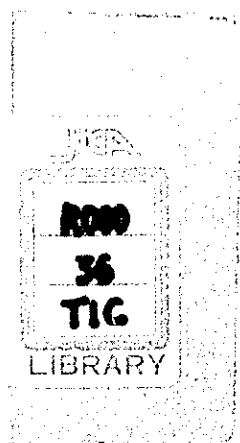


TIC GUIDE

1982. 8



TOKYO INTERNATIONAL CENTRE
JAPAN INTERNATIONAL COOPERATION AGENCY

国際協力事業団	
受入 月日	61.9.04
登録No. 15351	R000
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	TIC



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MESSAGE

Welcome to Tokyo International Centre!

This guide is designed to provide you with necessary information about Tokyo International Centre (TIC) so that you may lead a pleasant life with us.

This Centre is an organ which is affiliated with the Japan International Cooperation Agency (JICA) and its main functions are to provide living accommodation and training facilities to you and to carry out welfare activities for you.

This Centre was opened in September, 1964 and expanded in 1969 to enlarge its capacity of accommodation. It is an international community where many people from different countries with different religions and cultural back-ground are living together. What I like to stress here, is that your mutual understanding and cooperation are absolutely necessary so as to maintain good order at this Centre. I ardently hope that this Centre will make a "Home away from home" through your further cooperation. We will always be ready to help you when you have problems or difficulties in your life here.

I like to conclude this message by hoping that you will go back home with good memories about Japan.

Thank you very much.

Director, TIC

MAIN FACILITIES

This Centre is equipped with various facilities described below:

<u>Place</u>	<u>Name of Facility</u>
Ground Floor	Front Desk Lobby Sports Room Laundry Room Ironing Room Common Kitchen Power Operation Room Guard Office Toilets (1 for Gentlemen, 1 for Ladies)
1st Floor	Administration Office Dining Hall Lounge Guard's Desk Iron Shelf Shopping Corner Bed-rooms (54 – all single) (No. 102 ~ No. 155) Shower-rooms (2 for Gentlemen) Toilets (2 for Gentlemen, 1 for Ladies)
2nd Floor	Director's Office Japanese Language Instructors' Room Lecturers' Room Training Coordinators' Room Briefing Officers' Room Staff Meeting Room Library TV Room Stereo Room Lecture Room (1), (2) Bed-rooms (Single rooms on the 2nd floor are for ladies in principle.)

Twin Room — 5 (No. 208 — No. 212)

Single Room — 44 (No. 201 — No. 207,

No. 213 — No. 226,

No. 231 — No. 253)

2nd Floor

Shower-rooms (3 for Ladies)

Toilets (1 for Gentlemen, 2 for Ladies)

3rd Floor

Lecture Room (3) ~ (13)

Typing and Copying Room

Bed-rooms (55 — all single) (No. 301 — No. 355)

Shower-rooms (2 for Gentlemen only)

Toilets (2 for Gentlemen only)

4th Floor

Auditorium

Lecture Room (14)

Bed-rooms (55 — all single) (No. 401 — No. 455)

Shower-rooms (2 for Gentlemen only)

Toilets (2 for Gentlemen, 1 for Ladies)

5th Floor

Bed-rooms (57 — all single) (No. 501 — No. 557)

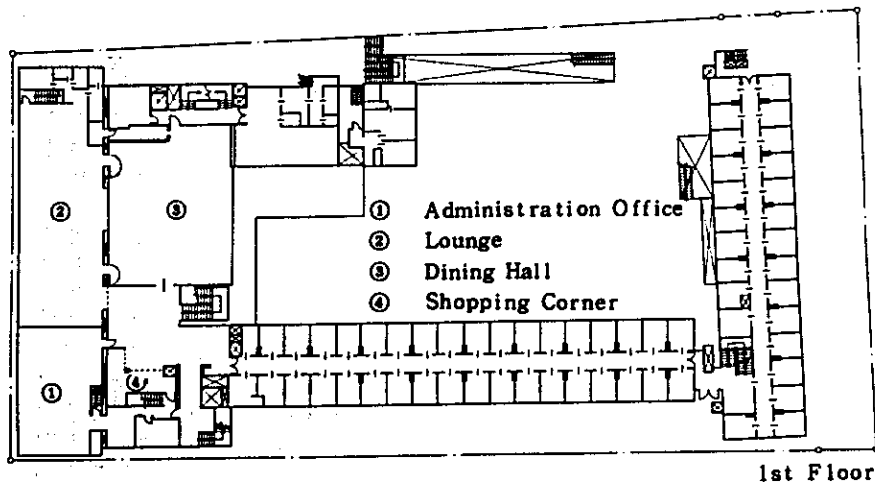
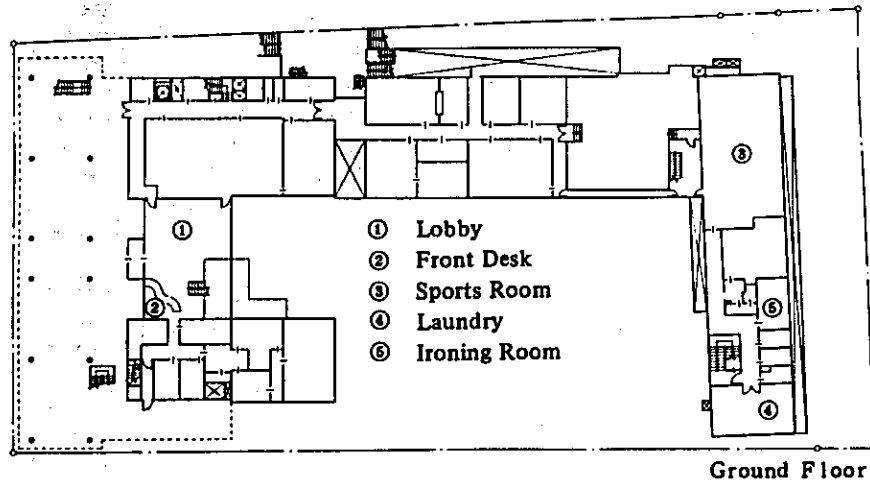
Shower-rooms (2 for Gentlemen only)

