



**UNDP/GEF PROJECT ENTITLED “REDUCING ENVIRONMENTAL STRESS IN THE
YELLOW SEA LARGE MARINE ECOSYSTEM”**

**Special Meeting of the Project Steering Committee
For the UNDP/GEF Yellow Sea Project
Jeju, Republic of Korea, 8-9 May 2013**

LOGISTICS INFORMATION FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at the Jeju Grand Hotel (제주 그랜드 호텔) in Jeju, Republic of Korea.

Address: 263-15, Yeon-dong, Jeju-si, Jeju, 690-813, Republic of Korea (제주도 제주시 연동 263 번지 15 호)

TEL: +82 64 747 5000

http://oraresort.com/main_EN.html

The meeting will start at 09.00 AM. Participants are requested to register and obtain meeting badges at the registration counter outside the meeting room between 08.30 and 09.00 AM on 8 May 2013.

Accommodation has been reserved at the Jeju Grand Hotel for all participants for the nights of 7 to 9 May 2013. Room rate is KRW90,000 per night inclusive tax and service charges but not included breakfast. The cost of the room you stay as well as personal expenses such as breakfast (KRW20,000 per time), telephone, mini bar will be the responsibility of each participant.

Since this room rate is special offer for the group of the meeting, participants need to inform their accommodation schedule to the secretariat till 19 April 2013 in order to make necessary accommodation arrangement. Subsequent reservation request after 19 April 2013 will be subjected to room & rate availability. Once you have requested to book your room at the Jeju Grand Hotel via YSLME PMO, 100% of the revenue will be charged if you cancel your room after 29 April 2013.

Transportation:

The Hotel is located 2.5 km from Jeju International Airport (taking approx. 7 minutes by taxi). Taxi is the most convenient way to reach the hotel.

Meals

During the meeting, participants will be responsible for their own meals except a reception on 8 May which will be sponsored by YSLME PMO.

Visa:

The organiser will assist the participants who need Korea entry visa to receive the authorisation letter from the Korean government to obtain an entry visa for Korea. The visa application process should be carried out under the responsibility of each participant. The participants should cover the cost of obtaining the visa.

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 based on prevailing United Nations rates, from 7 to 9 May 2013 (3 nights). 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 at the time of registration. If seeking reimbursement of air ticket which is purchased by your own, each participant needs 3 quotations and choose the most economic and direct flight after consultation with PMO. Once book your ticket, kindly send a copy of 3 quotations and receipt of your air ticket with your bank information to wire the cost directly to your account.
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 daily 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 = 1,128.14 Korean Won.

<http://finance.yahoo.com/currency-converter/?amt=1&from=USD&to=CNY&submit=Convert#from=USD;to=KRW;amt=1>

Contact:

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

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