



UNITED NATIONS  
UNIVERSITY

## **TERMS OF REFERENCE**

**Provision for Building Maintenance and Operations  
Including Security Services, Custodial Cleaning Of the  
United Nations University Headquarters Building In Tokyo  
Japan**

**20 September, 2007**

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## **1. INTRODUCTION**

The United Nations University (“UNU”) is desirous of carrying out a procurement exercise to solicit proposals from experienced and professional companies dealing in facilities and property management which offers best value for money in the interests of UNU, to provide a range of fully integrated services for the operations, management and maintenance of the UNU headquarters building in Tokyo. The successful Bidder (“the Contractor”) will be required to sign a 5 year contract with UNU to perform facilities and engineering management services and agreeing to clearly identified service levels.

## **1. BACKGROUND**

The UNU Headquarters Building in Tokyo, Japan, was handed over to the UNU in 1992 and became operational the same year. The building was designed by the renowned architect Dr. Kenzo Tange and was designated as the UN-House in Japan by the Secretary-General on 24th January 2001. To date, the building comprises of office space, conference facilities, library and public space, and facilities, which include emergency management and monitoring systems, back-up power and water reserves, and active security systems. The building currently houses eleven (11) tenant UN Agencies/Funds, namely IFAD, ILO, UNDP, UNFPA, UNHCR, UNIC, UNICEF, UNOPS, UNV, WFP, WIPO) and the Japan Foundation for the UNU. The total daily occupancy of the premises is approximately 200 staff members.

The UNU Headquarters Building is located in 53-70 Jingumae 5—chome, Shibuya-Ku, Tokyo, Japan. It has a gross building area of 21,301square meters and is located on a land area of approximately 7,043 square meters, owned by the Tokyo Metropolitan Government. The premises are provided free of charge by the Ministry of Education, Culture, Sports, Science and Technology (MEXI) of Japan but operating and maintenance costs are not financed. The tenants contribute towards the operational and maintenance costs and also pay actual costs of utilities consumed, office cleaning and disposal of waste. Additional income is generated from the underground parking lot and from charging fees for the usage of conference facilities, a sizeable space component of the building.

### **1.1 Building Summary**

The building has 14 floors and one sub-ground level floor (B-1) consists of offices, conference facility rooms, training rooms and building facility rooms. The first floor is a public access area to the remaining floors of the building. A single, primary entry point is provided into the building on the Jingumae street side, which is controlled by a receptionist and security guard during business hours. Floors 2-5 fully accommodate conference facilities and meeting rooms, and incorporate UNU and UN group related library spaces on the 2nd 3rd and 4th floors/east wing, space that is completely accessible for use during building hours to the public. UN related group tenant space is located on Floors 6 to 8 while UNU governance and group operations occupy Floors 1 (Retail), and 9 to 12, including the UNU Rector’s offices on the Floor 12. The Rector’s guest residence and formal residence is located on the Floors 13 and 14 respectively. The B-1 Level houses the building engineering management office, primary building system and equipment rooms and a Fitness Room available for use by all occupants of the building. There are plans to open a boutique selling UN items and books in the building.

The building is open for business on weekdays Mondays to Fridays, from 9:00 am to 6:00 pm, and. The UN Gallery on Floors 1 and 2 is open 7 days a week. Air-conditioning runs 10 hours per day, every day that the building is open to maintain temperature and humidity control in the building during working hours and electrical lighting is made available to building tenants during both business and non-business hours. Access to tenant occupied floors is controlled via security card access or visitor sign in at the main reception desk in

the ground floor lobby. Escalators moves people vertically to the second and third floors, and stairs and elevators are used to access conference facilities on the fourth and fifth floors.

The building is constructed of reinforced concrete base pad, structural column support and aerated concrete brick wall construction and reinforced concrete ceiling. The building itself has a substantial setback from Jingumae street with a large plaza area between the entry face of the building and public sidewalk area to street. Additional large plaza area exists to the rear of the building in a courtyard environment and is further framed in by an Annex building at the north end of the property that is not part of the UN House. This courtyard allows for access to the middle and rear ground floor retail space in the east and west wings of the building there are two large covered breezeways, one each on the east and west sides of the centrally located first floor lobby entrance which allows direct access to the rear courtyard and ground floor retail space.

## 1.2 Other information regarding the building

Heating, Ventilation and Air Conditioning (HVAC) Plant	Air conditioning to the building is supplied via 3 air-cooled absorption Chillers that were built in 1991. Two of the units are RAD-G023 model, which only produce cool or hot water at one time, and one is RAD-G013 model, which can produce cool and heated water at the same time. Different from the compression chiller, the primary consumption of energy by the absorption chiller is gas. The chillers are connected to chilled I hot water pumps and condenser water pumps. The pumps are controlled by the automatic controllers with variable speed devices. A total of 29-airhandling units assist with the supply of conditioned air to the building. The air-handling units are split into zones and the zoned environment is further conditioned by Variable Air Volume box. Three sets of independent packaged units are installed for the rector's residence. One gas-fired boiler is installed to provide the hot water supply to toilet rooms.
Electrical and Lighting System	Power is supplied to the facility via the oil type transformers. The transformer power is stepped down from 6 KV to 220/100V then distributed to the users through LV switchboards. A 750KVA emergency power generator is installed to provide power supply to the building during city power shutdown and provides enough emergency power to operate all elevators and lighting for only 20 minutes. Most of the lighting in the building is provided by 40W T12 fluorescent tube with electronic ballasts.
Fire Services	The building is protected by a pressurized sprinkler system. Fire hydrants are also supplied throughout the building, internally and externally, coming from an external fire hydrant water pipe. A HALON 1301 manual extinguishing system is installed for the HT and LV switch room and for the UNU Archives rooms on the 7 <sup>th</sup> Floor. The fire control system is installed in the central control room, and linked to Building Management System. Hand-held extinguishers are also situated throughout the building.
Plumbing and Drainage and Water Supply	Water supply is provided via the city mains, and consists of two types of waters: one for toilet washing only, and another one for other purposes such as drinking, hand washing, etc.
Building Management System	A NEC Building Management System (BM) has been installed. The BMS system manages the HVAC plant, lighting and is also used to control the fire and security system. The BMS is situated within the central control room.

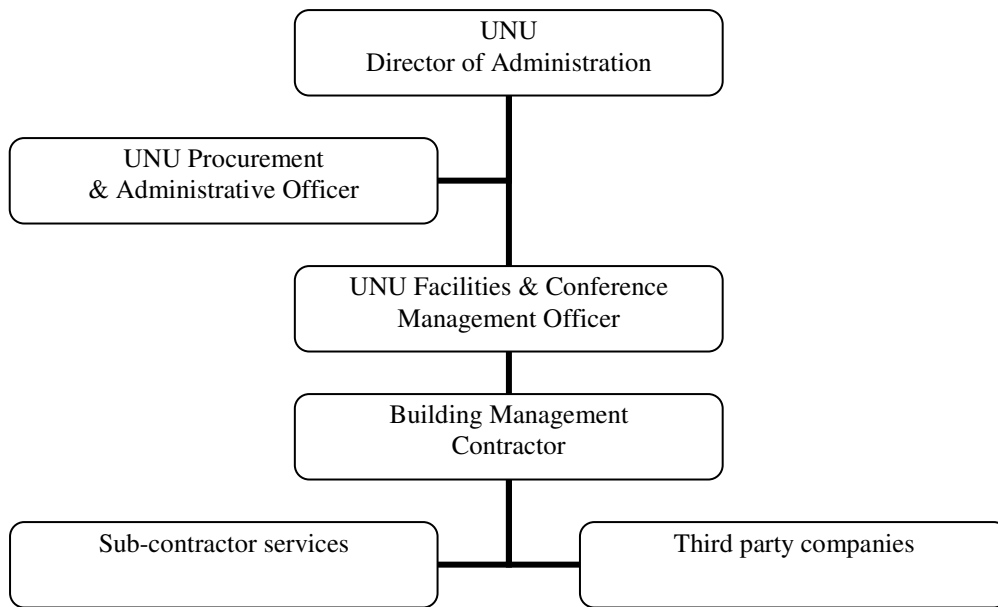
Security System

The security system consists of CCTV cameras, card access control and an alarm system. Access to the office areas of the building is managed by an NEC Security access control system and is the original installed equipment. The security control system is located within the central control room, which is used to monitor the traffic movement throughout the site. This consists of staff checking in, leaving work, and moving through the various, security status checkpoints at different places within the facilities. Access to the building is open during normal business hours and monitored by on-site security guards.

1.3 Line of Reporting

The Director of Administration and the Chief of Personnel and General Services have been responsible for providing effective management and direction for the UNU Headquarters Building and Conference Facilities to date.

Effective October, 2007, a newly appointed Facilities & Conference Management Officer (FCMO) will oversee the continuing operations and management of the building and the Contractor will be expected to receive instructions from the FCMO. The new functional reporting hierarchy for this account management will be as follows:



2. OBJECTIVE

The objectives of this procurement exercise are:

- 2.1 To select a single company, which provides services stated in this document, under a 5-year contract term, utilizing the best practices of the Contractor to achieve consistently excellent outcomes, compliant with the industry standard best practices and all local regulations and by-laws

- 2.2 To improve pricing through economies of scale based on the Contractor's consolidation and operational efficiencies.
- 2.3 To provide effective and efficient support services for essential services that no staff posts are available for.

### **3. SCOPE OF WORK**

The Contractor's scope of responsibilities shall include the following service categories ("Services Requirements").

#### **3.1 Management Services**

- 3.1.1 Provide integrated account management including supervising and evaluating current service delivery levels and methods, and submitting enhancement opportunities proposals to improve quality, client and tenant service and cost performance.
- 3.1.2 Provide periodic reports on operational performance, issues and improvements and summarize the preventive maintenance, customer service requests and infrastructure project management workload results.
- 3.1.3 Provide management services of all sub-contractors contracted by the Contractor or assist in the management of other third party vendors contracted by the UNU, to ensure that services are delivered consistent with overall requirements of the UNU for building maintenance and operations.
- 3.1.4 Develop, maintain and place on file with UNU, a complete building operations manual for tenants who are UNU employees residing in designate space and leased space and tenants residing leased space. Manuals shall include the appropriate procedures such as emergency response, life safety code compliance, disaster recovery planning, parking programs, access control and severe weather. Perpetually ensure that all procedures included within the manuals are consistent with existing and future policies and procedures of the both the UNU and local legislation.
- 3.1.5 Assist in the representation and liaison with local government, utility companies and emergency services on technical and procedural issues and compliance.
- 3.1.6 Assist the UNU in providing a minimum environmental impact facility and associated services by assisting in defining and implementing an Environmental and Health programme over the life of the contract to include: Provide specialty services at designated locations as directed by the UNU in compliance with ISO 140001; Assist in planning disaster and recovery services, provide in-depth utility management reports to be used to monitor savings potentials, plan systematic water management and recycling services, introduce effective waste management services; review existing procedures and manuals; review existing equipment and installations (refer to UNU ISO14001 website at <http://www.unu.edu/ISO14001/unu-initiative.html> for the UNU Environment Plan.

#### **3.2. Building Maintenance Services**

- 3.2.1 Provide property management services associated with the building infrastructure improvements within the designated leased and occupied areas of the building to ensure critical business operations and the general work environments are as free as possible from interruptions due to (1) building systems or equipment/component failures, and (2) infrastructure capacities being exceeded by operational business demands (particularly in regards to mechanical, electrical and system

- communication capacities). Ensure all business environments (including those with full 24/7 back-up capabilities) are free from all controllable interruptions and fully operational.
- 3.2.2 Respond to customers' service requests in a timely manner. Services to be delivered to customers residing in designated office building areas with volume, response time, service level compliance and resource utilization data reported monthly.
  - 3.2.3 Provide quality control checks to ensure that the building's water filter systems connected to municipal water systems are appropriately maintained and that the water supply is suitable for human consumption. There are 15-20 locations for quality checks and servicing of drinking water sources throughout the UNU building.
  - 3.2.4 Provide comprehensive preventive and predictive maintenance (engineering maintenance) services, remedial repair services and equipment/property inspections ensuring all building equipment, components and systems operate as intended and in compliance with manufacturer's recommendations and industry's best practices within the designated leased areas of the building, including the conference facilities and meeting room equipment. (see Annex A-1 for full list of equipment and maintenance requirements).
  - 3.2.5 Provide supervision and maintenance, repair and project management services associated with the various building systems (including electrical services, elevator services, energy conservation, fire/life safety services, general building maintenance services, infrastructure project management, services, mechanical services and plumbing services) to ensure that all systems function as designed to maintain system reliability and conserve energy, and to identify improvement opportunities to increase reliability, extend capabilities and reduce operating costs (see Annex A-1 for full list of equipment and maintenance requirements and Annex A-2 for building layout drawings).
  - 3.2.6 Provide pest control services to deliver a pest free work environment and employ effective control, measures for ants, roaches, flies, termites and other potentially destructive or irritating insects' and pests (see Annex A-2 for building layout drawings).

### 3.3 Janitorial Services

- 3.3.1 Provide full general building cleaning services daily, for all facilities and installations including, but not necessarily limited to: entrances, registration area, elevator halls, elevators, escalators, stairwells, offices, library, storage areas, toilets and washrooms, kitchenettes, gymnasium, locker rooms, showers, apartments, corridors, conference rooms, machinery rooms, computer rooms, carpets, hardwood floors, workshops, plant and machinery rooms, parking lots, internal and external walls, internal and external windows, pilotis, courtyards, ceilings, lamp fixtures, blinds, furniture and fittings.
- 3.3.2 Services will include structured roster cleaning services as well as ad-hoc services and shall include all required equipment, supplies and consumables including bathroom supplies (see Annex A-2 for building layout drawings)

### 3.4. Grounds Services

- 3.4.1 Provide grounds and landscape maintenance services including cleaning of pilotis, courtyard and building surroundings, parking lot, drive way grooves and water drainage ways, snow removal & ice treatment services and concrete repairs (see Annex A-2 for building grounds drawings).