Toilets (2 for Gentlemen only)

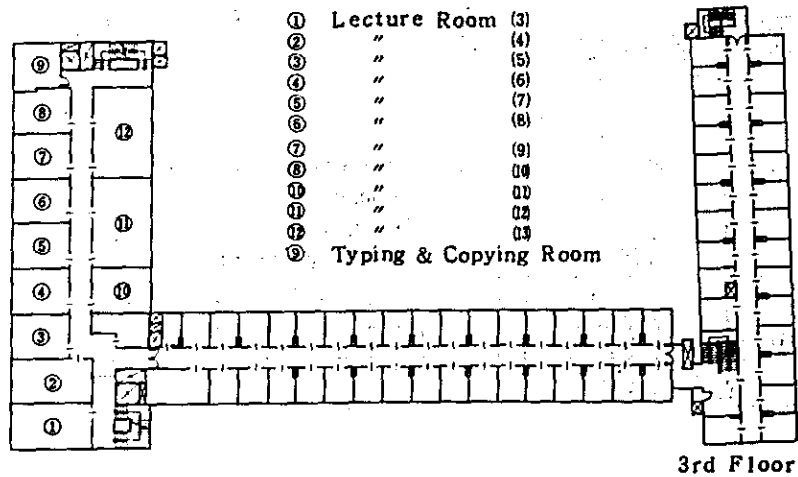
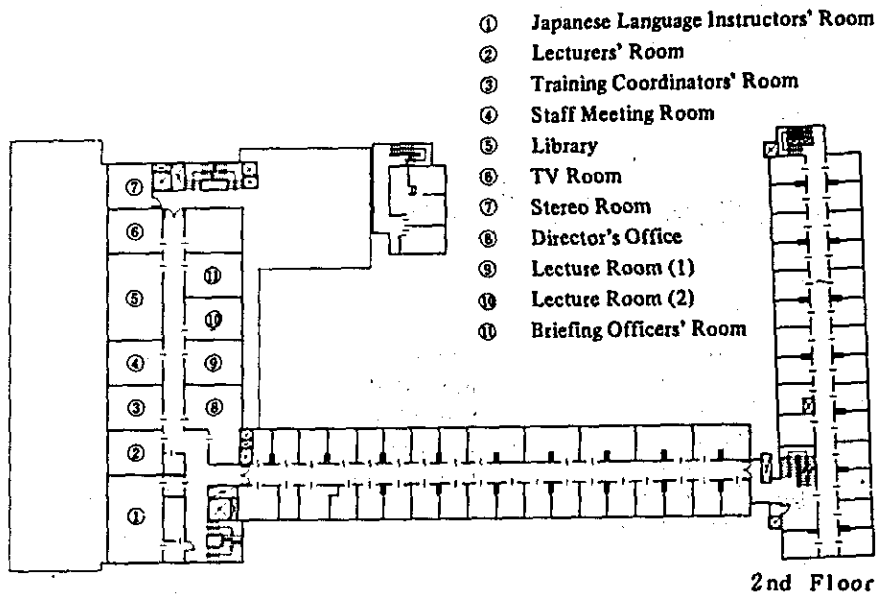
Rooftop

