

# First Project Steering Committee Meeting for the UNDP/GEF Yellow Sea Project

**Seoul, Korea  
7 – 8 March 2005**

## INFORMATION NOTE FOR PARTICIPANTS

### **Date and Venue of the Meetings:**

The Meetings will be held at Koreana Hotel, Seoul, Korea, 7 to 8 March.

**KOREANA HOTEL**  
**61,1-KA, TAEPYUNG-RO CHUNG-KU,**  
**SEOUL 100-101, KOREA**  
**Tel : 82-2-2171-7000**  
**Fax : 82-2-730-9025**  
**www.koreanahotel.com**

The meeting will start at 09.00 hours in the “Gloria Hall” in the Koreana Hotel. Participants are requested to register and obtain meeting badges at the registration counter just outside the meeting room between 08.30 – 09.00 hours on Monday, 7th March 2005.

### **Travel/entry Formalities:**

For information regarding visa and/or travel documents to Korea, please consult the Republic of Korea Embassy or Consular mission in your country by presenting the invitation letter.

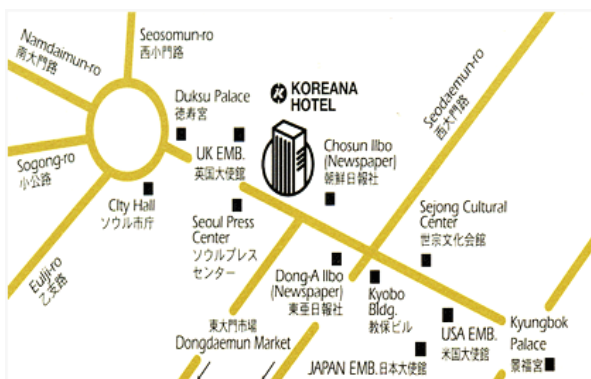
### **Transportation to/from the airport:**

Transportation from airport to hotel is as follows:

Option A: By Bus – KAL Limousine Bus operates buses from outside the airport Arrival Hall to Koreana Hotel, Fare: 12,000 Won  
 The first bus leaves the airport at 5:55, and last bus at 22:25.

Option B: By Taxi.

	Fare	A Toll of an Express Way	Total
COMMON	KRW 40,000	KRW 12,200	KRW 52,200
DELUXE	KRW 60,000	KRW 12,200	KRW 72,200



**Financial support (only for participants whose travel is sponsored by UNDP/GEF Yellow Sea Project)**

1. UNDP/GEF Yellow Sea Project will provide travel and support for 2 participants per country attending the Project Steering Committee Meeting. The most direct and economical air ticket for your trip will be issued through a travel agency.
2. Participants whose travel is sponsored by UNDP/GEF Yellow Sea Project will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency at Korean Won 366,000 (US\$359) from 6-8 March 2005 plus terminal expenses. In order to facilitate the payment of subsistence allowance, eligible participants are requested **to submit the original boarding pass of all incoming flights, air ticket, and copy of the passport** to the secretariat staff, at the time of registration.
3. Any participant who is unable to stay for the duration of the meeting is requested to inform the secretariat staff as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.
4. You are advised to arrange (at your own expense or that of your organisation) insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the meeting. UNDP/GEF Yellow Sea Project will not assume responsibility for any other expenditures, including the following:
  - a) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
  - b) Salary and related allowances for the participants during the period of the meeting;
  - c) Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
  - d) Compensation in the event of death or disability of participants in connecting with attending the meeting;
  - e) Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants.

**Hotel Accommodation:**

Accommodation has been reserved at the **KOREANA HOTEL** for all the participants from 6-9 March 2005 at the rate of Korean Won 165,000 net per day for a Single room inclusive of breakfast and VAT.

Exchange rate is approximately 1USDollar = 1025 Korean Won.  
<http://finance.yahoo.com/currency/convert?amt=1&from=USD&to=KRW&submit=Convert>

**Lunch:**

During PSC meeting, participants will be responsible for their own lunch.

**Contact:**

If you have any queries, please do not hesitate to contact us:

Mr. Yihang Jiang                      Tel: (82 31) 400-7825  
    Fax: (82 31) 400-7826  
    e-mail: [yihang@yslme.org](mailto:yihang@yslme.org)

Mr. Sungjun Park                      Tel: (82 31) 400-7828  
    Fax: (82 31) 400-7826  
    e-mail: [sungjun@yslme.org](mailto:sungjun@yslme.org)