

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

Yantai, China
17 – 20 May 2005

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at Yantai Bihai Hotel (*Bihai Dasha*), Yantai, China, 17 to 20 May 2005.

Address: 236 Nanda Street, Yantai, 264001

Tel: 86-535-658-5888

Below is the hotel's address in Chinese and telephone number.

烟台碧海大厦

地址：烟台市南大街 236 号

电话：6585888

The meeting will start at 09.00 hours. Participants are requested to register outside the meeting room between 08.30 – 09.00 hours on Tuesday, 17th May 2005.

Hotel Accommodation:

Accommodation has been reserved at the **Bihai Dasaha Hotel** for all participants from 16-20 May 2005 at the rate of 240 nett Chinese Yuan per day for a Standard room inclusive of breakfast and VAT.

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 China's State Oceanic Administration for visa authorisations. You will then be informed on when to contact the Chinese Embassy or Consular mission in your country by presenting the visa authorization and invitation letter.

Transportation to/from the airport:

The hotel is approximately 30km from Yantai – Laishan Airport. Participants may show the Chinese address listed above to the taxi driver, to get to 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 16 to 20 May 2005, plus allowance to cover visa and 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, copy of air ticket, ticket 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.

Lunch:

During the RWG-I meeting, participants will be responsible for their own meals.

Weather:

The weather in Yantai in May should be mild, with high temperatures in the mid-20 degrees C.

Exchange rate:

Exchange rate is approximately 1USDollar = 8.28 Chinese Yuan.

<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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