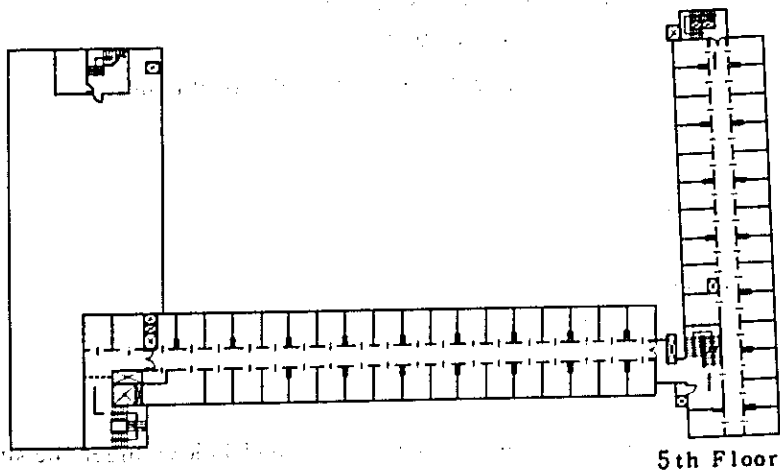
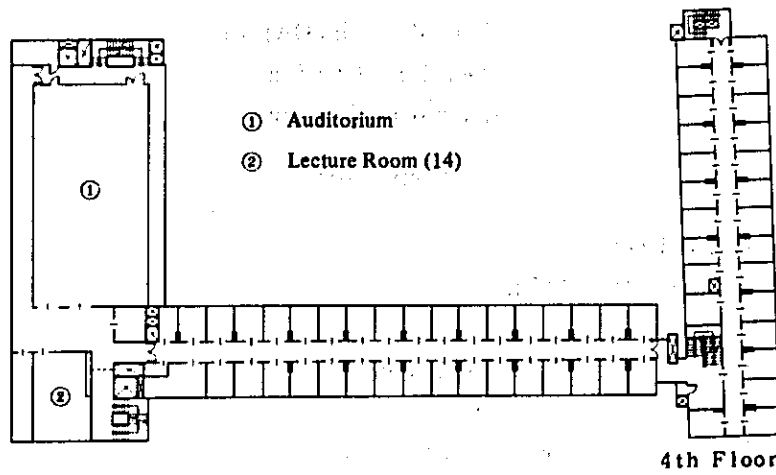
Golf Practicing Facility

SKETCH OF THE CENTRE BUILDING

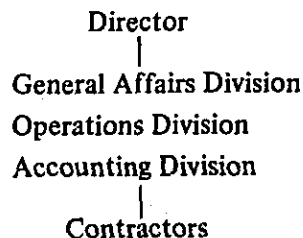


2ND FLOOR LAYOUT WITH NO RESERVES





ORGANIZATION AND FUNCTIONS



General Affairs Division

1. Administrative Affairs
2. Accommodation
3. Maintenance of Order and Security
4. Management of Facilities
5. Maintenance and Repair of Facilities

Operations Division

1. Organizing of General Orientation
2. Organizing of Japanese Language Courses
3. Organizing of Recreational Activities
4. Promotion of Participants' Welfare
(including counselling with regard to daily problems)
5. Medical care

Accounting Division

1. Accounting
2. Custody of Valuables
3. Payment of Allowances

Contractors

The Contractors carry out services mentioned below under the supervision of the Administration Office.

1. Front Desk Service
2. Cleaning Service
3. Power Operation and Facility Maintenance
4. Guards' Service
5. Dining Service
6. Shopping Corner

Others

A briefing on the rules and regulations of JICA is conducted at TIC for newly arrived participants.

ADDRESS AND AREA OF TIC

Address	:	No. 42-11, Ichigaya-Honmura-cho, Sinjuku-ku, Tokyo, 162 JAPAN
Cable Address	:	JICATIC
Telephone No.	:	03-267-2311
Land Area	:	3,897 m ²
Building Area	:	1,848 m ²
Total Floor Area	:	7,818 m ²

GENERAL SERVICES

1. Opening & Closing Time of Entrance Door

06:00 – 23:30

2. Front Desk Service Hours

07:30 – 23:30

No morning call service is available.

No porter service is available.

3. Office Hours

The Administration Office is open during the following hours:

Weekdays	09:40 – 12:00
	13:00 – 17:20
	(12:00 – 13:00 – closed)
Saturdays	09:40 – 12:20
Sundays & National Holidays – closed	

4. Dining Hall Service

(1) Service Hours

Breakfast

Weekdays	07:00 – 09:30
Saturdays	07:00 – 10:00
Sundays & National Holidays	07:30 – 10:00

Lunch 11:30 – 14:00

Dinner 17:30 – 20:00

Coffee and Tea

Weekdays & Saturdays	07:00 – 20:00
Sundays & National Holidays	07:30 – 20:00

(2) Information

Breakfast is served to the residents during the above-mentioned hours.

No refund can be made to any resident who does not have breakfast.

No room service of meals will be provided, except for a participant confined by a doctor's advice.

Time for "Lights out" of Dining Hall is 21:00.

Hot water and ice-cubes are available free of charge at the Dining Hall.

Any tap-water at this centre is safe to drink. If rusty water comes out from the tap, please leave it running until clean water comes out.

5. Closing Time of Lounge

The lounge on the 1st floor is closed and the lights there are also out at 12:30 at midnight.

6. Earlier Breakfast

When you have to leave the Centre before the designated breakfast time (07:00 or 07:30 a.m.) for any official reason, a pack of breakfast is handed to you at the counter of the Dining Hall during the dinner time of the previous night, provided that you apply for it in the previous morning at the same counter.