### 3.5. Conference Support Services

Provide conference support services at designated conference and meeting room locations including conference room set-up services (pre-conference presence, on-call service during conference periods and presence upon completion of conference), supervisory responsibility for food service caterers and third party users of pantries and kitchens during and after receptions at the facility, parking administration, interior plants and decorations, signage services, environmental health and safety services and related services (see Annex A-3 for indicative list of conferences for the year 2006)

### 3.6. Security and Protection Services

3.6.1 Provide 24 hours electronic security and surveillance equipment management, monitoring, and support services to meet the requirements of the UNU. Provide security guards services 24 hours day, 7 days a week in relation to keeping general order, crime and disaster prevention, fire prevention, theft prevention, monitoring movement of people, goods and vehicles in/out of building, patrolling duties and guard post (lobby), implementing emergency response measures and feedback reporting, and keeping general order in the UNU headquarters premises including the Rector's residence.

3.6.3 Ensure that protection and security services provided are in compliance with UNU's security procedures. The Security Standard Operations Procedures (SOPs) will be provided in the RFP. Bidders will be required to explain how they can meet these SOPs with suggested workforce.

3.6.2 Provide additional and supplemental guard services during special events such as visits to the UNU building by high profile members of society, or irregular intrusions by protestors, or unsolicited visits by persons seeking asylum and refugee status assistance, and/or any other related ad-hoc services required.

3.6.3 The Contractor must be a registered security company licensed through the Japanese National Police to provide security and protection services in compliance with the laws of Japan. If the Contractor sub-contracts to a third party, the sub-contractor must be a registered security company and have the requisite license.

3.6.4 Security guards are required to have basic communications skills in English and must be trained and educated in accordance with the rules and regulations for security guards as set up by the Japanese government. All security guards must have background check for criminal activities, are drug tested and have "in service training" at least 4 times a year.

3.6.5 The UNU reserves the right to dismiss any security guard without reason and have him/her replaced by another qualified security guard.

### 3.7 Office Services

3.7.1 Provide receptionist services (2 Receptionists) in main lobby during all normal working hours. (see Annex A-4 for job description of Receptionist)

3.7.2 Assist in the distribution of internal mails, correspondences and documents to staff members' offices on designated floors in the UNU Building according to a daily schedule, during normal working hours.



- 3.7.3 Provide ad-hoc services in support of design, construction and internal move relocation activities as directed by the UNU, and provide labor and boxes for move.

The Contractor will be required to anticipate staffing requirements and proposed pricing, and estimated workload quantities for the property. However, sufficient indicative workload statistics and measurables are provided in Annexes A-1 through A-5 to enable the Contractor to understand the scope of the works.

#### **4. RESPONSIBILITIES FOR PROVISION OF RESOURCE AND MATERIALS**

Under the resulting contract, it is envisaged that the responsibilities for resources, supplies and materials shall be assigned as follows:

##### **4.1 To be provided by the UNU**

- General management room, waiting room, changing rooms, ablutions, facilities suitable for storage of equipment and supplies required to operate the contract. Such facilities are provided with inclusions and furnishings on an as is basis;
- Telephones and telephone equipment for internal and local calls. Note internal and local calls are provided free of charge in relation to this contract;
- Equipment, supplies, service contracts and articles of consumption required for the maintenance of the facilities and services herein (unless specifically noted in the following section) and their procurement in accordance with specifications presented by the contractor; and

##### **4.2 To be provided by the Contractor**

- Full time staff, service specific staff, ad-hoc staff, specialized skills and expertise;
- All tools and instruments required to provide the services in accordance with the proposal;
- All equipment, chemicals, supplies and consumables required for cleaning and pest control of the premises;
- Staff uniforms and personal safety equipment.

#### **5. PRE QUALIFICATION REQUIREMENTS**

Companies intending to submit a bid should have the organizational and technical capacity, experience and professionalism to provide the Services Requirements. Bidders should be able to show proof of past and/or present experience in similar projects, demonstrate financial soundness and resources available to carry out the Services Requirements, and have the integrity and proven reliability to ensure good faith performance. Bidders should be able to demonstrate an understanding of the UNU's requirements and come up with an appropriate work plan and overall approach on how to meet these requirements.

The award of the contract will be based on best value for money (not necessarily the lowest cost will prevail) that being the best outcome for the UNU as a whole considering price, economic, environmental and social benefits, in addition to the requirement for the UNU.

## **Annex A-1**

### **Full Inventory List of Equipment and Maintenance Requirements**

## Full Inventory List of Equipment and Maintenance Requirements

Description	Qty	Unit
<b>Legal Periodical Maintenance</b>		
Self inspection of private electric piece (6.6kv Tr2. 200kva)	1	time/year
Hot water tank maintenance (1500 liter x 2 units)	1	time/year
Closed type expansion tank (287 liter x 2 units)	1	time/year
Smoke density measurement (soot and dust, NOX, 4 specimens)	2	time/year
<b>Environment/Hygiene management services</b>		
Atmosphere environment measurement (34 points including 2 atmosphere points)	6	time/year
Drinking water quality check (15 items)	2	time/year
Drinking water quality check (5 special items check)	1	time/year
Drinking water reservoir cleaning: Receiving tank 12m <sup>3</sup> x 1	1	time/year
Elev. Water 4m <sup>3</sup> x 1	1	time/year
Drinking water tank of Rector's residence 1m <sup>3</sup> x 1	1	time/year
Sewage/misc. Drainage: Sewage tank 24m <sup>3</sup> x 2 places	3	time/year
Misc. drainage tank 46m <sup>3</sup> x 3 places	3	time/year
Rats insects control (extermination) and monthly inspection	2	time/year
<b>Fire prevention equipment checking services</b>		
Fire extinguisher	2	time/year
Indoor fire hydrant	2	time/year
Sprinkler system	2	time/year
Foam extinguisher	2	time/year
Halogenide extinguisher	2	time/year
Automatic fire alarm system	2	time/year
Smoke prevention system	2	time/year
Emergency broadcasting system	2	time/year
Escape guide lamp system	2	time/year
Emergency generator system	2	time/year
Battery system	2	time/year
<b>General Periodical Maintenance</b>		
Boiler maintenance, 240,000kcal/h x 1	1	time/year
Boiler maintenance, 200,000kcal/h x 1	1	time/year
Fan coil unit cleaning (Filter cleaning 372 units)	1	time/year
Drain port/pan cleaning	1	time/year
Package inspection, 12 units	1	time/year
Package filter cleaning, 12 units, 23 filters	1	time/year
Cooling tower inspection/cleaning 2/year for 3 cooling towers, 4/year for 1 cooling tower	2-4	time/year
Air cleaner inspection		
Inspection/cleaning 2 units	1	time/year
Filter cleaning 2 units,	3	time/year



