

**Second Project Steering Committee Meeting
for the UNDP/GEF Yellow Sea Project**

**Kunming, China
19–20 December 2005**

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meetings:

The Meetings will be held at 5th floor meeting room of Sakura Hotel, Kunming.

Address:

Address: 25 Dong Feng East Road, Kunming, 650011 Yunnan, P. R. China

Phone: 86-871-316-5888

<http://www.sinohotel.com/hotel/hotel.html?hid=395>



The meeting will start at 09.00 hours. Participants are requested to register and obtain meeting badges at the registration counter outside the meeting room between 08.30 – 09.00 hours on Monday, 19th December 2005.

Transportation and Hotel Accommodation:

Accommodation has been reserved at the Sakura Hotel Hotel, Kunming, for all participants at the rate of 340 RMB net per day, including breakfast.

Taxis are available from Kunming airport to the hotel. Approximate cost will be 15-20 RMB.

Meals:

During the meeting, participants will be responsible for their own meals. Buffet lunch is available at the hotel for 55 RMB, and dinner will cost 99 RMB. There are also many restaurants near the hotel.

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

1. Participants whose travel is sponsored by UNDP/GEF Yellow Sea Project will be provided with a daily subsistence allowance at prevailing United Nations rates, from 18 to 20 December 2005. 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, transportation receipts if seeking reimbursement, and copy of the passport** to the secretariat staff, at the time of registration.

2. 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.
3. 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.

Exchange rate:

Exchange rate is approximately 1 US Dollar = 8 Chinese Renminbi.

<http://finance.yahoo.com/currency/convert?amt=1&from=USD&to=CNY&submit=Convert>

Contact:

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

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