7. Hot Water Service for Shower and Bath

Hot water service hours for shower and bath are from 06:30 to 24:00 every day. (Boilers begin to work at 06:00.)

8. Air-conditioning Service

Air-conditioning for your room is provided from 08:00 to 01:00 during the period from the beginning of July through mid-September.

Your room is heated from 06:30 to 24:00 during the period from mid-November through March. (Boilers begin to work at 06:00.)

The service hours are subject to change according to climatic conditions and other factors.

9. Special-size of Bedding and Extra Blankets

If your present bedding is too small for you, you may ask the Front Desk for a special size of bedding, mattress, and blanket.

10. Valuables Custody Service

Your valuables, which are not in your daily need, may be deposited during the office hours in the safe of TIC, putting them into a "Pouch for Valuables", which is available in the Administration Office. The deposit pouch

can be withdrawn only during the office hours in exchange for the "Certificate of Receiving Valuables".

11. Lost and Found

If you have lost anything of yours or have found anything of others, you are requested to contact the Administration Office or Front Desk.

12. Cleaning Hours

(1) Bed-rooms

Bed-rooms are cleaned up once a day between 10:00 and 15:00 from Mon. to Sat.

On Sunday morning a simple cleaning such as cleaning of ash trays and trash cans is made.

(2) Toilet

Toilets are cleaned up once a day between 15:30 and 16:15 on the West and North wing floors, and between 16:15 and 17:00 on the South wing floors, except Saturdays, Sundays and National Holidays.

On Saturdays, Sundays and National Holidays, only simple cleaning is made between 08:00 and 09:30 where it is necessary.

(3) Shower rooms

Shower rooms are cleaned up once every weekday between 10:00 and 17:00 and on Saturdays and National Holidays between 10:00 and 15:00. There will be no cleaning on Sundays.

13. Laundry

Automatic washing machines are available for your use in the laundry on the ground floor. Washing powder can be purchased at the Shopping Corner on the 1st floor. When you need an electric iron, you can ask for it at the guard's desk on the 1st floor. As soon as you have finished washing or ironing, you are requested to clear up the things and return the iron to the guard's desk.

You can order your laundry at the Shopping Corner on the 1st floor on a commercial basis.

14. Visitors and Incoming Telephone

When there is a visitor or telephone call (domestic or international) for you, you will be informed by the buzzer installed in your room. As soon as you hear the buzzing, you should press the button in your room in response, go out of your room and take the grey telephone installed at the end of the corridor on the same floor.

When there is a visitor or telephone call (domestic or international) for you, in case you are outside your room, you will be informed by the public address system. As soon as you hear the announcement, you should directly go down to the Front Desk or take the nearest grey telephone in the corridor or the Front Desk.

When you are called by buzzing in your room after the service hours, you are requested to come down to the Front Desk immediately.

15. Grey Telephone

You can use the grey telephone on each floor when you wish to contact the Front Desk, besides when you use it for the purposes mentioned above. The grey telephone can not be used for outgoing call.

Service hours for grey telephone are from 07:30 to 23:30.

16. Outgoing Telephone (domestic and international)

You can make a domestic call with a red-coloured public telephone installed on each floor. You can talk for three (3) minutes with ten (10) yen in the case of the 23-Ward Area of Tokyo or more yen in the case of the other areas in Japan. If you want to talk longer than three (3) minutes, you must add ten (10) yen coins in succession before the telephone is cut off.

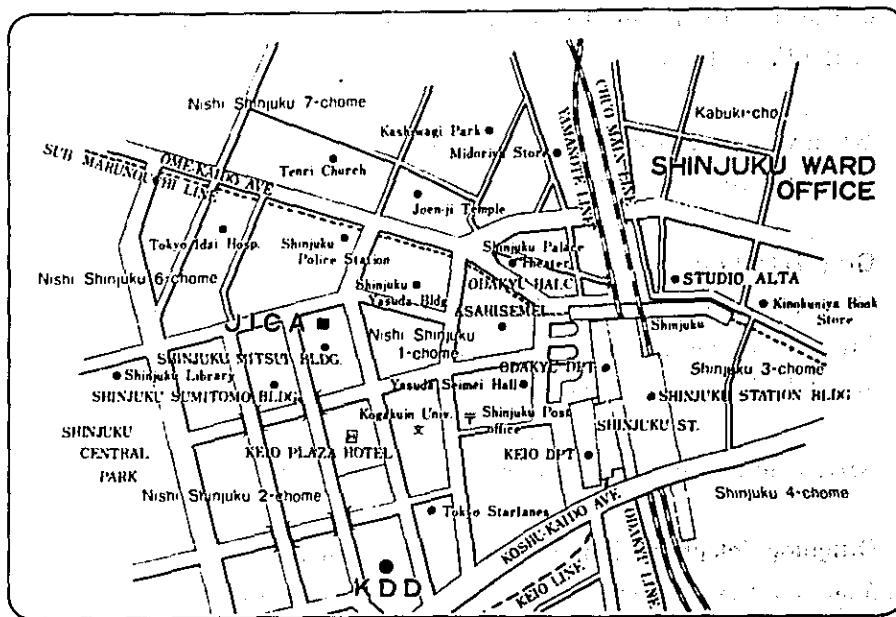
Besides the red-coloured public telephones, there is a yellow-coloured public telephone on the 1st floor which can be used with hundred (100) yen coins in the same way as the red coloured ones, but no change is paid back.

