |
| Tuesday 7 Feb. | 930(Briefing starts from 10:30) | 1200 | **Embassy Briefing** at MOF (Tokyo)[Departure to Tokyo at 8:00 by car; David to reserve large taxi at the hotel day before for ADB] | (ADB) Asel, David, Roka, Sisse, Goshi(MOF) Hiro, Toyo, Rika(KMOF) Furui, Kuroiwa, Himeno, Uematsu(Yokohama) Goto(Congre) Meg, Hatazawa (JTB) Kai, Matsui, Kusaka | MOF  |
| 930 | 1200 | **Visit to hotels and venues of receptions** | (ADB) Andy-security, Jiseon-sustainability, Dang, Marilou, Noriko(KMOF) Hyokai, Suzuki, Kumagai, Okoshi, Nakajima, Morikawa (Congre) Akiyama (JTB) Yoshino, Honda |  |
| 930 | 1200 | **Technical** meetings: IT, AV, etc | (ADB) Pierre, James, Cynthia, Richard Bray(KMOF) Mizuno, Yusa, Hamada, Ito (Mr), Hihara, Wada, Itsuka(Congre) Hagiwara, Nishimura, Kim (Pacifico) Kusumoto, Takahashi, Shimizu | Room 314 |
| 1230 | 1330 | Lunch  | JOC(TBD)+ADB | TBD  |
| 1330 | 1500 | **DER Meetings**- Update on media registration- Discuss press tour of Japanese media and DMC journalists program- Update on CNBC Debate arrangements- Discuss one-day city tour (2 May) to include water and urban development projects- Update on media partnerships, branding opportunities for media partners- Discuss potential reputational risks | DER, MOF, Yokohama City(MOF)Hiro, Hashimoto, Maruo(KMOF) Mizuno, Wada(Yokohama) Goto, Tamura, Oshikiri(Congre) Meg(JTB) Yoshino, Narishige  | Room 313 |
| 1330 | 1500 | **Seminars** ADB seminars, sponsored seminars, Host Country seminars (Host Country Youth Event, ADB Joint Seminar with Yokohama), institutional events, Governors' events such as Roundtable and Plenary  | (ADB) Sisse, Asel, David, Jiseon(MOF) Rika(KMOF) Miisho, Hamada(Yokohama) Nagura, Suzuki, Miyamoto, Suda, Kawahara(Congre) Nishimura, Hatazawa(Pacifico) Takahashi<MOF>Takami, Nishio, Kuramoto, Tominaga, Matsunoshita, Kuwaji<BOJ>koike, Iwai, Ohashi, Miyoshi, Hisamitsu | Room 315 |
| 1330 | 1500 | **Technical** meetings: IT, AV, etc  | (ADB) Pierre, James, Cynthia, Richard Bray(KMOF) Hyokai, Ito (Mr), Hihara, Itsuka(Congre) Hagiwara (Pacifico) Kusumoto, Shimizu | Room 314 |
| 1330 | 1500 | **Meeting with Danzero** | (ADB) Marilou, Noriko |  |
| 1330 | 1830 | **Visit to Narita Airport** | (ADB) Andy, Dang(MOF) Toyo(KMOF) Furui, Kuroiwa, Himeno (Congre) Akiyama(JTB) Kai, Matsui, Kusaka |  |
| 1400 | 1530 | Meeting with **ADBI** on registration of participants for Pre-AM seminars  | (ADB) Roka, (ADBI) Naoko | JRO |
| 1530 | 1800 | **Networking events** (of both ADB and the HC including Exhibition, Opening Session Event)**Tours** (VIP Spouse Program, Technical visit) | (ADB) Marilou, David, Noriko(MOF) Hiro, Rika(KMOF) Hyokai (-17:00), Miisho (-17:00), Okoshi, Nakajima, Hamada(Yokohama)Nagura, Suda, Kawahara, Kawai, Mimuro, Takaya(Congre) Hagiwara, Hatazawa(Pacifico) Kusumoto | Room 315 |