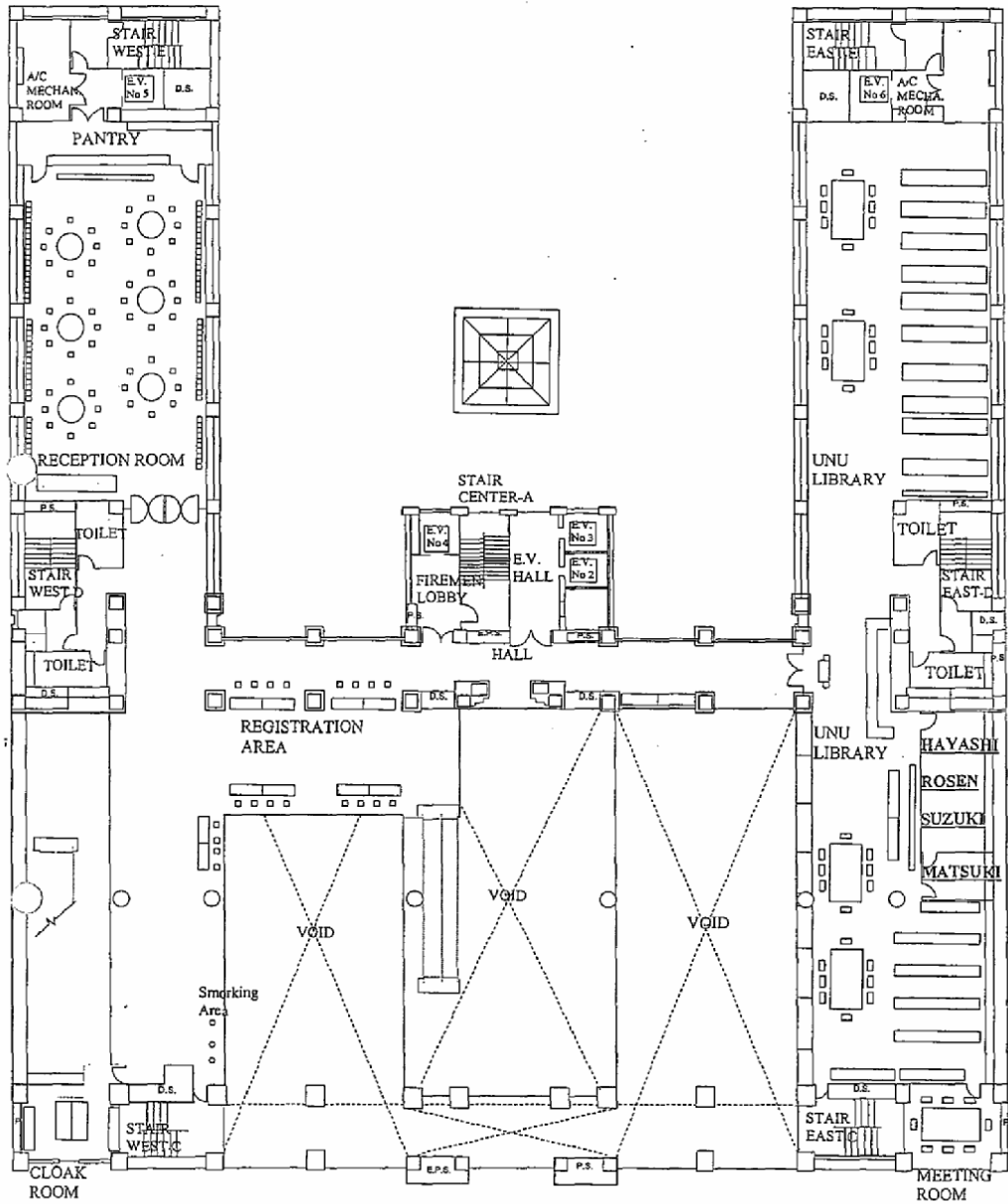
## **Annex A-2**

### **Building Layout for each Floor and the General Site Layout**





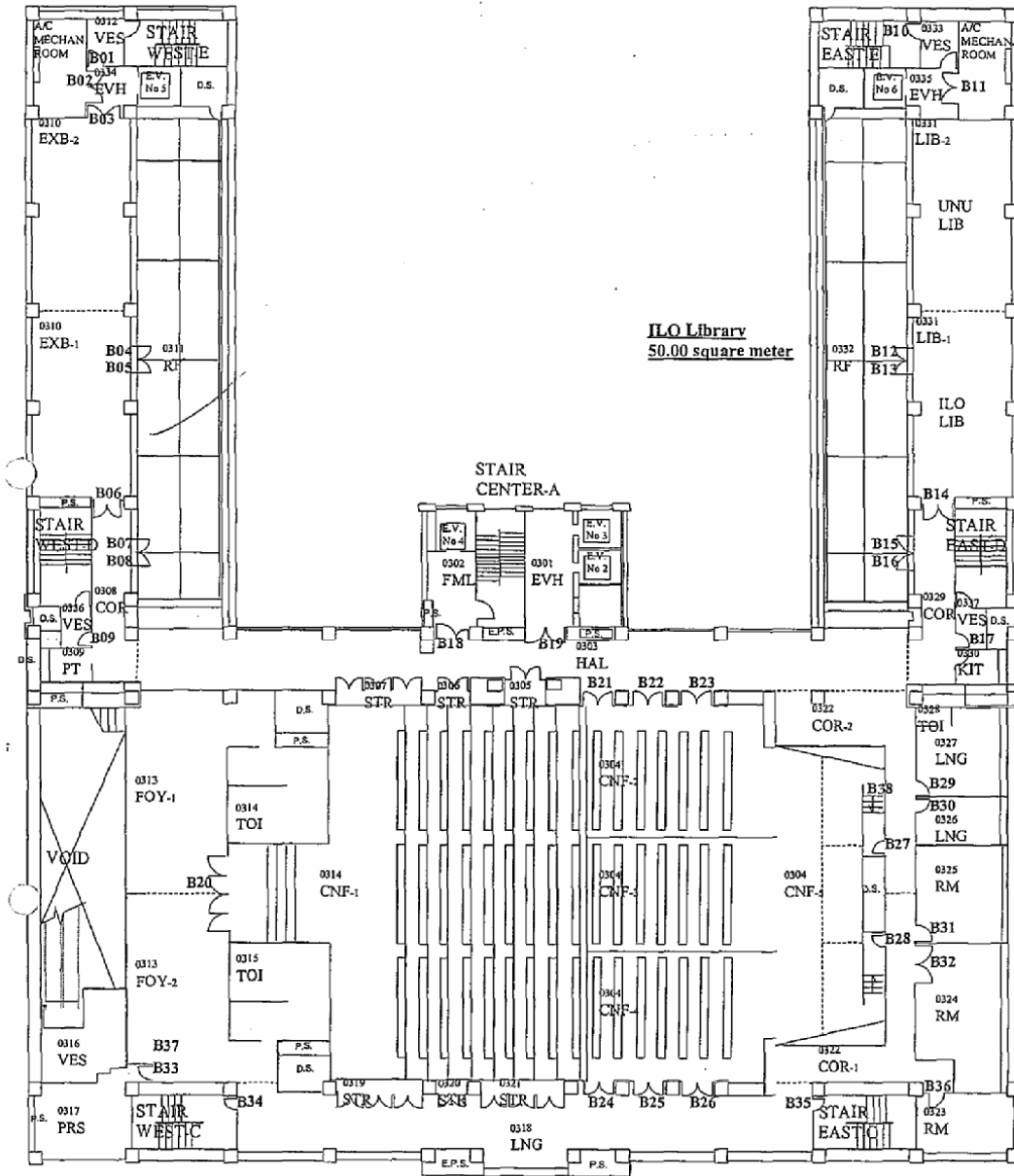
# Second (2<sup>nd</sup>) Floor



2F

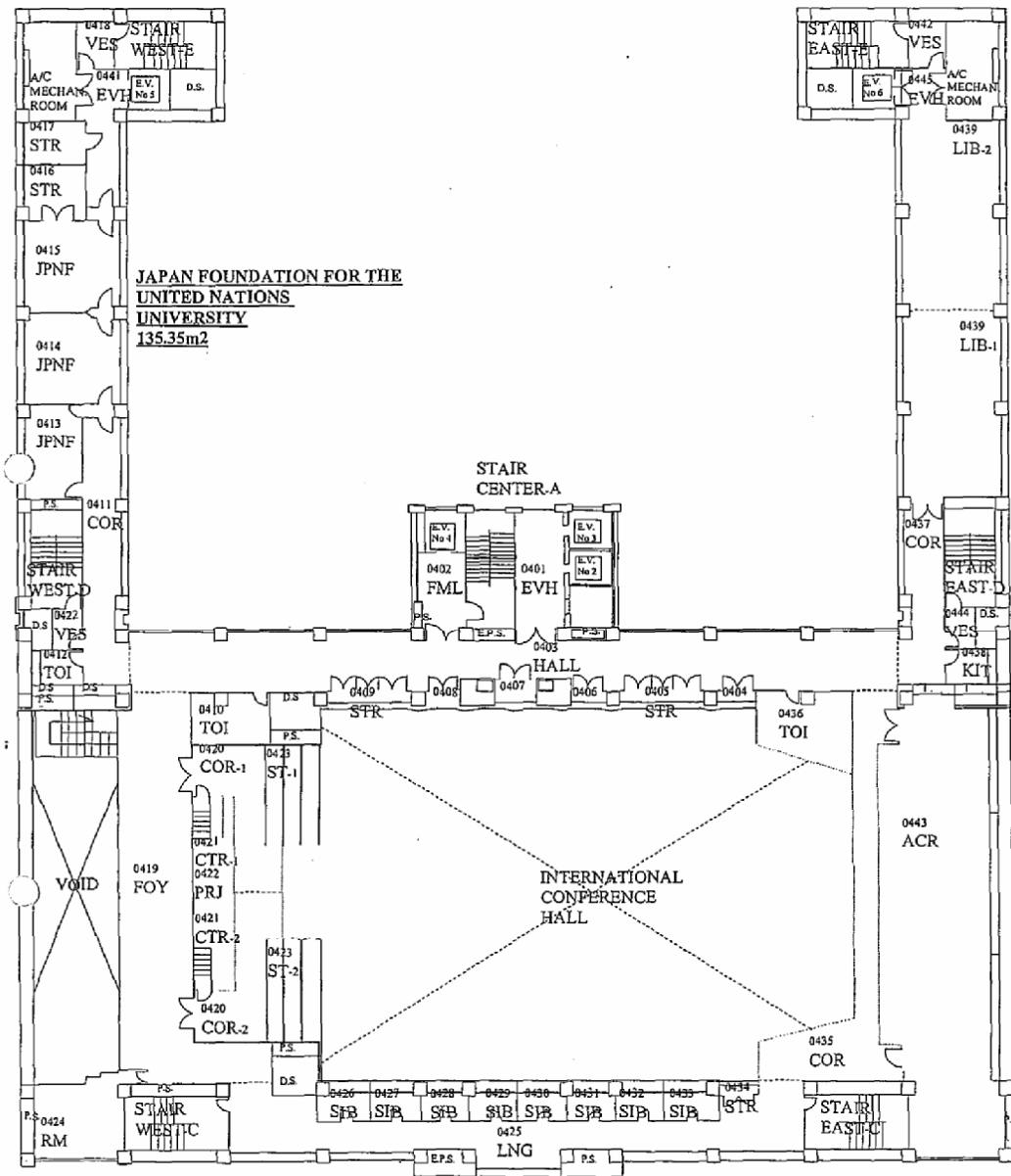


### Third (3<sup>rd</sup>) Floor



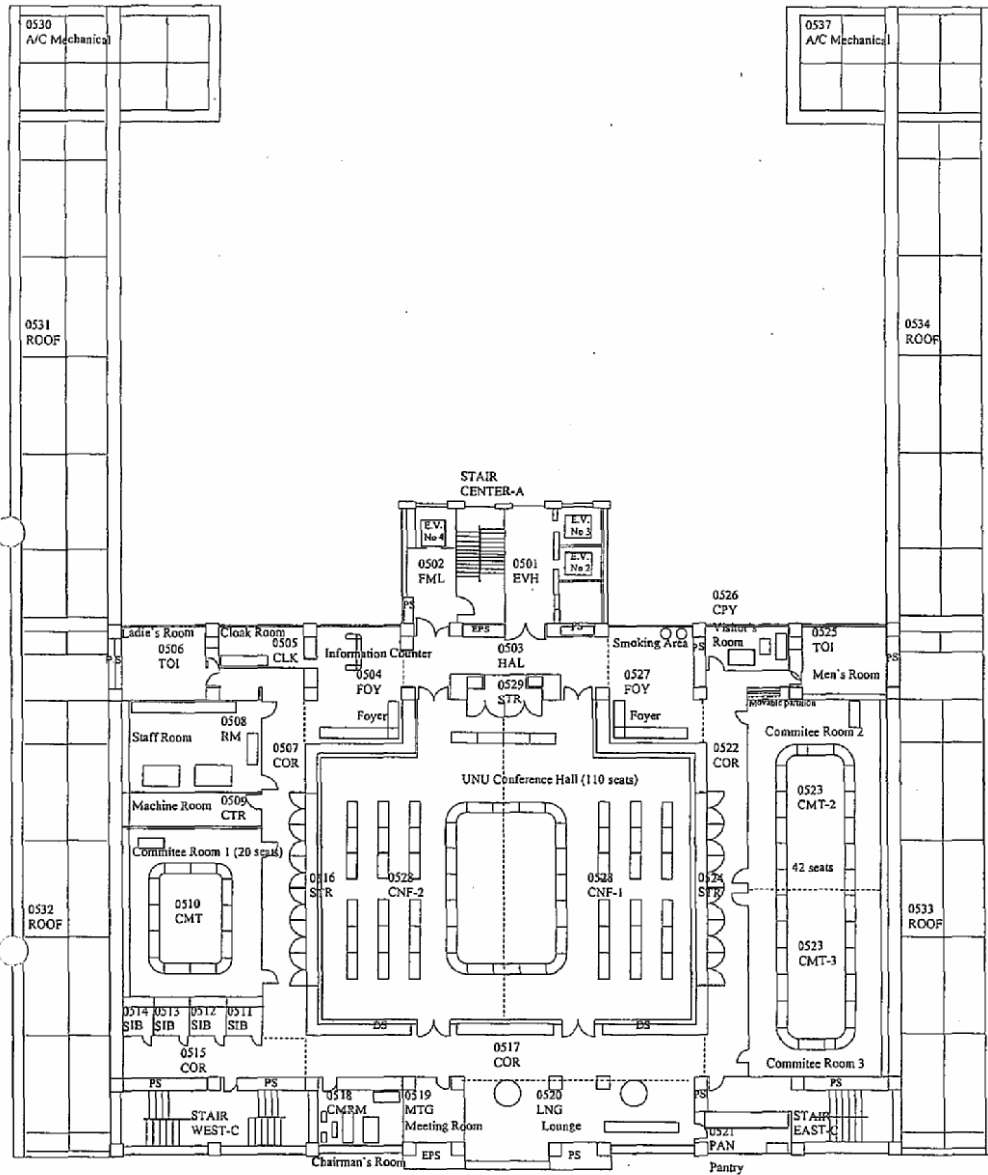
3F

# Fourth (4<sup>th</sup>) Floor



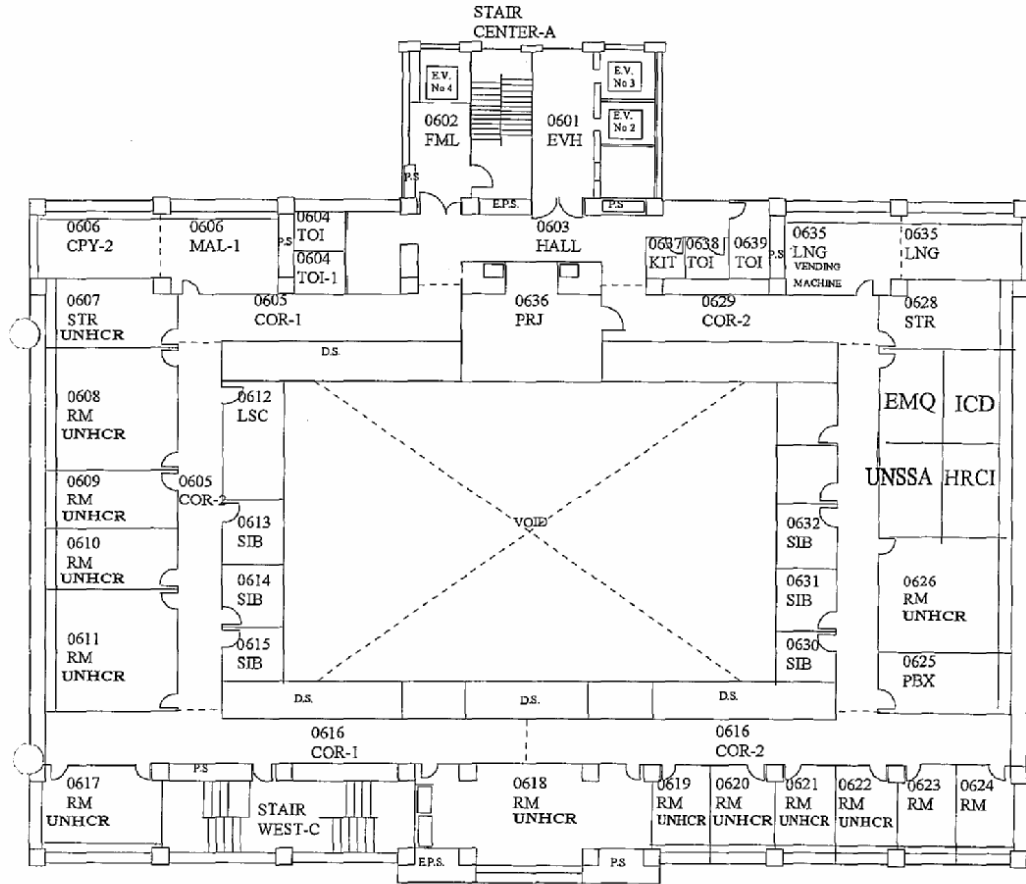
4F

## Fifth (5<sup>th</sup>) Floor



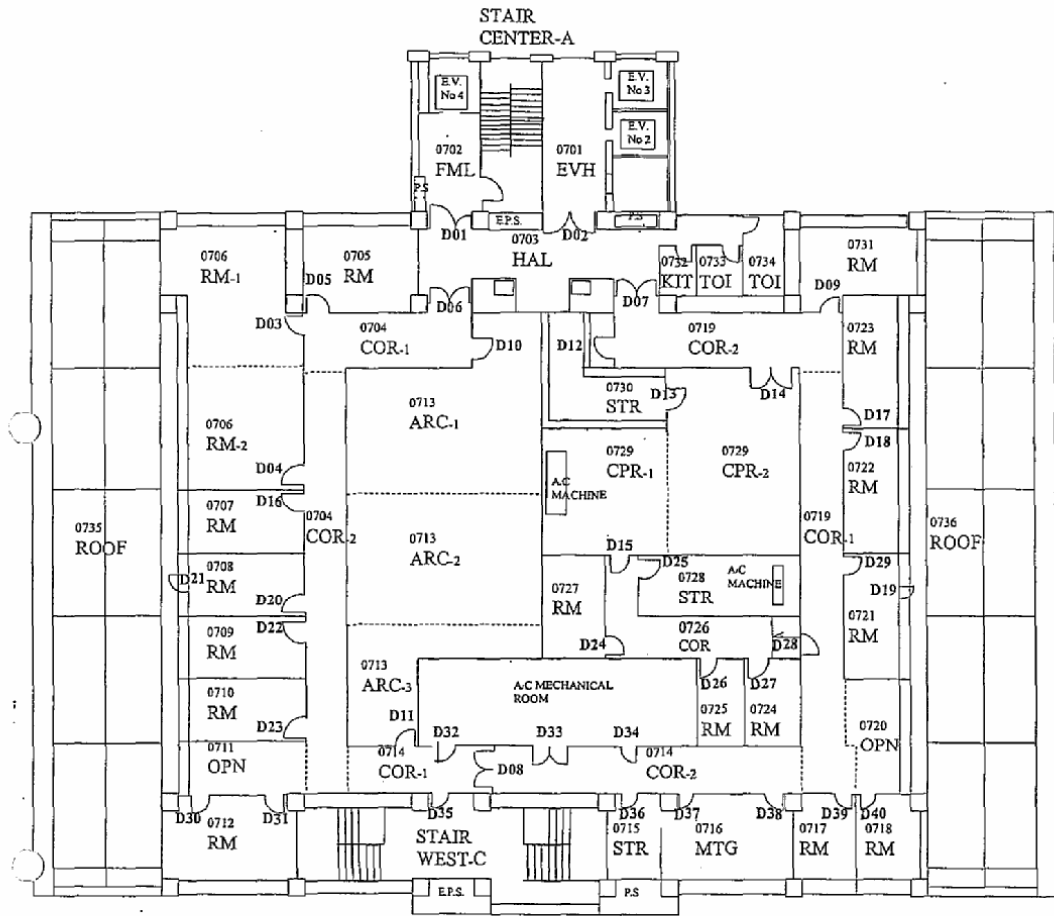
**5F**

## Sixth (6<sup>th</sup>) Floor



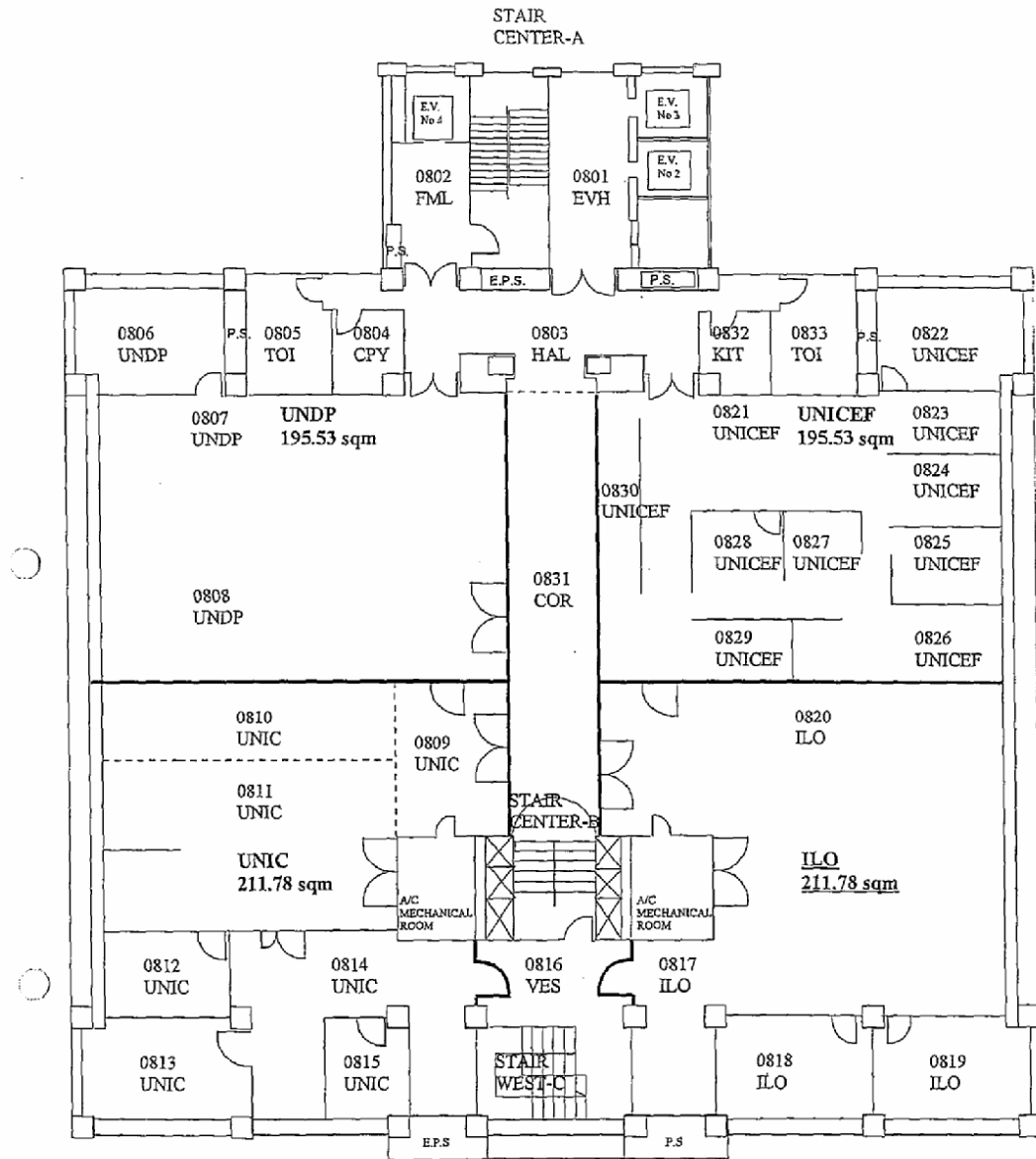
**6F**

# Seventh (7<sup>th</sup>) Floor



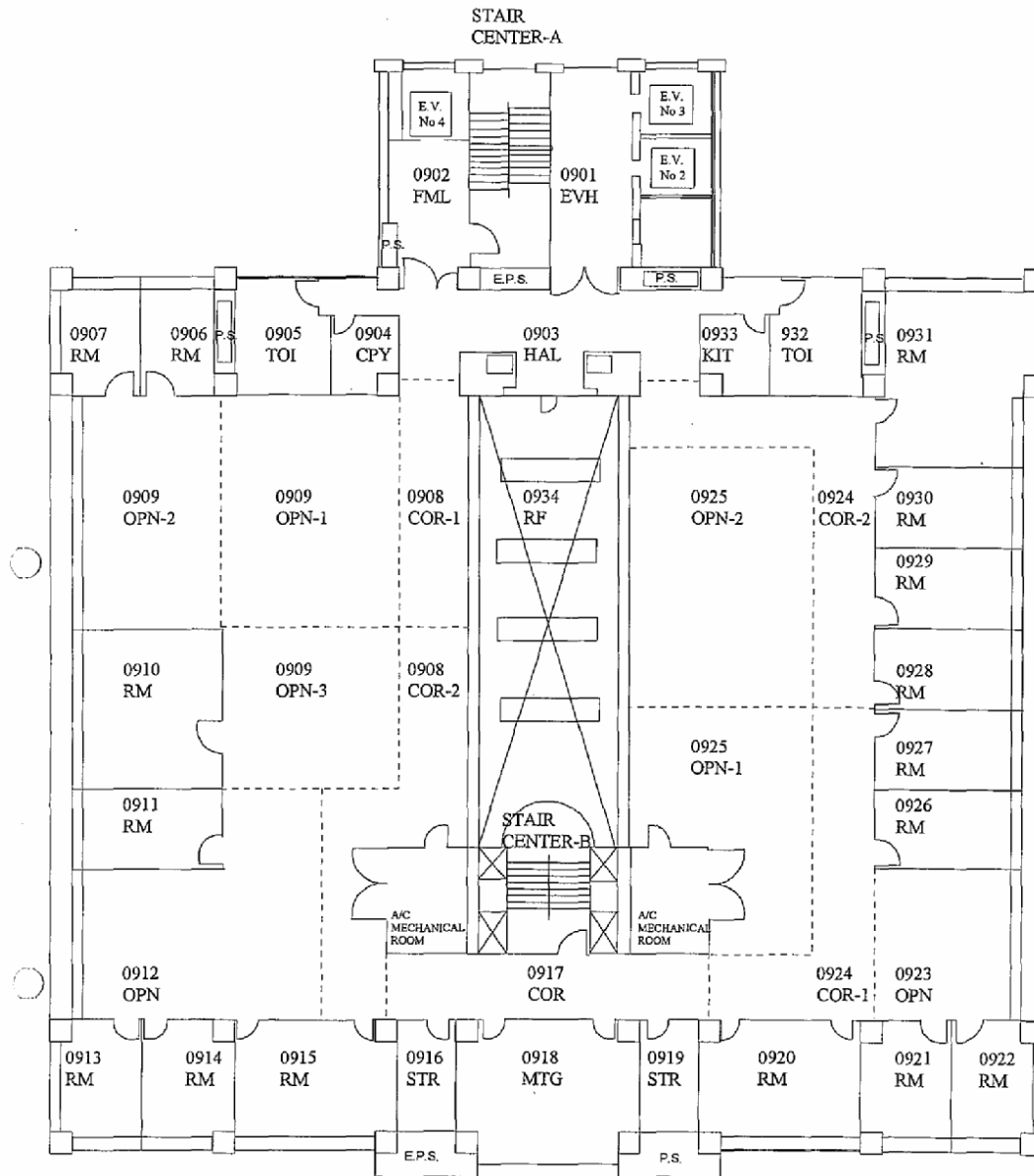
7F

## Eighth (8<sup>th</sup>) Floor



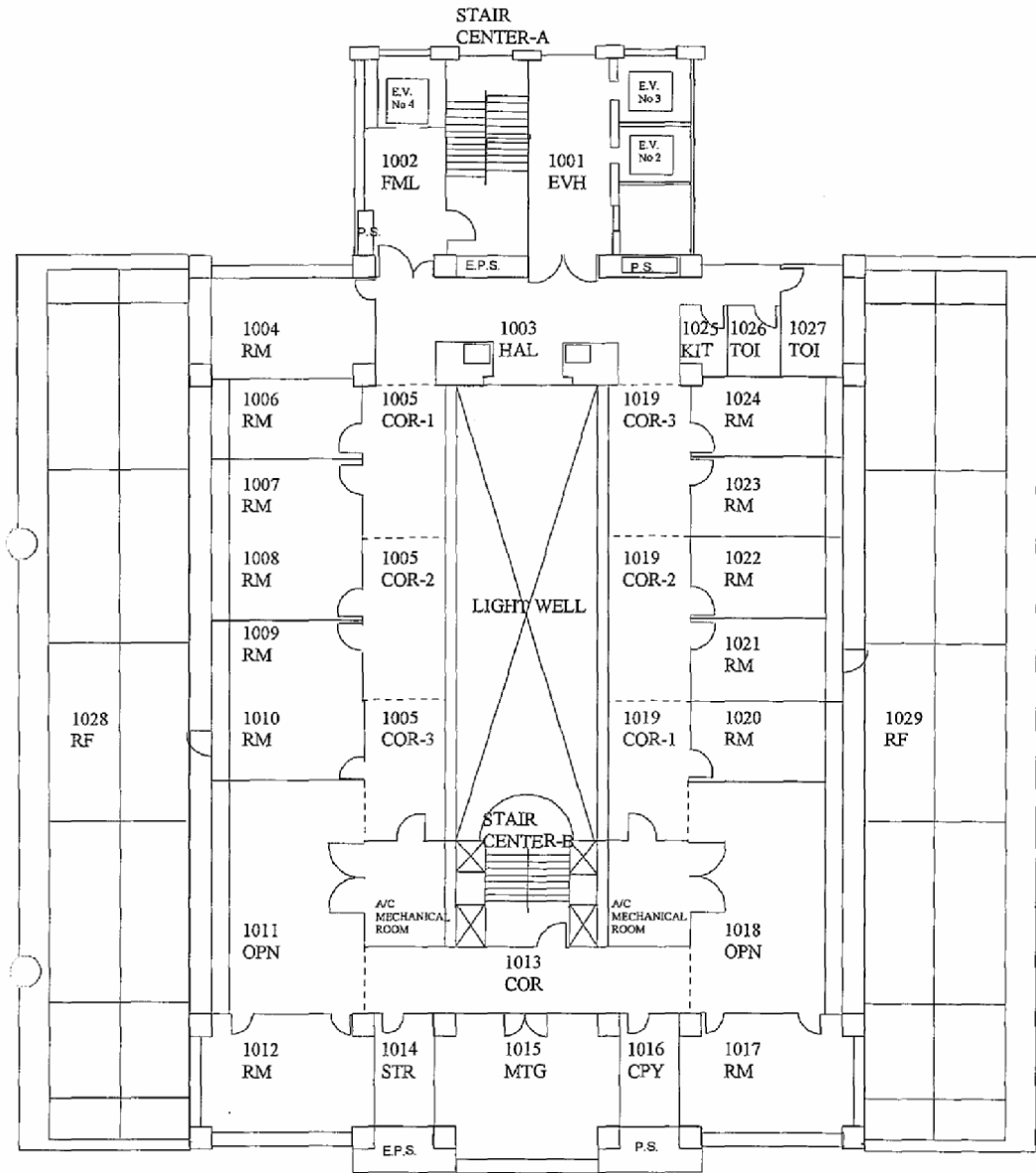
**8F**

# Ninth (9<sup>th</sup>) Floor



9F

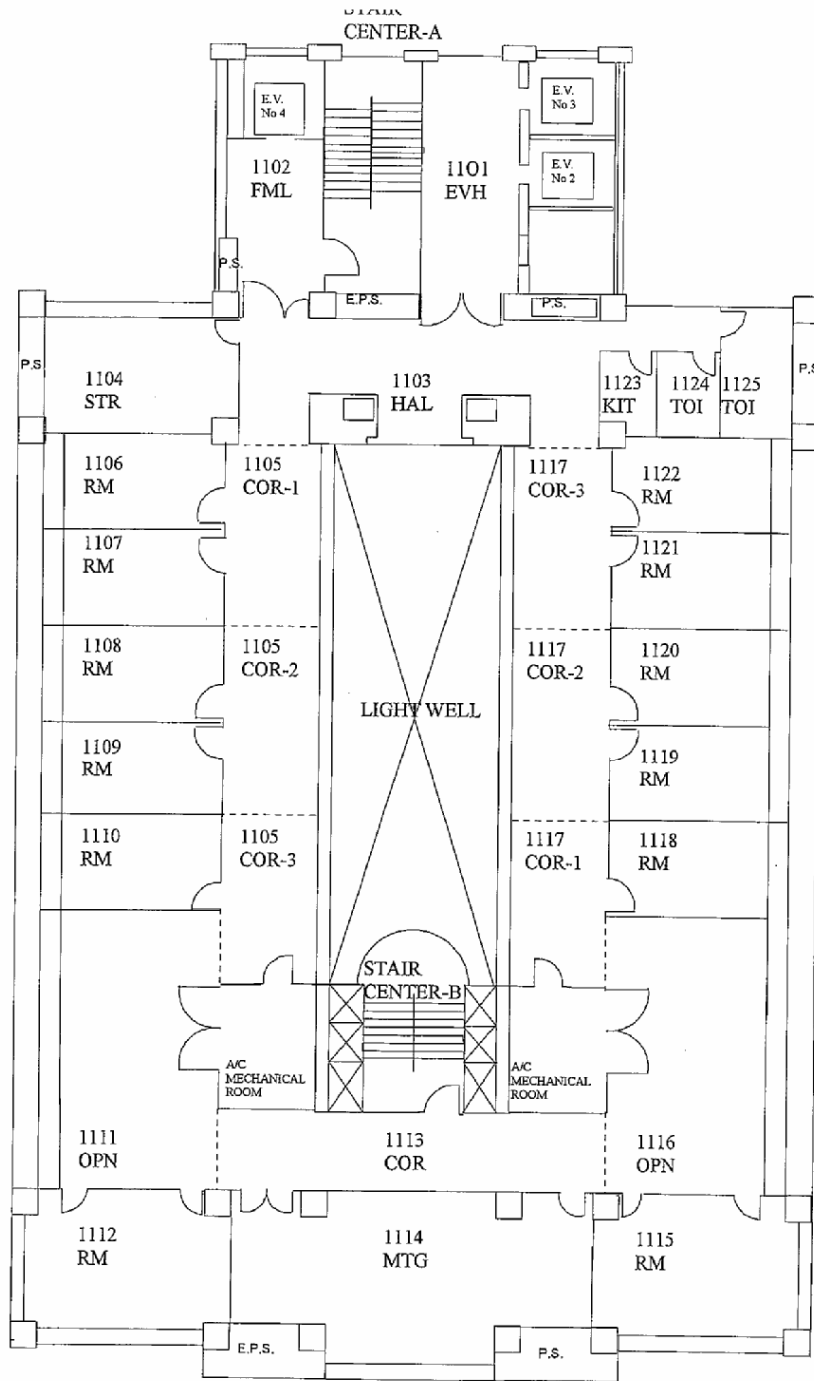
# Tenth (10<sup>th</sup>) Floor



**10F**

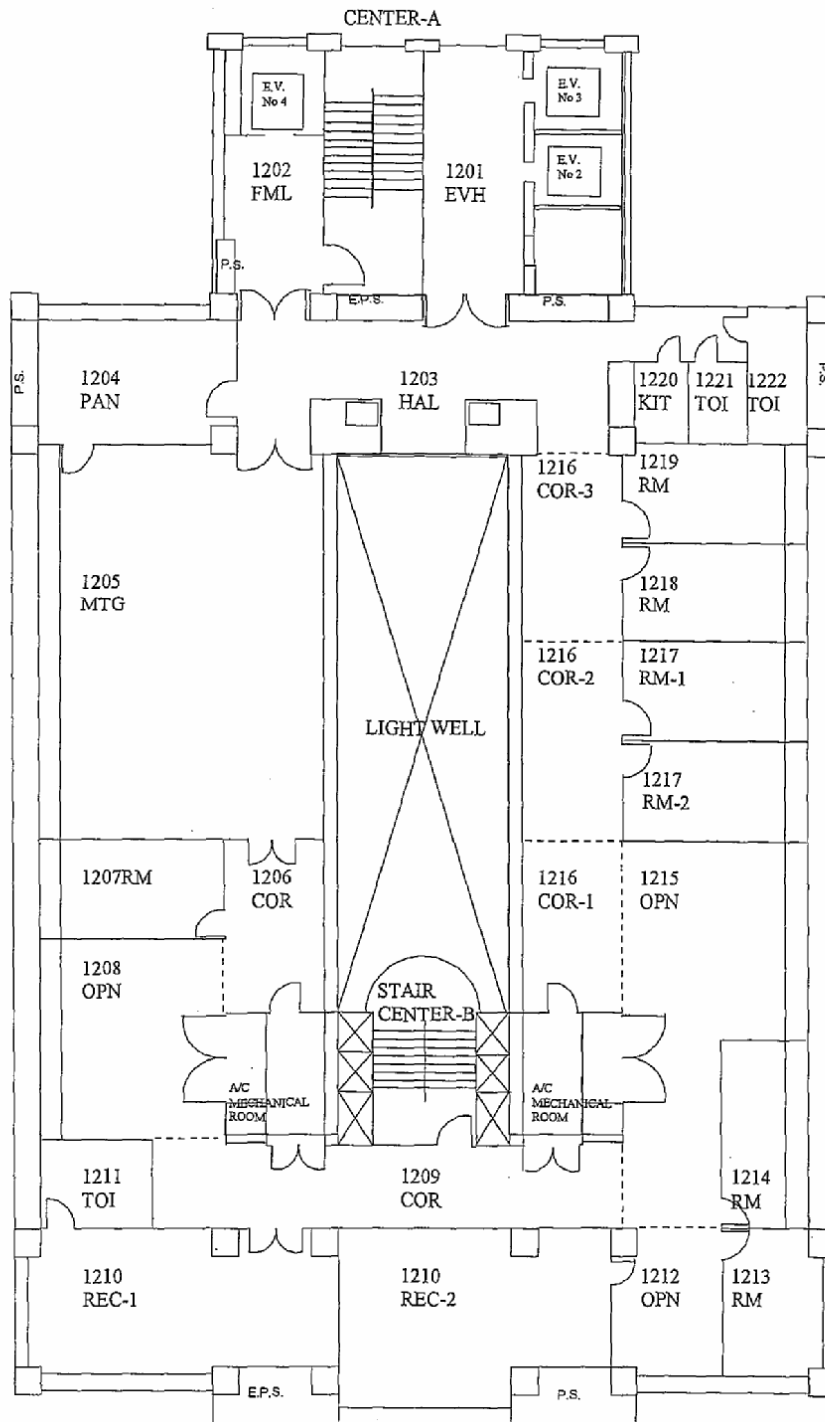


# Eleventh (11<sup>th</sup>) Floor



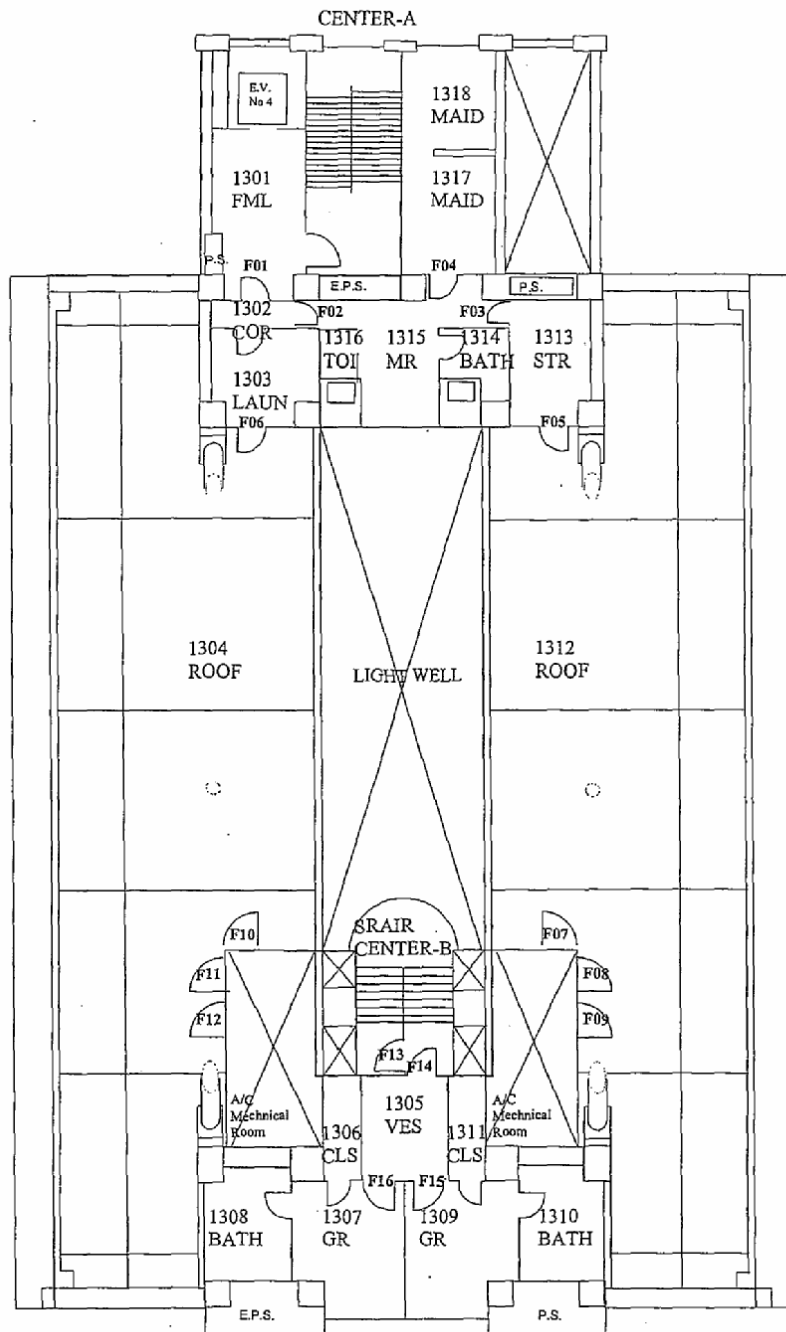
**11F**

# Twelfth (12<sup>th</sup>) Floor



12F

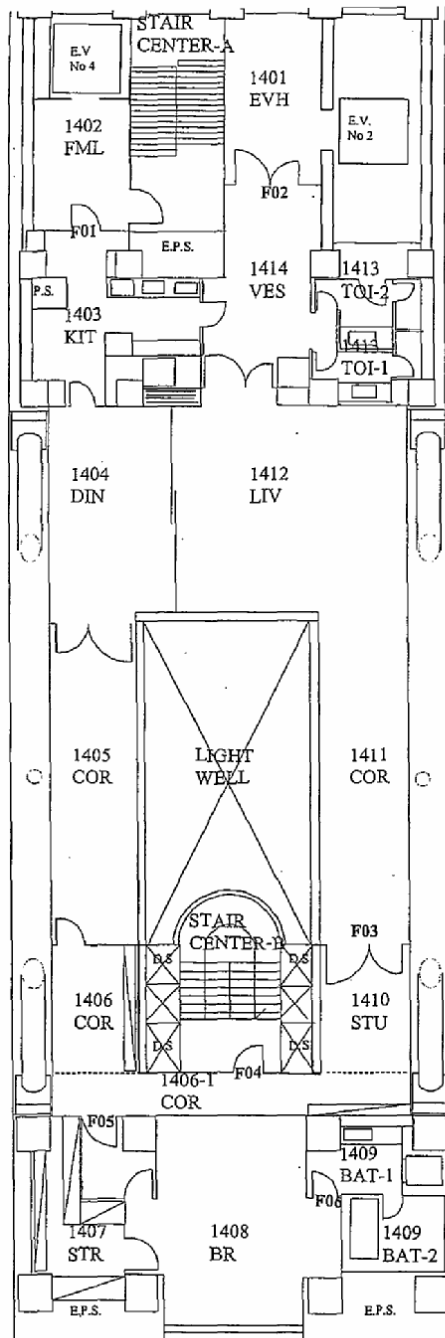
# Thirteenth (13<sup>th</sup>) Floor



Rector's Residence

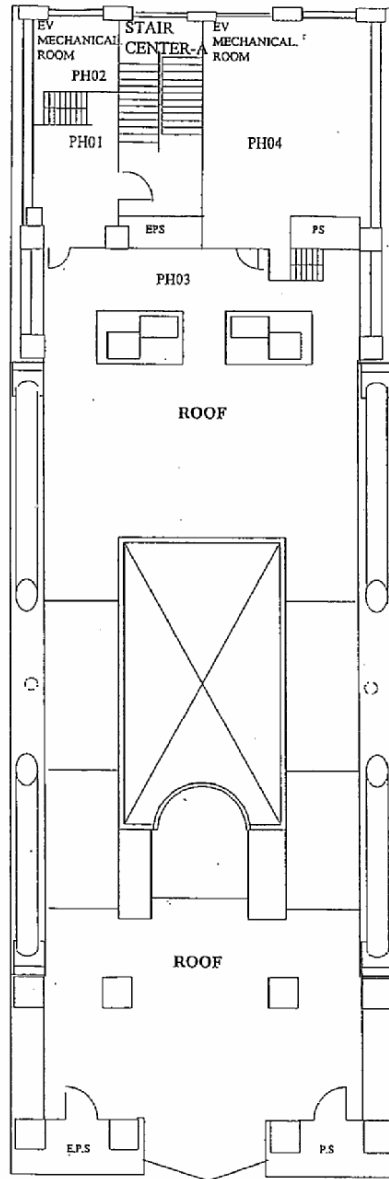
**13F**

# Fourteenth (14<sup>th</sup>) Floor



Rector's Residence **14F**