You can also use the black-coloured telephone installed at the Front Desk for a domestic long-distance call. In this case, you should ask the Front Desk to connect you with the number you want, and pay the charge immediately after the call is finished.

For an international call, you should ask the Front Desk to connect you with the number you want and pay the charge immediately after the call is finished except for a collect call.

17. International Telegram or Telex

If you want to send an international telegram or telex, you need to go to the Shinjuku Telegram Office of KDD (Kokusai Denshin Denwa Co., Ltd.). The location is shown below:



The Office is open on weekdays between 09:00 and 20:00 and on Saturdays between 09:00 and 17:00. It is closed on Sundays and National Holidays.

18. Mail Service

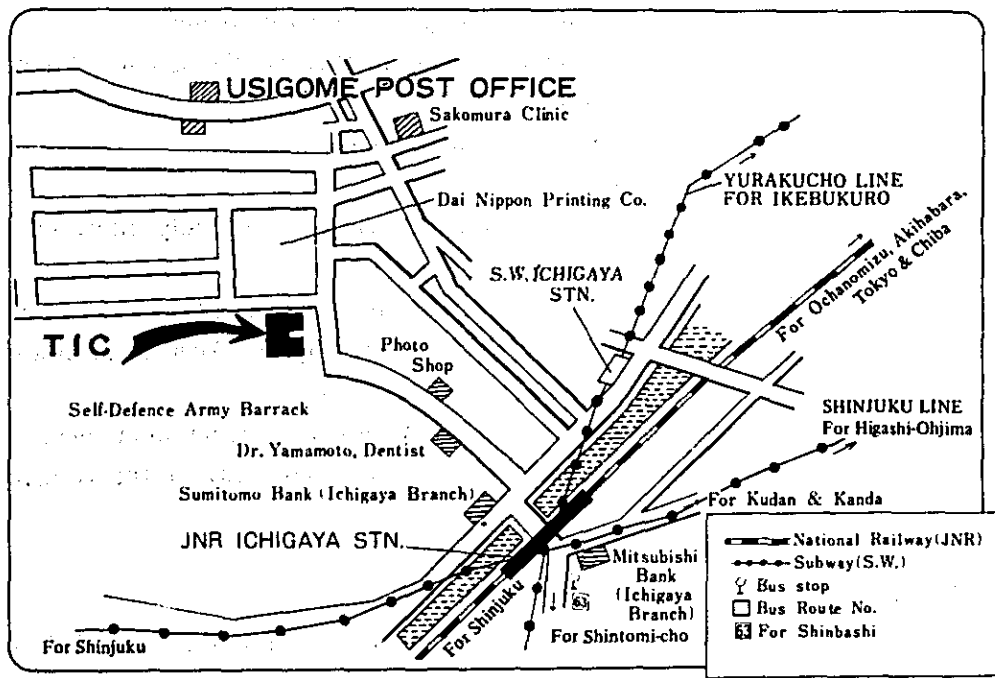
Incoming mails are delivered to TIC usually around 11:00 once a day and handed over to you at the Front Desk.

A public mail box is set up at the left corner of the front side of TIC Building and its right slot is for letters to the metropolitan area and the left slot is to the other areas in Japan including overseas.

When you send a parcel, you must strictly abide by the prescribed limits of its size and weight. For details, please refer to the Front Desk.

Postage stamps and aerogrammes can be purchased at the Shopping Corner on the 1st floor.

Parcel post as well as registered mail to be sent out are accepted not at the Front Desk, but at the USHIGOME Post Office. The location is shown below.



19. Shopping Corner

(1) Daily necessities such as soap, towel, postage stamps, aerogrammes and so on are available at the Shopping Corner on the 1st floor on weekdays between 09:00 and 19:00 and on Saturdays between 09:00 and 15:00. It is closed on Sundays and National Holidays.

(2) Electric and Electronics goods are available on the same floor on weekdays between 09:00 and 20:00, and on Saturdays between 09:00 and 15:00. It is closed on Sundays and National Holidays.

20. Use of Common Kitchen

When you like to cook by yourself, you may use the Common Kitchen on the ground floor for an hour between 15:00 and 21:00 with prior permission of the Administration Office. But, continuous use of it by the same person is not always permitted. You are strongly requested to observe the rules written below.

