

# Asian Network of Major Cities 21 (ANMC21) Administrative Management Workshop 2008 Program

1. **Date:** Tuesday, September 9 – Friday, September 12, 2008 (4 days)

2. **Place:** Tokyo Metropolitan Government Office

3. **Workshop Schedule & Contents:**

Day 1 Sept. 9 (Tues.)  N3 Conference room, 33 <sup>rd</sup> floor, 1 <sup>st</sup> main TMG building	9:15 – 10:00	Initial Orientation (Master of Ceremony by Mr. Keiichi Fukutome, Director for International Joint Projects(ANMC21)) • Greetings by Mr. Toshiyuki Taga, Chief of Protocol • Guidance by Ms.Hiroko Mizuguchi, Deputy Director for International Joint Projects(ANMC21) • Trainee exchange
	10:00-12:30	Session 1 “Local Government System” by Mr. Mineo Shirota, Deputy Director, Municipalities Administration Section, Local Administration Divisions, Bureau of General Affairs Mr. Hiroshi Mochizuki, Deputy Director, Ward Administration Section, Local Administration Divisions, Bureau of General Affairs
	12:30-13:45	Lunch
	13:45-16:45	Session 2 “Personnel Management System” by Mr. Kakubun Tanaka, Deputy Director, personnel division, Bureau of General Affairs
	16:45-17:00	Answering and submitting workshop questionnaire
	17:00-18:15	Tour of the Tokyo Metropolitan Government Office
	18:15-20:00	Welcome party at 32 <sup>nd</sup> floor, City Hall of T.M.G.
Day 2 Sept.10 (Wed.)  N6 Conference room, 33 <sup>rd</sup> floor, 1 <sup>st</sup> main TMG building	9:15-12:00	Seminar “Asian Mega City and Global Sustainability” (open seminar) by Dr. Kazuhiko Takeuchi, Vice-Rector, United Nations University, Professor of Laboratory of Landscape Ecology and Planning, Graduate School of Agricultural and Life Sciences, The University of Tokyo
	12:00-13:30	Lunch
	13:30-16:00	Session 3 “Administrative Planning” by Mr. Yusuke Kakurai, Deputy Director, Planning and Coordination Section, Headquarters of the Governor of Tokyo
	16:15-17:15	Opinion Exchange about C40 by Mr. Takao Nishizawa, Coordinating Supervisor, Policy Planning Section, Policy Division, Headquarters of the Governor of Tokyo
Day 3 Sept. 11 (Thurs.)  N6 Confere nce room, 33 <sup>rd</sup> floor, 1 <sup>st</sup> main TMG building	9:15-12:00	“Key Challenges Facing the Member Cities” (open seminar) ( Presentations from participants) by Mr. Makoto Takahashi, Senior Director in charge of International Joint Projects(ANMC21)
	12:00-13:30	Lunch
	13:30-16:00	Session 4 “Budget and Fiscal Management” by Mr. Shinichi Tanaka, Director for Finance, Budget Division, Bureau of Finance
	16:15-17:00	Opinion Exchange about International Exchange
Day 4 Sept. 12 (Fri.)  N2 Conference room, 33 <sup>rd</sup> floor, 1 <sup>st</sup> main TMG building	9:00 - 9:45	Inspection: Departed from Tokyo Metropolitan Government Arrived at Takeshiba -small passenger ship Terminal
	10:00-11:30	Tokyo Waterfront Area · Tokyo Port (by Passenger Ferry ‘Shin Tokyo-Maru’)
	12:00-14:00	Tokyo Midtown (Measures for environmental protection, greening etc.) By Mr. Tomoki Miura, Project manager, Planning Group, Tokyo Midtown Development Department, Mitsui Fudosan Co., LTD.
	15:00-17:00	Lecture “Tokyo’s Urban Development” by Mr. Shigeki Wakabayashi, Director in charge of Policy Coordination, Regional Coordination Section, Urban Development Policy Division, Bureau of Urban Development
	17:00-17:30 17:30-17:45	Answering and submitting workshop questionnaire, familiar talk Closing ceremony (Grantor: Mr. Toshiyuki Taga)

