

Second Regional Working Group Meeting – Pollution for the UNDP/GEF Yellow Sea Project

**Busan, Korea
7 – 10 November 2005**

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at National Fisheries Research and Development Institute, Busan, Korea.
Address: 408-1, Sirang-Ri, Gijang-eup, Gijang-gun Busan, 619-902 Korea.

The meeting will start at 09.00 hours in the NFRDI Conference Center. Participants are requested to register at the counter outside the meeting rooms between 08.30 – 09.00 hours on Monday, 7th November 2005.

Bus transportation from hotel to Meeting venue has been arranged. Please check the notice in the hotel lobby for departure time.

Hotel Accommodation:

Accommodation has been reserved at the **Ha Yan Song (White Castle) HOTEL** for all **non-local** participants for the nights of 6 to 10 November 2005 at the rate of Korean Won 40,000 net per day for a Standard room.

Ha Yan Song Hotel
297-40, Songjung-dong
Haeundae-ku, Busan, Korea

Tel. 82-51-704-3003

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 Korean host for visa authorisations. Then, you will be informed on when to contact the Republic of Korea Embassy or Consular mission in your country by presenting the visa authorization and invitation letters.

Transportation to the hotel:

1. From Busan-Kimhae airport:
 - Take #2 Limousine bus at the #1 bus-stop (Fare: 5,000 Won/ Driving hour: about 1 hour)
 - Get off at the Paradise Hotel in Busan
 - Transfer to Taxi (at least 3,000 won)
 - Taxi directly from airport to hotel will cost at least 50,000 Won (low estimate)
2. From Busan train station by bus:
 - Take bus # 239, #302 (Fare: 1,500 Kwon / Time: 45 min)
 - Get off at the Songjung beach station.
3. From Busan train station by taxi:
 - Fare: 18,000 Won / Time: 30 min

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 6 to 10 November 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, 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.

Currency Exchange Rate:

Exchange rate is approximately 1USDollar = 1,035 Korean Won.
<http://finance.yahoo.com/currency/convert?amt=1&from=USD&to=KRW&submit=Convert>

Lunch:

During the two RWG meetings, participants will be responsible for their own meals.

Contact:

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

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Ms. Junghwa Kim Tel: (82 31) 400-7829, Mobile: (82 16) 333-5652
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송정해수욕장,

송정호텔 옆

하안성 모텔로

가주세요

Please take me to Ha Yan Song Hotel.