The rules to be observed:

- (1) The common kitchen is not provided for a private party, but for self cooking.
- (2) Those who use the common kitchen should report to guards' office with a permit before and after using the common kitchen.
- (3) Those who reside outside of TIC can neither use the common kitchen nor join the group in principle.
- (4) Those who use the common kitchen should;
 - (i) Be careful with gas.
 - (ii) Not use any other fuel and appliances than the equipped by TIC.
 - (iii) Not make a noise.
 - (iv) Use cooking utensils and tablewares with attention to hygienical condition, and after use, clean carefully and keep them in good order.
 - (v) Not leave or keep personal belongings in the common kitchen.
 - (vi) Not take cooking utensils and tablewares out of the common kitchen.

21. Taxi

You can ask the Front Desk to call a taxi for you, for which you shall pay ten (10) yen every time.

In case of cancelling the Taxi reservation, you are required to pay some cancellation charge.

22. Guards

Guards are all the time stationed at this Centre in order to prevent undesirable occurrence and to maintain your security and peaceful life. You must always follow their advices or instructions which will be given to you.

23. Unidentified Person or Object

When you find any unidentified person sneaking about or any unidentified

object placed at any part of the Centre, you are requested to report it to the Administration Office, guards or the Front Desk.

24. In Trouble

Whenever you are in trouble, please contact the Administration Office or the Front Desk.

25. Alien Registration Card or Passport

As you are an alien, you are required to carry your alien registration card or passport with you whenever you go out.

MEDICAL SERVICE SYSTEM

1. A medical card is issued by JICA to each of the participants under JICA programme (not applicable to UN Fellows).

If you are a participant under JICA programme, you can obtain medical treatment with the medical card during your official stay in Japan for any disease except for;

- (1) Medical treatment of your pre-existing diseases for which immediate treatment or examination is not required.
 - (2) Corrective surgery which does not require immediate treatment.
 - (3) Any medical treatment related to and resulting from your pregnancy and/or childbirth.
 - (4) Treatment of your teeth for corrective purpose.
 - (5) Purchase and repair of corrective eye glasses.
2. When you want medical care by the physician in charge, you are requested to apply for it in advance at the Front Desk. His consultation hours are 20:00 – 22:00 almost every day. He will call at your room to see you. His arrival will be announced by the public-address system.

Other TIC residents like UN Fellows than JICA participants can also see the physician but should pay the fees right after the treatment.

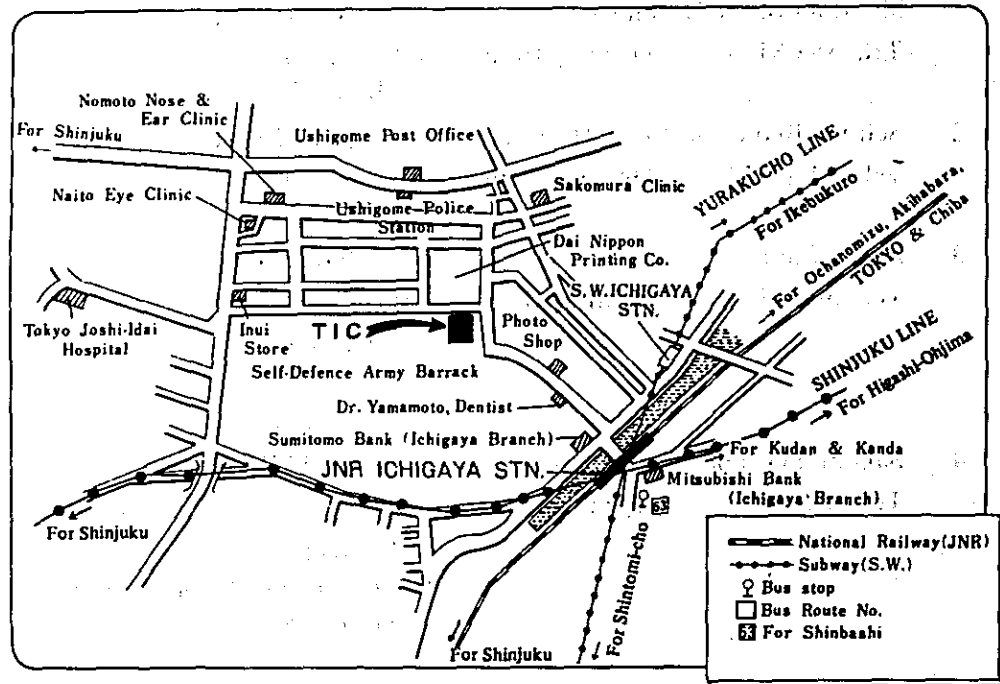
3. An assortment of medicine is available at the Front Desk or the Administration Office as the first aid measure for headache, stomachache, minor injuries and so on.
4. Free preventive vaccination may be given to JICA participants who want to have it against influenza, Japanese encephalitis, etc.
Details are notified through the Official Information Board when the time comes.

This is not applicable to the other TIC residents like UN Fellows than JICA participants.