# Roof Top



**PH**

## **Annex A-3**

### **List of Conferences and Meetings held at UNU Facilities in the year 2006**

## List of Conferences and meetings held at UNU Facilities in the year 2006

**Rose Hall:** Elizabeth Rose Conference Hall (5F1)

**U-Thant Hall:** U-Thant International Conference Hall (3F1)

**RH:** Reception Hall (2F1)

**CR:** Committee Room (5F1)

	<b>Organizer</b>	<b>Event Title</b>	<b>No of people</b>	<b>Facilities/Time required</b>
1.	UNU	2005 UNU-JGC, 5-6, 13, 26-27 Jan, 2006	30	CR1,2,3 17:00-19:30
2.	UNU	2005 UNU-JGC, 12 Jan 2006	30	CR,2,3 17:00-19:30 Rose hall 16:30-19:30
3.	ICL, UNESCO, UNU, ISDR, Kyoto University	Round Table Discussion - Strengthening Research and Learning on Earth System Risk Analysis and Sustainable Disaster Management focusing on Landslides, 16 - 20 Jan 2006	81	Lounge, CR2 & 3 09:30-19:00
4.	National Institute of Population and Social Security Research	The Tenth IPSS Annual Seminar, 17 Jan 2006	300	U Thant and linked rooms, RH09:30-17:30
5.	UNU	Opening Ceremony for the 18th Ship for World Youth, 18 Jan 2006	300	U Thant and linked rooms, 10:00-12:00
6.	UNU	Information Briefing, 19 Jan 2006	22	CR1 09:30-11:00