| 1530 | 1700 | **Printing and Branding**Meeting with onsite printer, meeting with large-format printer, discussion of signage plan and branding opportunities | (ADB) Cynthia, Miguel, Jiseon(KMOF) Mizuno, Ito (Mr), Hihara, Wada, Itsuka(Yokohama) Goto, Tamura, Oshikiri(Congre) Nishimura, Kim(Pacifico)Takahashi, Shimizu | Room 314 |
| 1700 | 1800 | **DER Meetings**- Discuss requirements for ADB@50 seminar book launch - media outreach and coverage for Opening Session, press conferences, media briefings- Opening Session speech rehearsals- Printed and digital signage plan, digital screen allocation | DER(KMOF) Hyokai, Mizuno, Yusa, Miisho, Ito (Mr), Hihara, Wada, Itsuka(Yokohama) Goto, Tamura, Oshikiri (Congre) Hagiwara, Nishimura(Pacifico) Kusumoto, Takahashi, Shimizu | Room 314 |
| 1600 | ? | Meetings with Seminar Sponsors | (ADB) Sisse  | Room 313 |
| **DATE** | **BEGIN** | **END** | **TOPIC** | **ATTENDEES** | **AREA/ ROOM** |
| Wed. 8 Feb. | 930 | 1100 | **Sustainability and Risk Assessment**  | (ADB) Jiseon, David, Dang, Marilou, Noriko(MOF) Hiro, Toyo, Rika(KMOF) Hyokai, Nakajima(Yokohama) Nagura, Goto, Suda, Yano, Kawai(Congre) Akiyama, Meg, Hatazawa(Pacifico) Kusumoto | Room 315 |
| 930 | 1100 | **Technical** meetings (continuation) | (ADB) Pierre, James, Cynthia, Richard Bray(KMOF) Mizuno, Ito (Mr), Hihara, Wada, Itsuka(Congre) Hagiwara, Nishimura, Kim(Pacifico) Takahashi, Shimizu | Room 314 |
| 1100 | 1200 | **Wrap-up meeting** for all *(Departure of some mission members after the meeting)* | All ADB mission members(MOF) Hiro, Toyo, Rika(KMOF) All Members of KMOF including Ms. Ito (Deputy Director-General of KMOF Organizing Committee) and Mr. Saito (Secretary-General of KMOF Secretariat)(Yokohama) Nagura, Goto, Suda, Yano, Kawai, Suzuki(Pacifico) Kusumoto, Takahashi, Shimizu | Room 315 |
| 1230 | 1330 | Lunch | JOC(TBD)+ADB | TBD |
| 1330 | 1500 | **Local staff and Transportation** | (ADB) David, Dang(MOF) Hiro, (Toyo), Rika(KMOF) Hyokai, Mizuno, Furui, Suzuki, Kumagai, Ito (Mr), Itsuka, Morikawa(Yokohama) Nagura, Goto, Suda, Yano, Takase, Kawai, Mimuro (Congre) Nishimura, Akiyama, Kim (JTB) Kai, Yoshino, Tsurumoto, Kusaka | Room 315 |
| 1400 | 1500 | **Catering** (with InterContinental) | (ADB) Cynthia, Marilou, Jiseon, Noriko(KMOF) Hihara, Wada(Yokohama) Takaya (Congre) Hagiwara, Hatazawa | Room 314 |
| 1530 | 1900 | **Visit to Haneda Airport** | (ADB) Andy, David, Dang, Noriko(MOF) Toyo(KMOF) Furui, Morikawa, Uematsu (Yokohama) Nagura, Yano, Takase (Congre) Akiyama (JTB) Kai, Yoshino, Kusaka |  |
| **DATE** | **BEGIN** | **END** | **TOPIC** | **ATTENDEES** | **AREA/ ROOM** |
| Thursday 9 Feb | 930 | 1200 | **Outstanding issues**Hotels, Catering, Shipment, Tax Exemption, March mission, etc. | (ADB) David, Dang, Cynthia, Noriko(MOF) Hiro, Toyo, Rika(KMOF) Hyokai, Mizuno, Furui, Okoshi, Nakajima, Ito (Mr.), Hihara, Wada, Itsuka, Morikawa(Yokohama) Nagura, Goto, Suda, Kawahara(Pacifico) Kusumoto, Takahashi, Shimizu | Room 315 |
| 1230 | 1330 | Lunch | JOC(TBD)+ADB | TBD |
| 1330 | 1800 | Additional meetings if required*Departure of mission members* |  | Room 315 |