

**Second Regional Technical Meeting on  
Preparation of the Implementation Plan  
for the UNDP/GEF Yellow Sea Project**

**Ansan, Korea  
3 – 5 March 2005**

**INFORMATION NOTE FOR PARTICIPANTS**

**Date and Venue of the Meetings:**

The Meetings will be held at Korean Ocean Research and Development Institute, Ansan, Korea, 3 to 5 March.

**KORDI Compound  
1270 Sa-2dong, Sangrok-ku  
Ansan, Korea 426-744**

The meeting will start at 09.00 hours in the “KORDI Conference Center” on the Second Floor of the KORDI Main Building. 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 Thursday, 3<sup>rd</sup> 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 - Taehwa Sangun Bus Company operates buses from outside the airport Arrival Hall to Ansan City Bus Terminal, Fare: 11,000 Won. From Ansan Bus Terminal, take a taxi to the hotel. Cost is approximately 3,000 Won.

The first bus leaves the airport at 5:00, and last bus at 19:00.

Option B: Ansan is approximately 70km from Incheon Airport. Taxi fares start at 1,600 Won + 100 Won for each additional 160 meter, plus toll fees, plus stopping at traffic lights.



**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 4 participants per country attending the Technical 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 216,000 (US\$212) from 2-5 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 including the journey to and from Ansan. 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 **Tae Pyung Yang HOTEL** for all the participants from 2-6 March 2005 at the rate of Korean Won 75,000 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 the meeting, lunch will be organized for all participants at KORDI cafeteria at the rate of 6,000Won/meal.

**Contact:**

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

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