**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 |