List of Hospitals and Clinics (by Department)

1. Tokyo Joshi-Idai Byoin (Tokyo Women's Medical College Hospital) [GENERAL]
Tel. 353-8111 Opening Hours: 8:30 – 11:00
Mon. – Sat.
2. Seiroka Byoin (St. Luke' Hospital) [GENERAL]
Tel. 541-5151 Opening Hours: 8:30 – 11:00
Mon. – Sat.
3. Mitsui Clinic [GENERAL]
Tel. 344-3311 Opening Hours: 9:00 – 12:30, 14:00 – 16:30
Weekdays
9:00 – 12:30
Saturdays
4. Sakomura Clinic [INTERNAL]
Tel. 269-1783 Opening Hours: 10:00 – 12:00, 14:00 – 16:30
Weekdays
10:00 – 12:00, 14:00 – 15:00
Saturdays
5. Naito Clinic [OPHTHALMOLOGY (Eye)]
Tel. 260-2317 Opening Hours: 10:30 – 13:00, 15:00 – 18:00
Weekdays except Wednesdays
10:30 – 13:00
Wednesdays & Saturdays
6. Nomoto Clinic [EAR, NOSE & THROAT]
Tel. 268-7754 Opening Hours: 9:00 – 13:00, 16:00 – 18:00
Weekdays
9:00 – 13:00
Saturdays
7. Yamamoto Clinic [DENTIST]
Tel. 260-7485 Opening Hours: 9:30 – 13:00, 14:00 – 18:00
Weekdays Only

Location of some of the Hospitals and Clinics mentioned above.



RECREATIONAL ACTIVITIES

The recreational activities organized by TIC are as follows:

1. Parties

Such parties as disco party and summer party are held from time to time.

2. Movie Show

Movies in English version are shown generally once a week.

3. Record Concert

A record concert is held from time to time, especially when we have new records.

4. Sports Activities

An indoor athletic meeting, ping-pong tournament and so on will sometimes be organized.

5. One-day Bus Tour

There are sight-seeing bus tours every day to Kamakura-Hakone, Nikko and Mt. Fuji, which are organized by a travel agent. However, the tours to Nikko and Mt. Fuji are not conducted during the three winter months, December, January, and February.

If you like to join them, you may apply at the Administration Office. A certain percentage of subsidy is given to JICA participants. (No such subsidy is given to the other residents like UN Fellows.)

6. Recreational Articles and Instruments

The articles and instruments, listed below, for recreational activities can be borrowed by your request at the Front Desk. You are requested to use them carefully and return them immediately after use.

List of Articles and Instruments for Recreational Activities.

Activity	Article
Sport	Ping-Pong Balls
Sport	Ping-Pong Rackets

Activity	Article
Sport	Tennis Rackets & Balls
Sport	Basket Balls
Sport	Badminton Rackets & Shuttlecocks
Sport	Soccer Balls
Sport	Volley-Ball Balls
Sport	Golf-Clubs & Balls
Sport	Billiards
Music	Records
Game	Chess Sets
Game	Go Sets
Game	Shogi (Japanese Chess) Sets
Others	Slide-Projectors

7. Piano

If you like to play the piano, you may do so at the Auditorium on the 4th floor between 13:00 and 18:00 on Saturdays, Sundays and National Holidays. You can get the key of the piano from the Guard on the 1st floor.

8. Other recreational activities may be organized from time to time and all the recreational activities including the above-mentioned ones will be notified to you through "TIC Information Leaf" and the Official Information Board.

JAPANESE LANGUAGE COURSE

Japanese language courses are conducted at this Centre to make your stay in Japan more enjoyable. A course lasts two months, 48 hours. The class begins at 18:30 and ends at 20:00 on Monday, Wednesday, Thursday and Friday. You are recommended to attend the class and try to make more friends with Japanese people.

There are three (3) types of courses – elementary, intermediate, and advanced.

You are requested to contact the Administration Office for further information.

RULES AND REGULATIONS

- 1. Maintenance of Order and Security**

Since the Director of the Centre is responsible for the safety and security of all the residents, he always reserves the right to take whatever measures are required to maintain the order and security of this centre.
- 2. Caution against Fire**
 - (1) No electric appliances like heaters, stoves, toasters, and irons shall be used in your room.
 - (2) Cooking in your room is strictly prohibited. It is also prohibited for sanitary reasons.
 - (3) Smoking in bed is strictly prohibited.
- 3. Restrictions in General**
 - (1) You shall come back by 23:30, when the entrance door is closed.
 - (2) Staying-out, to stay somewhere away from the Centre, is not permitted as a rule. But, in an unavoidable case that you have to stay out, you shall inform in advance the Front Desk in the prescribed form and state the place where you will stay and the telephone number with which you can be contacted.
 - (3) No visitors shall be received in your room but in the Lobby, Lounge or Dining Hall only. Visiting hours shall be from 07:30 to 22:00.
 - (4) You shall not disturb others by talking, singing loudly or turning the radio, television, tape-recorder, etc. up too high.
 - (5) You shall not put others to trouble nor damage the equipment or facilities of TIC.
 - (6) You shall not quarrel nor fight with others.
 - (7) Furniture and equipment in the Centre shall not be moved from the places where they are installed.