7.	UNU	2005 UNU-JGC, 19 – 20 Jan 2006	30	CR1,2,3 17:00-19:30
8.	Ministry of Agriculture, Forestry and Fisheries	Biomass Asia Forum, 19 – 20 Jan 2006	300	U Thant and linked rooms, 9:30-17:30 RH13:30-19:30
9.	UNHCR	Reporting forum on a mission to Sudan, 23 Jan 2006	110	Rose and linked rooms, 16:00-18:30
10.	UNU-IAS	Discussion Session on RCE with Eminent Japanese Scholars/Practitioners, 24 Jan 2006	10	CR2 & 3 10:00-12:00
11.	UNICEF	a mini-seminar with the visiting staff from UNICEF NYHQ, 24 Jan 2006	30	CR2 & 3 13:00-17:30
12.	World Conference of Religions for Peace (WCRP) International secret	The Summit of Japanese Youth Leaders; Confronting Violence and Advancing Shared Security, 25 – 26 Jan 2006	300	U Thant and linked rooms 13:00-20:00, RH 17:00-19:30
13.	UNU-P&G	Meeting, 25 Jan 2006	10	CR1 16:30-17:30
14.	UNU	Meeting, 25 - 27 Jan 2006	10	Chairman's 09:30-17:30
15.	UNU	Meeting, 27 Jan 2006	10	CR1 10:30-12:00
16.	UNU	Meeting, 27 Jan 2006	10	CR2&3 14:30-17:00
17.	UNU	The Awarding Ceremony of International Certificate of Kids' ISO 14000 Programme, 28 Jan 2006	300	U Thant and linked rooms, Rose and linked rooms, RH09:30-17:30
18.	UNU	Meeting, 28-31 Jan 2006	10	Chairman's 09:30-17:30
19.	UNU	Meeting, 30 Jan 2006	30	CR2&3 12:00 - 17:00

