

First Regional Working Group Meeting - Pollution for the UNDP/GEF Yellow Sea Project

Qingdao, China
6 – 9 April 2005

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meetings:

The Meetings will be held at Huanghai Hotel, Qingdao, China, 6 to 9 April 2005.

- Huanghai Hotel

Add: No.75 The First Yan'an Road, Qingdao, China

Zip Code : 266003

Tel : 86-532-287-0215

Fax : 86-532-287-9795

E-mail : sales@huanghaihotel.com

Reservation telephone number : 86532-296-3040, 2869265, 2869278

http://www.huanghaihotel.com

The meeting will start at 09.00 hours in the Huanghai 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 Wednesday, 6th April 2005.

Travel/entry Formalities:

Please submit your passport details (name, date of birth, type of passport, issue date, expiry date) to the PMO officer in charge of your Working Group. The PMO will forward the information to the Chinese host for visa authorisations. Then, you will be informed on when to contact the People's Republic of China Embassy or Consular mission in your country by presenting the invitation letter.

Transportation to/from the airport:

The Qingdao Huanghai Hotel is 30-kilometers from the Airport and 3-kilometers from the railway station.



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. 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, air ticket receipt if requires 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.

Hotel Accommodation:

Accommodation has been reserved at the **Huanghai HOTEL** for all the participants from 5-10 April 2005 at the rate of Yuan 300 net per day for a Standard room inclusive of breakfast and VAT.

Exchange rate is approximately 1USDollar = 8.28 Chinese CNY.

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

Lunch:

During the RWG-P meeting, participants will be responsible for their own lunch.

Contact:

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

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