- (8) You shall not take any tablewares like glasses, plates, knives, forks and spoons out of the Dining Hall.
- (9) You shall not stick pictures, photos or calendars on the wall in your room except on the designated board thereof.
- (10) You shall not put up a poster or any other notices on the Official Information Board or other places in the Centre without obtaining prior permission for it from the Administration Office.
- (11) Improper use of the common places in the centre are strictly prohibited.
- (12) You shall not engage in any political, commercial and religious (publicity) activities in the Centre.
- (13) You shall not bring into the Centre birds, animals, offensive-smelling things, weapons, explosives, and inflammables.

4. No Accommodation for Your Family

None of your family members shall be permitted to stay at this Centre.

5. Ladies Quarters

In principle the 2nd Floor shall be used as ladies' quarters while the other Floors as men's quarters.

In some cases, however, a man may be temporarily put into a room of the ladies quarters and vice versa because of pressing rooming circumstances.

In such cases, as soon as a proper room is available, he or she shall move to the room according to instructions given by the TIC Administration Office.

6. Loss of Valuables

The Centre shall not be responsible for any loss of your valuables in the Centre unless they are deposited in the safe of the Administration Office.

7. Room Key

You shall leave your room key at the Front Desk whenever you go out. This is essential to confirm whether you are in or out. You shall not separate the key from its holder.

8. Trip In & Out

- (1) When going out on a trip, you shall vacate your room, deposit your unaccompanied luggage in the cloak room or another designated room, confirm the contents of the "Trip Information" and sign your name to it at the Front Desk.
- (2) When vacating your room, you shall not leave anything in the room. If anything should be left, it may be disposed of at the time of cleaning.
- (3) In case of an official study trip for one (1) or two (2) days, you do not have to vacate your room but shall confirm the "Trip Information" and sign your name to it.
- (4) When you come back from the trip, you shall reconfirm the "Trip Information" again and sign your name to it.
- (5) When you come back from the trip, a room shall be reserved for you. But, the same room shall not always be ensured.

9. Check-out Time

The check-out time is 12:00 noon. When you check out, be sure to tell the Front Desk about your check-out and return your room key there.

10. Room Charge

JICA participants, who stay at this Centre as the base of their living, are free of charge for room and breakfast.

11. Advanced Payment of Room Charge

- (1) UN fellows, so-called GG participants, JICA participants staying at this Centre during their official study trip and those who stay at this Centre not under JICA programme, shall pay in advance their room charges for the period of their stay on a monthly basis at the beginning of their stay, or at the beginning of each month in case they continue to stay beyond the month of their check-in.
- (2) The payment shall be made in Japanese yen only.

12. Refund of Room Charge

(1) In case you check out earlier than originally expected stay, you shall get your already-paid room charge refunded.

(2) In case you go out on an unexpected trip, you shall also get your already-paid room charge refunded for the period of your absence, provided that your application is approved by the TIC Administration Office. The form for application is available in the office or the Front Desk.

13. Extension or Shortening of Stay

If you like to extend or shorten the period of your stay at this Centre, you shall obtain prior permission from the Administration Office.

14. Compensation for Damage and Loss

Damage to, or loss of, TIC facilities or equipment caused by you shall be compensated by yourself.

It is quite natural for the residents of good sense to observe the rules and regulations and the procedural matters. To our great regrets, however, there are some residents who violate them and thereby give much trouble to other residents and the TIC Administration Office. Therefore, the TIC Administration Office is now strongly urging your observance of them. It should also be noted that any violation of the rules and regulations will inevitably lead to proper action. In this connection, the instructions given by the Guards or the Front Desk should be considered as the same by the TIC Administration Office.

IN CASE OF EMERGENCY

This Centre is well-equipped with several devices against fire. An emergency exit is at the end of the corridor on each floor and, as emergency equipment, there are an emergency ladder on each of the 2nd and 3rd floors, an emergency rope ("Surodan" FIRE ESCAPE) on each of the 4th and 5th floors, and a "Escape Chute" at the auditorium on the 4th floor.

You are required to confirm the emergency exits and the afore-mentioned emergency equipment as soon as you have checked in.

In Case of Fire

You must inform the Front Desk immediately by any means like shouting "Fire!", pressing the buzzer in your room or a fire-alarm in the corridor and take refuge in front of the main entrance door of the Centre or the place where you have been instructed to do so.

Smoke is as dangerous as flame, and, when it is smoky, you must try to escape from the smoke as promptly as possible with your mouth and nose as close to the floor as possible like creeping on the floor. When you escape, you must follow guide lights in an orderly manner.

In Case of Earthquake

You must put out cigarettes, switch off, or unplug electric appliances as quickly as possible, then shelter yourself under a table or by a pillar or anything else available around you.

You must not rush out of the building in confusion.

In both cases of fire and earthquake, you must always follow the instructions given by TIC staff or firemen.

In Case of Sudden Illness

In case of sudden illness and need of help, say, at night, you may call the Front Desk directly or by buzzing. Of course, you may contact the Administration Office if it happens during the office hours.