20.	Global Industrial and Social Progress Research Institute	16th GISPRI Symposium "How the 21st Century Japanese Society accepts foreigners", 31 Jan 2006	300	U Thant and linked rooms, 10:00-17:30,RH 15:00-16:00
21.	National Institute of Advanced Industrial Science and Technology	2nd Symposium on Nanotechnology and Society, 1 Feb 2006	300	U Thant and linked rooms,RH 9:30-18:00
22.	Club-Ecofactory /Zef	2nd Symposium on Ecofacturing activities", 1 Feb 2006	110	Rose and linked rooms 13:00-17:30
23.	UNU-IAS	"3rd Meeting to Exchange Information on ESD Activities among Relevant Organizations", 1 Feb 2006	20	CR1 14:00-17:30
24.	UNU	Meeting, 2-3 Feb 2006	10	Chairman's 09:30-17:30
25.	UNFPA	Meeting, 2 Feb 2006	10	CR2&314:30-17:00
26.	UNU	Closing Ceremony and reception for the 2nd UNU Joint Graduate Course, 3 Feb 2006	110	Rose and linked rooms, Lounge 14:00-19:00
27.	UNOPS	Meeting, 3 Feb 2006	6	CR1 15:00-19:00
28.	UNFPA	Study meeting Women's Clinic Network, 4 Feb 2006	110	U Thant and linked rooms 09:30-17:00, RH, cloak17:00-18:30
29.	UNU	Meeting, 6 Feb 2006	10	Chairman's 09:30-17:30
30.	UNHCR	Training Session for J4U Supporting Members Vol.6, 8 Feb 2006	40	CR 2&3 13:30-15:30
31.	UNU	Meeting, 9 Feb 2006	20	CR1 16:00-19:30
32.	UNOPS	Meeting, 9 Feb 2006	20	CR2&3 15:00-17:00
33.	UNU	Shonan Global Seminar Programme Committee meeting, 10 Feb 2006	20	Multipurpose 14:00-19:00
34.	UNU	Briefing, 13 Feb 2006	20	CR1 14:30-17:00
35.	UNUWA	Meeting, 13 Feb 2006	50	RH 9:30-13:00
36.	UNU	Meeting, 13-14 Feb 2006	10	CR 2&3 13:30-17:30
37.	Japan Automobile Research Institute	Next-generation Vehicle Symposium, 14 Feb 2006	350	U Thant and linked rooms,09:30-17:00 RH15:30-16:00
38.	UNU	Meeting, 14 Feb 2006	20	CR1 13:30-17:00
39.	UNHCR	Training Session for J4U Supporting Members Vol.6, 15 Feb 2006	40	CR 2&3 13:30-15:30
40.	UNU	Meeting, 15 Feb 2006	10	CR1 10:30-12:00
41.	UNFPA	Joint Meeting UNFPA-JICA, 16 Feb 2006	40	CR 2&3 15:00-16:00
42.	WFP (Yokohama)	WFP 1st CSR Seminar, 17 Feb 2006	40	CR2&3 11:00-18:30
43.	Japan Healthcare Policy Institute	Healthcare Policy Conference, 18 Feb 2006	300	U Thant and linked rooms, 13:00-17:30 RH18:00-20:00
44.	The Asia Women's Foundation	Violence against Women, 18 Feb 2006	300	Rose and linked rooms 10:00-17:00



45.	GEIC/IAS	Public Forum: Asia-Pacific Responses to Environmental Challenges, 20-21 Feb 2006	110	Rose and linked rooms CR1,2&3 9:00-18:00, Lounge 18:00-20:00
46.	UNHCR	Training Session for J4U Supporting Members Vol.6, 22 Feb 2006	40	CR 2&3 11:00-17:00
47.	UNHCR	22nd Jagaimono-kai charity concert 2006, 22 Feb 2006	20	RH 10:00-13:00
48.	UNU/ESD	Meeting, 22 Feb 2006	10	CR1 14:00-17:30
49.	FAP	Briefing on FAP new scheme, 23 Feb 2006	20	Multipurpose13:00-17:00
50.	WFP(Yokohama)	The 2nd WFP CSR Seminar , 24 Feb 2006	40	CR2&3 13:00-17:30
51.	UNU	Meeting, 24 Feb 2006	10	CR1 11:00-13:00
52.	UNU	Meeting, 24 Feb 2006	10	Staff room 10:30-12:30
53.	International Organization for Migration	International symposium on trafficking in persons, 25 Feb 2006	300	U Thant and linked rooms, 10:00-17:30
54.	JUNEC	JUNEC Forum 2005, 25 – 26 Feb 2006	110	Rose and linked rooms 09:30-17:00 RH12:00-17:00,CR2&3 12:00-17:00
55.	Koshida Corporation, System Solution Business Dept.	International Workshop on Reasons & Remedies for Sustainable Health Care Waste Management, 27 Feb 2006	110	Rose and linked rooms, Lounge 10:00-17:00
56.	Japan Association for UNHCR	1st Board Meeting, 2nd Board Meeting, Formal Members' Meeting 2006, 27 Feb 2006	25	CR1 15:30-21:00
57.	Congree	Peacetime Development in Afghanistan: Symposium on the Progress in Postwar Reconstruction and Related Issues, 28 Feb 2006	300	U Thant and linked rooms, 10:00-17:30, RH18:00-19:00
58.	UNOPS	Interview for applicant for intern, 28 Feb 2006	10	CR2&3 14:30-16:30
59.	UNICEF	Curibora, 1 Mar 2006	150	RH Cloak 14:00-17:00
60.	UNU/ESD	Lectures, 1 Mar 2006	15	CR1 9:30-17:00
61.	UNU	Meeting, 2 Mar 2006	15	CR1 17:00-19:30
62.	Emergency Evacuation Drill	Open Space 11:00-12:00, 2 Mar 2006		Open Space 11:00-12:00
63.	The Canadian Embassy/UNU/ P&G	International Seminar International Contribution of Civilian Police, 3 Mar 2006	110	Rose and linked rooms Lounge10:00-18:30,RH11:30-13:30
64.	The Asahi Shimbun	The Third Asahi Environmental Forum, 3 Mar 2006	300	U Thant and linked rooms 13:00-17:00
65.	Institute for Global Environmental Strategies(IGES)	Asia-Pacific Forum for Environment and Development (APFED) 2nd Policy Dialogue for 3R (title tentative), 5 Mar 2006	110	Rose and linked rooms Lounge 09:30-17:30,
66.	UNU	Dryland Meeting (White Board), 6 Mar 2006	10	CR2 14:00-16:00
67.	MOFA/IAS	Symposium on Scientific and Technical Aspects on the Establishment of the Outer Limits of the Continental Shelf beyond 200 nautical miles, 6-7 Mar 2006	300	U Thant and linked rooms, 9:00-18:00
68.	UNU	Africa-Asia Dialogue Project, 7-10 Mar 2006	12	CR1 09:30-18:30

69.	UNU	JGC coordinators' meeting, 7 Mar 2006	5	Staff room 14:30-16:30
70.	UNU/All UN Agency	International Women's Day, 8 Mar 2006	350	U Thant and linked rooms, RH 09:30-17:30
71.	International Organization for Migration(IOM)	Symposium on "How should Japan respond to the issues of foreigners?" Drawing on the experiences of Europe-Issues and policy responses, 9 Mar 2006	350	U Thant and linked rooms 9:00-17:30
72.	ICU/UNU	Educating Peace building, 9-10 Mar 2006	110	Rose and linked rooms 14:00-17:30 RH18:00-20:00
73.	UNU	Meeting, 10 Mar 2006	20	CR2&3 10:30-12:00
74.	UNICEF	Briefing session, 10 Mar 2006	20	CR2&3 12:30-17:30
75.	UNOPS	Meeting, 13 Mar 2006	10	CR2&3 15:00-18:00
76.	UNU	Meeting, 13 Mar 2006	10	CR2&3 14:00-15:00
77.	WFP	The 2nd Council Meeting, 14 Mar 2006	350	U Thant and linked rooms, 14:30-16:00
78.	ILO	Meeting, 14 Mar 2006	40	CR2&3 14:00-17:00
79.	The National Model UN Society	the 23rd Japanese Delegation to the 2006 National Model United Nations Conference, 15 Mar 2006	40	CR2&3 9:30-17:30
80.	Ministry of Economy, Trade and Industry	Symposiums of Corporate Innovation System Renaissance Project, 16 Mar 2006	300	U Thant and linked rooms, 09:30-17:30 RH 15:00-16:00
81.	UNHCR	Meeting, 16 Mar 2006	40	CR2&3 12:00-17:30
82.	UNU/ESD	Internal Meeting on UNU-Iwate, 17 Mar 2006	7	Staff room 15:00-17:30
83.	UNDP	UNDP Retreat 2006, 17 Mar 2006	30	CR2 &3 09:30-17:30
84.	UNU/ESD	the UNU-ACA press conference, 20 Mar 2006	40	CR 2&3 10:00-17;00
85.	UNFPA	Interview by the "FOOMA", a magazine of The Japan Food Machinery Manufacturers' Association, 20 Mar 2006	30	Staff room 13:00-15:30
86.	UNOPS	Meeting, 22 Mar 2006	4	CR2&3 16:00-17:00
87.	Japan Foundation for UNU	The 42nd Joint Session of the Boards of Directors and Councilors of the Japan Foundation For UNU, 22 Mar 2006	25	Rose and linked rooms 13:30-16:00
88.	UNIDO	Poverty reduction in Africa and UNIDO-Partnership with Japan, 23 Mar 2006	300	U Thant and linked rooms 14:00-17:00 RH17:00-19:00
89.	UNHCR	UNHCR Third Briefing Session-Thailand, 23 Mar 2006	110	Rose and linked rooms 17:00-18:00
90.	UNOPS	Internal Meeting, 24 Mar 2006	10	CR2&3 10:30-18:30
91.	UNU	2006 UNU-JGC: Programme committee, 24 Mar 2006	3	Staff room 14:30 - 17:30
92.	UNICEF	IPO Interview, 28 – 29 Mar 2006	20	CR2&3 09:30-17:30
93.	UNU	UNU Project meeting on mountains, 30 Mar 2006	20	CR1and Lounge 10:00-17:30

94.	UNIC	8th UN-Media Meeting, 30 Mar 2006	40	CR2&3 16:00-18:30
95.	UNU/ESD	Lecture by a UNESCO-IHE visitor, 30 Mar 2006	10	Staff room 11:00-13:00
96.	UNU/P&G	6th EU-UNU Tokyo Global Forum "Doing More, Better and Faster: A Global Partnership for Eradicating Poverty", 31 Mar 2006	350	U Thant and linked rooms, 09:00-18:00 RH12:30-21:30
97.	ILO	ILO Seminar on skill development, 31 Mar 2006	40	CR2&3 9:30-13:00
98.	UNU-IC	The 2006 session of the UNU-IC, 1 Apr 2006		Chairman's 09:30-17:30
99.	UNU	Meeting, 1 Apr 2006	5	CR2&3 9:30-17:30
100.	European Bank for Reconstruction and Development	EBRD's Symposium on BEEPS ( Business Environment Enterprise Performance Survey), 1-3 Apr 2006	100	Rose and linked rooms CR19:30-17:30,lounge
101.	UNU-IC	The 2006 session of the UNU-IC, 2 - 14 Apr 2006		Chairman's 09:30-17:30
102.	UNICEF	Tripartite Meeting, 4 Apr 2006	4	CR2&3 09:30-17:30
103.	UNU	Award Ceremony for 2005 UNU-Kirin Fellows Preparation, 4 Apr 2006		Rose and linked 14:00-17:00
104.	UNU	Award Ceremony for 2005 UNU-Kirin Fellows, 5 Apr 2006	110	Rose and linked rooms , CR1 and lounge12:00-17:30
105.	UNU/ZEF	Inaugural Meeting and Symposium of the Mongol Eco Forum, 8 Apr 2006	300	U Thant and linked rooms 13:00-17:00 RH17:30-19:00
106.	UNUWA	Meeting, 10 Apr 2006	50	RH 9:30-13:00
107.	UNICEF	Reception, 10 Apr 2006	100	RH17:00-20:00
108.	UNIC	Press briefing on Economic Social Survey of Asia and the Pacific 2006, 10 Apr 2006	50	CR2&3 13:00-17:00
109.	UNU	Meeting, 10 Apr 2006	10	CR1 12:30-18:00
110.	UNU/ESD	Meeting, 11 Apr 2006		CR 2&3 14:00-17:00
111.	UNU/ESD	Pre-Meetings with the ICHARM, PWRI, 12 Apr 2006	10	Staff room 15:00-17:30
112.	WFP	WFP CSR Seminar, 12 Apr 2006	40	CR2&3 12:00-17:30
113.	UNFPA	UNFPA-JOICFP Regular Meeting, 19 Apr 2006		CR2&3 10:00-12:00
114.	UNHCR	Agenda for Protection, 25 Apr 2006	70	Rose and staff room, Lounge 17:00-19:00
115.	UNFPA	Lecture on "NPOs and Public Administration", 25 Apr 2006		CR2&3 10:00-13:00
116.	Japan Science and Technology Agency(JST)	Creation of Bio-devices and bio-systems with chemical and biological molecules for medical use, 26 Apr 2006	350	U Thant and linked rooms 9:30-17:30 RH15:00-16:00
117.	UNIC	The Global Compact Meeting, 26 Apr 2006	30	CR2&3 9:30-11:30
118.	WFP	Written examinations, 26 Apr 2006		CR1 9:30-17:30
119.	UNU	Meeting, 28 Apr 2006		CR1 17:00-19:30
120.	ILO	ILO-World Day for Safety and Health at work, 28 Apr 2006	110	Rose and the staff room 14:00-17:00 CR1 13:30-14:30
121.	UNU/ESD	Meeting, 28 Apr 2006	4	Multipurpose 9:30-14:00
122.	NetWorld.com	A global strategy for automobile recycling as a venous industry, 8 May 2006	350	U Thant and linked rooms 10:00-17:00

