

Circular Letter

Study Mission to a Nonmember Country on Innovative Technologies for Food Security
15–19 September 2025
Wageningen, Netherlands
(25-IP-15-GE-SMN-A)

Dear Participants:

We are pleased to inform you that you have been selected to attend the Study Mission to a Nonmember Country on Innovative Technologies for Food Security to be held from 15–19 September 2025 in the Netherlands.

A Letter of Acceptance (LAc) in PDF format has been sent to you directly through salesforce platform or the Liaison Officer of your country. For those who need visa to enter the Netherlands, the LAc can be used for visa application. The visa must be used for the sole purpose of attending this program and not for other purposes, such as tourism and commercial activities, which would result in denial of permission to enter the host country.

1. Passport copy, Visa requirements, Travel Insurance certificate, and other requirements

Please send the following to Mr. Jos Leeters (Jos@hollanddoor.nl), Mrs. Lisanne Oskam (lisanne@hollanddoor.nl) and Ms. Emiko Kurayoshi (ekurayoshi@apo-tokyo.org) by the closing dates specified below for the necessary arrangements for you.

- **Passport copy** (as soon as possible and no later than **8 August 2025**)
- **Visa status** (as soon as obtained and no later than **20 August 2025**)
- **Travel insurance certificate** (along with the air ticket and no later than **20 August 2025**)
- **Copy of Air ticket** (as soon as purchased and no later than **20 August 2025**)

a. Passport

All participants are requested to ensure that their passports have **at least six-month validity** at the time of arrival in the Netherlands. It is also important to ensure that **enough unused pages remain available**.

b. Visa (Schengen visa)

Nationals of Japan, Malaysia, Singapore, and Taiwan are exempt from the Schengen visa requirement. For participants of other nationalities who are required to apply for the visa, HollandDoor (Implementing Organization) will issue an **Invitation Letter** in order to ease the visa application process. As this letter will include your passport number and other relevant details, please make sure to submit a copy of your passport by the specified deadline above.

To be sure, please check with the National Productivity Organization (NPO) of your country, the embassy or representative offices of the Netherlands in your country, and/or a travel agent to determine whether you need to obtain an entry visa for the Netherlands.

For your reference, you may also check whether an entry visa is required by visiting the following link.

<https://www.netherlandsworldwide.nl/visa-the-netherlands/visa-required>

If you are required to obtain an entry visa, please make necessary arrangements as soon as possible. All expenses relating to the visa, if applicable, must be borne by yourself or your organization.

Please also make sure to check whether you need transit visas if you are transiting through other country(ies) on your way to the project venue.

c. Overseas travel insurance

Travel insurance with a minimum coverage value of USD10,000.00 to cover accident, illness, hospitalization, death, medical treatment, extension of stay due to quarantine, hotel accommodation cancellation, and flight rescheduling/cancellation, if applicable, is required. Participants must submit copies of insurance certificates

to the APO Secretariat prior to departure but no later than **20 August 2025**. Please note that, in the case of unavoidable cancellation due to a participant's personal reasons, expenses for hotel and flight cancellations are to be borne by the participant and/or covered by the insurance of the said participant. Neither the APO Secretariat nor the implementing organization is responsible/liable for any cost resulting from a participant's cancellation.

d. Costs for visa to enter the Netherlands and overseas travel insurance

Please note that neither the APO Secretariat nor the implementing organization is responsible for any cost related to visa fees or overseas travel insurance. All costs incurred for items 1-a. to 1-c. above must be met by participants or participants' organizations.

2. Flight Arrangement

The APO Secretariat will provide discount economy-class air tickets for participants by the most direct route between your place of work and Amsterdam International Airport, the Netherlands. The tickets will be arranged by NPOs of participants' countries through their designated travel agents. NPOs are requested to inform Ms. Emiko Kurayoshi (ekurayoshi@apo-tokyo.org) of the flight information as soon as possible and no later than **20 August 2025**.

Please ensure that the tickets are discount economy-class allowing participants to arrive in Amsterdam on Sunday, 14 September and depart from Amsterdam on Saturday, 20 September. The participants may be requested to cover the costs of air tickets if these conditions are not met.

3. Arrival of Participants

Arrival in Amsterdam Airport Schiphol (AMS)

Participants are requested to arrive in Amsterdam on Sunday, 14 September 2025, one day before the commencement of the project. If you arrive earlier than this date, you must pay all the expenses incurred. Neither the APO Secretariat nor the Implementing Organization will provide extra allowances for early arrival or early check-in in Amsterdam for any reason.

Please note that there will be **NO meeting service** for participants at the airport upon arrival. Participants should proceed from the airport to **Hotel NH Den Haag in The Hague** on their own using the following modes of transport.

Expenses of transportation between the airport and designated hotel

The Implementing Organization will provide each participant with a fixed sum of **2x €11 = €22** for the transportation between the airport and the hotel and return.

How to travel from Amsterdam Airport Schiphol to the hotel in The Hague

1) From airport to The Hague Central Station by train

The direct train connection from Amsterdam Airport Schiphol to The Hague Central Station typically takes from 27 to 48 minutes, with the exact duration varying based on the departure time. Information boards with exact departure times and the location of the platforms are at various places in the hall (1st picture).

You can buy a ticket in the central hall of Schiphol Airport (Schiphol Plaza) at the ticket counter (2nd picture) or ticket machines (3rd picture). In that case, you need to check in by holding your purchased ticket against a card reader at the entrance to the platform. You should hear a beep and see a green light when the card is read successfully. On checking out at the station of your destination (The Hague) you do the same.

Alternatively, you can pay on public transport with your contactless bank card, credit card or mobile. Use the card or mobile phone to check in and out: check in by holding your card or mobile phone against a card reader and here again, you should hear a beep and see a green light when the card or phone is read successfully.



