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**UNDP/GEF PROJECT ENTITLED "REDUCING ENVIRONMENTAL STRESS IN THE  
YELLOW SEA LARGE MARINE ECOSYSTEM"**

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**Third Meeting of the Regional Working Group  
for the Biodiversity Component**

**20 - 23 October 2006  
Weihai, China**

**INFORMATION NOTE FOR PARTICIPANTS**

**Date and Venue of the Meeting:**

The Meeting will be held at the Huaxing Hotel

Address: Lijing, Rongcheng City, Shandong Province

Telephone: 86-0631-7563958

Fax: 86-0631-7563636

<http://www.huaxinghotel.com.cn/index1.htm>

(Information is available in Chinese and English)

The meeting will start at 09.00 hours on 20 October 2006. Participants are requested to register and obtain meeting badges at the registration counter outside the meeting room between 08.30 – 09.00 hours on Friday, 20<sup>th</sup> October 2006.

**Transportation and Hotel Accommodation:**

Accommodation has been reserved at the Huaxing Hotel, Weihai, for all participants for the nights of 19 to 23 October 2006 (5 nights). During the meeting, participants will be responsible for their own cost of accommodation with provided DSA.

**Meals:**

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

**Travel/entry Formalities:**

Participants who require visas to enter China should make sure that their passports have at least 6 months validity from the return-from-China date. 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 Government 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 letters.

**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 19 to 23 October 2006 (5 nights). 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 1 US Dollar = 7.89 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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