123.	UNU/ESD	Meeting, 9 May 2006	25	Staff room 14:00-17:00
124.	UNU/ESD/ International Center for Water Hazard and Risk Management	Towards Global Water Related Disaster Reduction, 10 May 2006	110	Rose and staff room, lounge 13:30-17:30
125.	Japan-China Organization for Business, Academia & Government Partnership	The Sixth Forum of Japan-China Business, Academia & Government Partnership, 11 May 2006	350	U Thant and linked rooms, 10:00-17:30 RH 11:30-20:00
126.	WFP	WFP Press Briefing, 12 May 2006		RH 14:00-17:00
127.	UNU-IC	The 2006 session of the UNU-IC Opening Ceremony, 15 May – 23 June 2006		Chairman's, CR1.2&3 09:30-17:30, Rose and linked 08:00-12:00, RH 11:00-14:00
128.	Japan Water Prize Committee Secretariat: Japan River Association	Meeting, 15 May 2006	20	Multipurpose 09:00 - 11:30
129.	UNU	Meeting, 18 May 2006	5	Multipurpose 13:00-17:00
130.	UNU	Meeting, 18 May 2006	10	Meeting room 14:00-16:00
131.	UNU-IC	The 2006 session of the UNU-IC Home-stay programme, 19 May 2006		Chairman's, CR1.2&3 09:30-17:30, Rose and linked 13:00-15:00, RH 14:00-16:00
132.	Tokyo Junior Chamber Inc. Int'l Exch. Comm.	9th APICC (9th Asia Pacific International City Conference), 23 May 2006	110	Rose and the staff room Lounge 13:00-17:30
133.	UNIC/UNU	Global Compact meeting, 23 May 2006	20	RH 09:30-11:30
134.	UNU-IC	The 2006 session of the UNU-IC Rector's Lecture to UNU-IC participants, 24 May 2006		Chairman's, CR1.2&3 09:30-17:30, Rose and linked 17:00-19:00
135.	WFP	Presentation on WFP's Operations in Sudan and Horn of Africa, 25 May 2006	30	RH 14:30-17:30
136.	UNFPA	Study Group on MDGs, 26 May 2006		Rose 13:00-17:00
137.	ZEF	General Meeting, 26 May 2006	300	U Thant and linked rooms, RH 10:00-19:30
138.	UNU	Meeting, 29 May 2006		Rose 10:00-11:00
139.	Japan Water Prize Committee Secretariat: Japan River Association	The Award Ceremony of The 8'th Japan Water Prize, 30 May 2006	300	U Thant and linked rooms 12:00-16:30, RH 09:00- 18:30
140.	UNU/ESD	Meeting, 5 -6 Jun 2006	10	Staff room 11:30-14:00
141.	UNU/ESD	JICA lecture, 6 Jun 2006		staff room 09:30-17:30
142.	UNU	Africa day, 8 Jun 2006		U Thant and linked rooms, RH 09:30-13:00

143.	UNU	Symposium, 8 Jun 2006		Rose and linked rooms 16:00-19:00
144.	UNU	Global Seminar Programme Committee meeting, 9 Jun 2006		Multipurpose 14:00-20:00
145.	UNU	Industrial Transformation in Asia Project, 9 Jun 2006	10	Meeting room 13:00-18:00
146.	ILO	ILO-World Day Against Child Labour Forum, 11-12 Jun 2006	200	U Thant and linked room 12:00-15:00
147.	UNUWA	Meeting, 12 Jun 2006	50	RH 9:30-13:00
148.	NHK	The training course of new managerial staff, 14-15 Jun 2006	350	U Thant and linked rooms 10:00-18:30
149.	UNIC	UN Global Compact Japan Network Meeting, 14 Jun 2006	110	Rose and linked rooms,14:00- 17:00,RH16:00-19:00
150.	UNU	Meeting, 16 Jun 2006	10	CR1 17:00-19:30
151.	UNFAP	FAP meeting, 19, 23 Jun 2006		Staff room 16:00-18:30
152.	UNU/ESD	Meeting, 22 Jun 2006		Multipurpose 10:00-16:00
153.	WFP	7th WFP Seminar, 22 Jun 2006		Rose and staff room 13:30- 16:30
154.	IGES/UNESCAP	Kitakyushu Initiative for a Clean Environment International Workshop on Local Initiatives Addressing Transformation of Lifestyles Towards Achieving Sustainable Development in Asia and the Pacific, 23 Jun 2006	50	Rose and the staff room, 9:00-17:00Lounge:17:30- 19:30
155.	UNHCR	World Refugee Day Symposium--Refugees in Japan, 24 Jun 2006	350	U Thant and linked rooms 9:30-15:45 RH16:00- 17:00
156.	NPO Secure Digital Society Initiative	Symposium on Promoting Digital Society 2006, 27 Jun 2006	350	U Thant and linked rooms, RH9:00-17:00
157.	WFP	WFP School Feeding Campaign Press Conference for AC Public Service Announcement, 28 Jun 2006		RH 11:00-12:00
158.	UNFAP	Meeting, 28 Jun 2006	10	Multipurpose 9:30-17:30
159.	Union of Risk Management for Preventive Medicine	Health Risk Management for Environment and Labor, 29 – 30 Jun 2006	110	Rose and linked rooms 9:30- 17:30
160.	UNU-Library	Eisaku Sato Memorial Essay Contest Award Ceremony, 30 Jun 2006	20	RH 10:00-13:00
161.	UNIC	Meeting, 4 Jul 2006		CR2&3 15:00-19:00
162.	Media Studio/UNU	Meeting, 4 Jul 2006		CR1 16:00-17:30
163.	UNFPA	"World Population Day" Special Symposium 2006, 6 Jul 2006	350	U Thant and linked rooms 13:30-17:00,

164.	UNU	Shibuya Seminar, 6, 13, 20, 27 Jul 2006	100	Rose and staff room 19:00-20:30
165.	UNU/RO	Lecture by HE. Mr. Hamid Karzai, President of the Afghan Islamic Republic, 7 Jul 2006	300	U Thant and linked rooms 14:00-15:30
166.	UNOPS	Meeting, 7 Jul 2006	10	CR2&3 12:00-13:00
167.	UNHCR	5th Debriefing from the Field, 10 Jul 2006	110	Rose and linked rooms 16:00-18:30
168.	UNU/ESD	Meeting, 11 Jul 2006	25	CR 2&3 14:00-17:00
169.	UNHCR	Lecture for students of " Tokyo Mirai Juku", 11 Jul 2006	60	RH 14:30-17:30
170.	National Inst of Advanced Industrial Science &Technology	Minimal Manufacturing Symposium, 11 Jul 2006	200	U Thant and linked rooms 13:00-17:30
171.	UNU/ESD	Meeting, 13 Jul 2006	12	Multipurpose room 13:00-17:30
172.	UNIC	Summer Intern Briefing, 13 Jul 2006	10	CR2&3 13:30-15:30
173.	UNHCR	Lecture for junior high school students, 14 Jul 2006	40	CR2&3 9:30-17:30
174.	UNUWA	Meeting, 14 Jul 2006		RH9:30-13:30
175.	WFP	World Hunger Series 2006 Launch, 14 Jul 2006		CR1 9:00-13:30
176.	Japan Science & Technology Agency	Opening Ceremony for China Research Center for JST, 18 July 2006	350	U Thant and linked rooms 14:00-18:30 RH18:30-20:00
177.	UNDP	Briefing on UNDP , 18 Jul 2006		CR2&3 15:00-17:30
178.	UNFAP	Job Interview, 20 Jul 2006		CR1 9:30-13:30
179.	IIST	The new economic Growth strategy in global economy, 21 Jul 2006	350	U Thant and linked rooms, 13:30-16:30
180.	UNIC	UN Gallery, 21-24 Jul 2006		RH 09:30-17:30
181.	UNOPS	Meeting, 24 Jul 2006		CR2&3 18:00-19:00
182.	UNU	Lecture by Alpha Oumar Konare Former President of Mali Chairperson of the Commission on the African Union, 24 Jul 2006		Rose and linked room 15:00-16:30
183.	UNU	Meeting, 25 Jul 2006		Rose and linked rooms 9:30-11:00
184.	Tokyu Foundation for Better Environment	Forum on the Environment of a River, 25 Jul 2006	110	Rose and liked rooms 13:00-16:30
185.	UNIC	UN Gallery, 25 Jul – 31 Aug 2006		RH 09:30-17:30
186.	UNOPS	UNMAS Director Meeting with NGOs, 25 Jul 2006	10	CR2&3 10:30-18:00
187.	UNU/Eco Premium Symposium	Eco Premium Club the third Symposium, 26 Jul 2006	110	Rose and linked rooms Lounge 10:30-17:00
188.	UNIC	Global Compact meeting, 26 Jul 2006		CR2&3 09:30-11:30
189.	UNHCR	The 4th Teachers' Workshop on Refugees, 27-28 Jul 2006	30	CR 2&3 9:30-18:00

190.	UNU/ESD	“Man and the Ocean- Sustainable Utilization and Conservation of Marine Resources.”, 28 Jul 2006	110	Rose and linked rooms, Lounge 8:00-17:30 RH 8:30-20:30
191.	WFP	Lebanon Press Briefing, 28 Jul 2006		CR1 9:30-13:00
192.	UNDP	Investing in Poor Women to Achieve MDGs-Symposium, 31 Jul – 1 Aug 2006	120	Rose and linked rooms 10:00-17:00 CR1 9:30-17:30
193.	UNU	Meeting, 1 Aug 2006	10	CR1 12:00-18:00
194.	UNHCR	6th Debriefing from the Field - Sudan		Rose and linked rooms , Lounge 17:00-19:00
195.	UNU/ESD	Meeting, 2 Aug 2006	10	Multipurpose 15:30-17:00
196.	UNU/ESD	Lecture, 3 Aug 2006		CR2&3 09:30-12:00
197.	Japan Agency for Marine-Earth Science and Technology	What global warming brings to rain and snow in Japan?, 4 Aug 2006	300	U Thant and linked rooms 13:00-17:00
198.	UNFPA	HOTTOKENAI Meeting with UNFPA, 4 Aug 2006		CR2&3 14:00-16:00
199.	UNICEF	Meeting, 4 Aug 2006		CR1 13:00-17:30
200.	UNU	Meeting, 4-5 Aug 2006		CR1, Staff room 18:30-21:30
201.	UNOPS	Meeting, 7 Aug 2006		CR2&3 10:00-18:00
202.	UNU	Meeting, 7 Aug 2006		CR1 9:30-13:00
203.	GEIC	GIS training, 8-9 Aug 2006		CR1 9:30-17:30
204.	JUNEC	JUNEC 2006 Forum Summer Session: Youth Conference on Sustainable Development, 12 Aug 2006	110	Rose and linked rooms, CR2&3, 9:30-17:00, RH 12:00-14:00
205.	UNU/ESD	The Summer School, 21 Aug – 1 Sep 2006	40	CR2&3 09:00-19:30
206.	UNHCR	Fourth Peace-Building Forum, 21 Aug 2006	110	Rose and linked rooms 17:00-19:00
207.	Hottokenai Sekai no Mazushisa G-CAP Japan	MDGs Campaign and Civil Society-Seminar, 23 Aug 2006, 23 Aug 2006	110	Rose and linked rooms 14:00-17:00
208.	UNU/IAS	13th U Thant lecture, 25 Aug 2006, 23 Aug 2006	350	U Thant and linked rooms 9:30-17:30
209.	UNU	“Living with Desert II: a role of dryland studies in the governance to combat desertification”, 25 Aug 2006, 25 Aug 2006	350	U Thant and linked, Staff room (8:00-18:30), Lounge(10:00-14:00) 09:30-17:30 ,RH (18:00-20:30)
210.	MOFA	Seminar on Peace-building and Human Resources Development in Asia, 28-29 Aug 2006	110	Rose and linked rooms 8:30-21:00
211.	UNFPA	UNFPA Tokyo Office Advisory Committee Meeting, 31 Aug 2006	30	CR1 13:00-17:30
212.	ILO	Lecture, 1 Sep 2006	20	CR1 12:00-17:00
213.	WFP/Yokohama	WFP symposium, 4 Sep 2006	350	U Thant and linked rooms, Cloak 2F 14:00-16:00
214.	WFP	Interview, 4 Sep 2006		CR2 & 3 14:00-19:00

215.	UNDP	UNDP Reception, 4 Sep 2006		RH18:00-20:00
216.	UNIC	Meeting, 6 Sep 2006		CR1 9:30-12:30
217.	UNU/ESD	Meeting, 6 Sep 2006		Staff room 14:00-17:00
218.	UNIC	UNCTAD Report Meeting, 7 Sep 2006		CR2&3 12:00 - 17:30
219.	ILO	Lecture on ILO's activities, 8 Sep 2006		CR2&3 13:00-17:30
220.	UNU/ESD	Meeting, 9 Sep 2006	6	Staff room 11:00-16:00
221.	UNU/ESD	Meeting, 12 Sep 2006	25	CR 2&3 14:00-17:00
222.	Japan Assoc. for Int'l Collaboration of Agric. & Forestry	Symposium on Support of African Agriculture, 12 Sep 2006	350	U Thant and liker rooms , 14:00-17:00
223.	WFP	Horn of Africa campaign-seminar for students, 13 Sep 2006	30	CR2&3 13:00-17:00
224.	Public Works Research Institute/ESD	International Centre for Water Hazard and Risk Management Inaugural Ceremony and Commemorative Symposium, 14 Sep 2006	300	U Thant and linked rooms 9:30-18:30,RH 9:30-20:30
225.	WIPO/UNU	Opening Ceremony of WIPO Japan Office, 15 Sep 2006	50	RH 15:00-16:00
226.	UNU	OPS meeting, 21 Sep 2006		Staff room 09:00-18:00
227.	UNHCR	Meeting, 21 Sep 2006		CR2&3 14:00-17:00
228.	ILO	ILO Symposium commemorating to launch ILO translation work on int'l labour standards, 22 Sep 2006	50	Rose and linked rooms, 12:30-15:30
229.	National Institution for Academic Degrees and University Evaluation	Japan-Nordic symposium on University in the future: Quality Improvement of Higher Education, 28 Sep 2006	350	U Thant and linked rooms, RH09:30-19:00
230.	GEIC	The 5th Meeting on Education on Sustainable Development, 28 Sep 2006	20	CR1 13:00-17:00
231.	Japan Immigration Policy Institute	Conference on Japanese Immigration Policy in the 21st century, 29 Sep 2006	110	Rose and linked rooms 13:30-17:30
232.	UNU-ICU	Meeting, 29 Sep 2006		CR1 17:30-19:30
233.	UNFPA	Meeting, 29 Sep 2006		CR2&3 16:00-18:00
234.	UNFPA	UNFPA Workshop for Interns entitled "Global Population Issues and the Issues in Japan", 2 Oct 2006		CR2&3 09:30-13:00
235.	UNU	DESD Program - Evaluation Committee Meetings, 3 – 5, 11 – 13, 26 Oct 2006		CR2&3 9:30-17:30
236.	UNU/JGC	UNU/Joint Graduate Courses Opening Ceremony. 4 Oct 2006	110	Rose and linked rooms 17:00-20:00,CR1 Lounge
237.	WFP Yokohama	Meeting, 4 Oct 2006	20	CR2 & 3 12:00-17:00
238.	WFP	Meeting, 5 Oct 2006		CR1 8:00-15:00
239.	UNU/JGC	UNU-JGC, 5-10, 12-13, 18-20, 26-27 Oct, 1-2, 10, 15-17, 22-24, 29, 30 Nov, 1, 6-8, 20-22 Dec 2006	20	CR1,chariman's 15:30-19:00 Lounge 18:00
240.	UNHCR	Trafficking in persons - What Protection Response, 5 Oct 2006	110	Rose and staff room, 12:00 - 17:30Lounge 14:30-15:30
241.	WFP	UN-Agency World Food Programme, 5 Oct 2006	110	RH 9:00-13:00