Information boards



Ticket counter



Ticket machines



Card readers for train travel, before departure



Underground train platforms

2) From The Hague Central Station to the hotel by tram

- Walking takes you about 15 minutes; that's for free
- A taxi takes you about 2 minutes; the costs are between €12 and €15

The recommended option is taking a tram. The tram station closest to the NH Hotel is called 'Beatrixkwartier'. From the Central Station you can take tram 3 (towards Zoetermeer) or 4 (towards Lansingerland-Zoetermeer) and get off at the Beatrixkwartier stop. The hotel is right next to this stop.

The tram platforms are located just outside the central hall of the station and easy to find. If needed, any information desk in the central hall of the station will be able to assist you.

How to buy a ticket: the easiest option is contactless payment (same as for train transport). If you have a contactless debit card, credit card, or mobile phone, you can just hold it against a card reader within the tram and you should hear a beep and see a green light when the card or phone is read successfully. Same for checking out. The price will be less than €2.

Alternatively, you can buy a two-hour ticket, available from a ticket machines. The price will be a bit higher (€4 to €5).

4. Accommodation

A standard room (including breakfast) for 6 nights from 14 September 2025 (check-in) to 20 September 2025 (check-out) will be arranged for overseas participants:

Hotel: [**NH Den Haag**](#)

Address: Prinses Margrietplantsoen 100, 2595 BM The Hague

Phone: +31 70 381 2345

Website: www.nh-hotels.com/hotel/nh-den-haag; www.nhvirtualtour.com/en/nh-den-haag

Check-in: Sunday 14 September 2025, from 16:00

Check-out: Saturday 20 September 2025, before 11:00

You are required to stay at the designated hotel during the entire program. Upon reaching the hotel, please go to the reception counter and identify yourself.

Hotel Cancellation Policy:

- Cancellation for all rooms up to 30 days before arrival is for free.
- Cancellation between 29 and 14 days before arrival: 50% of the price
- Cancellation between 13 and 7 days before arrival: 80% of the price

Cancellation fee for the hotel due to a participant's personal reason is to be borne by the participant. Neither the APO Secretariat nor the implementing organization is responsible/liable for any cost resulting from a participant's cancellation.

5. Dietary restrictions

Some meals will be provided during the lunch time of the program. To help us accommodate your needs, please inform the APO Secretariat **before 20 August 2025** if you have any dietary restrictions due to religious, health, or personal reasons (e.g., vegetarian, vegan, halal, food allergies, etc.).

Please be informed that no advance information will be considered as an indication of no dietary restrictions, and on-site requests will not be accepted.

6. Per Diem Allowance (for overseas participants)

The Implementing Organization will provide per diem allowances of **USD50.00** per day (or equivalent amount in local currency) to overseas participants to cover meals and other incidental expenses (e.g., laundry, telephone, etc.) for up to **six days**. Per diem allowances will be provided in cash at the project registration on **15 September 2025**. Please note that the exchange rate will be determined by the day of disbursement. Lunch is arranged throughout the program in most cases, the cost of which will be deducted from the per diem allowances.

Payment for hotel accommodation (including breakfast and Wi-Fi connection) will be settled by the Implementing Organization. Other charges (e.g., telephone calls, room service, laundry, mini-bar, etc.) must be borne by participants.

Please note that neither the APO Secretariat nor the Implementing Organization will provide extra allowances for early arrival, late departure, or stopovers for any reason. If participants arrive before 14 September 2025 and/or leave after the check-out time on 20 September 2025 for any reason, all expenses incurred from the additional stay, including hotel room charges, are to be borne by the participants themselves. Additional expenses, such as food and beverages other than those arranged by the Implementing Organization, souvenirs, and memorabilia, will be on participants' own accounts.

7. Dress Code

For formal sessions, such as opening and closing sessions, formal business attire is normally worn. Office attire/national dress is worn during regular sessions. Participants are encouraged to bring national dress to be worn during social functions such as welcome and/or farewell dinners.

8. Other Important Details

- a) Participants must **NOT bring family members or friends** to accompany them to this event.
- b) Participants must not engage in personal business or activities while the program is in progress.
- c) Participants must not change their flight schedules without prior agreement from the APO Secretariat.
- d) Participants are requested to formally inform the APO Secretariat and their NPOs well ahead of the commencement of this project if they become unable to attend this event, indicating the reason(s) for their withdrawal.
- e) Full attendance is compulsory for receiving the APO certificate of attendance.
- f) Please bring a laptop computer and smartphone for this program. However, all expenses for ensuring your laptop computer and other related consumables are at your own expense. As part of the APO Secretariat's initiative to become paperless and contribute to the UN SDGs, please note that no printed materials will be distributed.
- g) Participants are expected to return home upon completion of the official program because they are visiting the Netherlands for the specific purpose of attending this APO project.
- h) Participants are requested to inform and follow the guidance of APO officers/local organizers if they show signs or symptoms of infectious diseases that might affect other participants.

9. Contacts

| APO Secretariat | HollandDoor Cooperative |
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| <p>Mr. Keiichi Sugita Head Multicountry Programs Division 1 Program Directorate Asian Productivity Organization (APO) Tel:+81-(0)80-4154-0688 E-mail: : ksugita@apo-tokyo.org Website: https://www.apo-tokyo.org/</p> | <p>Mr. Jos Leeters Member and consultant Tel: +31 620 447 371 Email: jos@hollanddoor.nl Website: www.hollanddoor.nl</p> <p>Mrs. Lisanne Oskam Member and consultant Tel: +31 612 162 841 Email: lisanne@hollanddoor.nl Website: www.hollanddoor.nl</p> |