

**Second Regional Working Group Meeting - Ecosystem
for the UNDP/GEF Yellow Sea Project**

**Shanghai, China
29 November – 2 December 2005**

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at Yunhai Holiday Villa Hotel, Zhouzhuang, where APEC Economic Ministers stayed in 2002.

Address:

5 Yunhai Road, Zhouzhuang, China, 215325
Tel. 86-512-5721-1977
Fax. 86-512-5721-1977
<http://www.travelchinaguide.com/hotel/yunhai-resort-zhouzhuang.htm>

周庄云海度假村

地址：昆山周庄镇云海路5号
电话：(0512) 5721 1977

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 Tuesday, 29th November 2005.

Transportation and Hotel Accommodation:

***** All participants flying from Korea are requested to gather outside the baggage claim area of Pudong Airport at 13:45. Bus transportation from Shanghai Pudong Airport to Zhouzhuang on 28th November has been arranged by the PMO. The trip will take 1.5 hours. *****

Accommodation has been reserved at the Yunhai Holiday Villa Hotel, Zhouzhuang, for all participants from 28 November – 2 December 2005. The costs for accommodation will be deducted from participant's DSA.

Meals:

During the 2nd RWG-E Meeting, breakfast will be provided by the hotel. Lunch has been arranged through the hotel, and costs will be deducted from participant's DSA.

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 28 November to 2 December 2005 (minus accommodation and lunch costs). 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 1USDollar = 8.07 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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