242.	UNHCR	Meeting, 9 Oct 2006	20	CR2&3 10:00-18:00
243.	UNUWA	Meeting, 10 Oct 2006		RH9:30-13:00
244.	UNU/ESD	Meeting, 10 Oct 2006	25	CR 2&3 14:00-17:00
245.	JUNEC	JUNEC Forum 2006 – the Youth Conference on Sustainable / Staff workshop, 11 Oct 2006		RH 17:30-20:30
246.	Chado Urasenke Tankokai Incorporated Nonprofit Organization	The 3rd Panel Discussion-Culture and Peace in East Asia-Preparation, 12-13 Oct 2006	300	U Thant and linked rooms, 13:00-17:30
247.	WFP	"WFP's Activities reported by Mr. Oshidari, WFP's Representative in Sudan", 12 Oct 2006	110	Rose and linked rooms 15:30-17:00,RH17:00-20:00
248.	UNU/RO	Int'l Symposium on Accountability, 16-17 Oct 2006	300	Rose and linked rooms, RH 09:00-20:00
249.	UNFPA	Collaboration between UNFPA-Youth, 16 Oct 2006	10	CR2&3 14:00-15:00
250.	UNICEF	"Peace-building Seminar", 17 Oct 2006	110	CR2&3 17:00-21:00,Lounge 18:30-21:30
251.	GEIC	Brainstorming session for Education for Sustainable Development, 18 Oct 2006	10	CR2&3 9:30-12:00
252.	UNHCR	Meeting, 18 Oct 2006		CR2&3 14:00-17:30
253.	UNICEF	ODA Forum, 19 Oct 2006	100	Rose and linked rooms 09:30-12:30
254.	UNU/Cabinet Office ADRC	Public Forum "Winning against disasters: Roles of Education, Development and Community Action for Sustainable Development.", 19 Oct 2006	150	U Thant and linked room 14:00 - 17:30 RH14:00-20:00
255.	ZEF	Symposium 2006, 20 Oct 2006	300	U Thant and linked rooms, RH 10:00-20:00
256.	UNICEF	Career development seminar for Doshisha Women's University, 20 Oct 2006	30	CR2 & 3 9:30-17:30
257.	Nikkei Business Publications, Inc.	Symposium to look at IT utilization on the medical field., 21 Oct 2006	50	Rose and linked ,Lounge10:00-17:00; CR1
258.	UNU	UN day, 25 Oct 2006	350	U Thant, Rose,CR1,2,3 RH 07:30-20:00
259.	UNU/ESD	Meeting, 27 Oct 2006		CR1 10:00-15:00
260.	The Japan Centre for International Exchange	Japan's Human Security Contribution through the United Nations and other International Organization, 27 Oct 2006	110	Rose and linked 10:30-12:30
261.	UNHCR	Meeting, 27 Oct 2006	30	Lounge17:00-19:00
262.	ICU/UNU	Work shop, 27 Oct 2006	10	CR2&3 17:30-19:00
263.	UNFPA	Humanitarian Response Training, 30-31 Oct 2006	30	CR2&3 9:30-17:30
264.	Japan Foundation for UNU	Board meeting, 30 Oct 2006	110	Rose and linked rooms 13:00-16:00
265.	WFP	World Food Programme Contest, 30 Oct 2006	40	RH14:00-15:30

266.	Blackwell's Book Services, USA & Bunkensha	2006 Blackwell's Book Services Academic Libraries Seminar, 31 Oct 2006	30	CR1 9:00-17:00
267.	National agency for automotive safety and victim's aid	World NCAP Meeting, 31 Oct – 2 Nov 2006	350	U Thant and linked rooms, Rose and linked rooms 09:30-17:30, RH 09:30-20:00, Open space
268.	National Institute of Population and Social Security Research	The 11th IPSS Annual Seminar, 1 Nov 2006	350	U Thant and liked rooms, Cloak 2F,RH10:00-17:00
269.	UNU/ESD	Meeting, 2 Nov 2006	20	Meeting room 15:00-18:00
270.	UNU	Meeting, 3 Nov 2006	110	Rose 09:30-12:00
271.	UNU	UNU Council, 4-10 Nov 2006	50	Rose and linked rooms 9:30-17:30
272.	UNU/RO	Reconciliation and Reconstruction in Rwanda, 8 Nov 2006	350	U Thant and linked rooms 13:00-15:00 RH10:00-16:00
273.	UNU	First Programme Committee meeting for 23rd GS shonan session, 10 Nov 2006	20	Multipurpose 17:00-19:00
274.	UNU	UNU Staff Welfare Committee, 10 Nov 2006		RH 16:00-21:00
275.	UNU	Meeting, 10 Nov 2006		CR2 10:30-12:00
276.	UNU	Meeting, 10 Nov 2006		Meeting room 16:00-18:30
277.	UNU	UNU Council Clean-up, 12 Nov 2006	50	Rose and liked rooms 13:00-16:30
278.	UNU	Annual meeting of Representatives of UNU Major Host Countries, 13 Nov 2006	20	CR1 9:30 -12:30 OHP
279.	Japan Foundation for UNU	Piano Practice, 13 Nov 2006		RH 10:00-15:00
280.	UNDP	UNDP-JAPAN Partnership for African Development”, 14 Nov 2006		RH 18:00-20:00
281.	National Institute of Advanced Industrial Science and Technology	Third Biomass-Asia Workshop, 15 Nov 2006	300	U Thant and linked rooms, RH 09:30-17:30
282.	UNHCR	Reception, 15 Nov 2006		RH18:30-21:30
283.	UNU/Library	Meeting, 15 Nov 2006	40	CR2&3 10:00-12:30
284.	The Asahi Glass	Blue Planet Award	300	U Thant and linked rooms, RH 09:30-17:30
285.	UNU/Tokyo University	Preparation 14:00-17:00	110	Rose and linked rooms, Lounge, 9:30-18:00
286.	ILO	Meeting, 17 Nov 2006		CR2&3 17:00-18:30
287.	Universal Traffic Management Systems(UTMS)	Universal Traffic Management Systems Seminar, 17 Nov 2006	300	U Thant hall and linked rooms 13:00-17:30 3 F Hall
288.	UNU/Tokyo University	International Symposium on Management of Euphrates- Tigris River Basin, 17 Nov 2006	110	Rose and linked rooms, Lounge, 9:30-18:00RH18:00-20:00

289.	UNICEF	HIV/AIDS and Children Forum, 19 Nov 2006	350	U Thant and linked rooms 9:30-17:30, RH 13:00-17:30
290.	UNU/ESD	Meeting, 21 – 22 Nov 2006	25	CR 2&3 14:00-17:00
291.	UNHCR	Refugee Assistance and Education to Promote International Understanding, 23 Nov 2006	300	U Thant and linked rooms, 13:00-16:00
292.	UNHCR	Meeting, 23 Nov 2006	30	CR2&3 15:00-18:00
293.	UNU	Meeting, 24 Nov 2006	10	CR2&3 16:30-19:00
294.	United Nations Association of Japan	The 53rd Speech Competition by high school students, 24 Nov 2006	110	Rose and linked rooms 11:00-17:00
295.	JUNEC	JUNEC 2006 Forum: Youth Conf, on Sustainable Development, 25-26 Nov 2006	110	Rose and linked rooms RH 09:00-17:30 ,CR2&3 09:00-17:30
296.	UNHCR	Recipe of Japanese Humanitarian Assistance" Book Launching Event, 27 Nov 2006	150	CR2&3 15:00-17:00
297.	UNU	Meeting, 27 Nov 2006	10	CR114:00-16:30
298.	British Embassy	The Economics of Climate Change, 28 Nov 2006, 28 Nov 2006	350	U Thant and linked, Rose 09:30-17:30
299.	UNU	Signing Ceremony, 29 Nov 2006	150	Rose and linked rooms, Lounge 10:00 - 14:00
300.	IDEA Consultants, Inc.	Symposium on city planning from the viewpoint of Environmental Impact Assessment (EIA), 30 Nov 2006	350	U Thant and linked rooms:14:00-17:30
301.	Foundation for Advanced Studies on International Development	International Symposium Synergy between ODA, Trade and FDI in Southern Africa: Reducing Poverty through Economic Growth, 1 Dec 2006	110	Rose and linked rooms, Lounge; 13:00-20:00
302.	UNU	Meeting, 1 Dec 2006	10	Multipurpose 14:00-17:00
303.	UNUWA	Meeting, 4 Dec 2006		RH9:30-13:00
304.	UNHCR	Human Security, Peace Building and UNHCR, 4-5 Dec 2006		U Thant and linked rooms,10:00-17:00 ,RH 16:00-19:00
305.	National Traffic Safety & Environment Laboratory	Symposium on NTSEL Research Activities, 5-6 Dec 2006	350	U Thant and linked rooms RH10:00-17:30
306.	ILO/Japan International Labour Foundation	Fight against HIV/AIDS at workplace, 6 Dec 2006	110	Rose and linked rooms 11:00-17:30
307.	UNHCR	Meeting, 6 Dec 2006		CR2&3 10:00-12:30
308.	GEIC	GEIC's 10th anniversary symposium, 7 Dec 2006	110	CR,2,3 09:30-19:00 Rose and linked rooms 13:00-18:00
309.	GEIC	GEIC's 11th anniversary symposium, 8 Dec 2006	110	Rose and linked rooms,9:00-18:00 ,RH18:00-20:00
310.	UNHCR	Meeting, 8 Dec 2006	20	CR2&3 15:30-17:30

311.	UNIC	Special project commemorating the 50th Anniversary of Japan's entry into the United Nations, Award giving ceremony of the UN Children Drawing Contest, 9 Dec 2006	110	RH13:00-15:00
312.	UNU/ESD	Meeting, 11 Dec 2006	25	CR 2&3 10:00-13:00
313.	UNU	Meeting, 11 Dec 2006	10	CR1 11:00-12:30
314.	UNU	Meeting, 11 Dec 2006		Visitor room1 8:30-10:30
315.	UNHCR/ADEO Japan	Debriefing from the Field: HIV/AIDS in Protection Context, 12-13 Dec 2006	110	Rose and linked rooms 12:00-20 : 00
316.	UNU	Media Interview, 12 Dec 2006	20	RH 11:00-17:30
317.	UNU	Meeting, 12 Dec 2006	10	CR1 16:00-17:30
318.	UNIC	Global Compact meeting, 12 Dec 2006	30	CR2&3 16:00-17:30
319.	Japan Foundation for UNU	JFUNU (Japan Foundation for UNU ) symposium Preparation, 13-15 Dec 2006	110	Rose and linked rooms, CR2&3 09:30-17:30
320.	UNU/UNIC	Press Conference, 13 Dec 2006		RH13:00-17:30
321.	Japan Corporate Governance Forum	Annual General Meeting of Corporate Governance Forum "Logics of Capital Market & Corporate Governance, 15 Dec 2006	350	U Thant and liker rooms , 9:30-17:30RH 15:30-20:30
322.	National Institute for Educational Policy Research	International Symposium on Education Reform 2006, 16 Dec 2006	350	U Thant and linked rooms13:00-17:00RH 17:00- 19:00
323.	Science Council of Japan/Inter Academy Panel	Transitions to Sustainable Energy Systems and Climate Change, 16 Dec 2006	110	Rose and linked rooms, Lounge 9:00-20;00
324.	UNHCR	Forum (The 8th Peace Building Forum), 18 Dec 2006	110	Rose and linked rooms 17:00-20:00
325.	UNU	Meeting, 19 Dec 2006		CR1 16:00-18 ; 30
326.	UNHCR	Meeting, 20 Dec 2006	40	CR2&3 9:00-12:00
327.	UNICEF	Reception, 20 Dec 2006	70	RH 18:00-21:00
328.	UNHCR	Meeting, 21 Dec 2006	40	CR2&3 15:00-19:00

## **Annex A-4**

### **List of Responsibilities and Duties for Receptionists**

### **List of Responsibilities and duties for Receptionists**

1. Operates the telephone switchboard, receive and respond to incoming calls, transfer them to relevant staff and respond to routine inquiries.
2. Explains appropriate protocol and provides correct and specific information, in English and Japanese, to staff members and visitors by directing them to appropriate offices, interview areas, meeting rooms, etc. Provides general information when necessary on the role and function of the UNU HQ and UN Agencies, to delegates, visitors, staff members etc.
3. Processes temporary passes for all visitors, vendors, authorized to visit staff members, according to Unit instructions and procedures governing their issuance.
4. Secures all visitors identity documents (passports, driving licenses, national ID cards, etc) which must be surrendered prior to the issuance of a visitors ID badge, reports all known losses of passes and visitors identity documents. Identifies and registers daily unclaimed documents with the Security Control Center. Inputs the time out into the log book for all visitors when they depart from the UNU Building.
5. Verifies and confirms with staff members beforehand, where they will receive visitors. Screens to ensure that visitors are not refugees or asylum seekers, directs visitors on official business to their destination. Requests staff members to receive visitors in the Reception Lobby, who are not in possession of, or are not willing to deposit, a requisite identity documents. Processes vendor passes for commercial suppliers as per arrangements described. Reports all cases of non-compliance with security procedures to the Security Control Center.
6. Answer queries on procedures for applying for jobs/vacancies posted on the Personnel Section's announcement board, provides United Nations Personal History Forms to Applicants, and advises applicants on appropriate follow up procedures concerning the same.
7. Assists in serving UNU Meetings and other special events and functions when necessary by providing information to delegates and special guests, by distributing documents, and by paging the drivers of the same.
8. Receptionists are required to have excellent communication skills in English and Japanese, with at least 3 years experience in a similar capacity.