



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

**SECOND MEETING OF THE STRATEGIC ACTION PROGRAMME
AD-HOC WORKING GROUP**

*18-20 August 2007
Hangzhou, China*

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at **Da Hua Hotel** in Hangzhou, China.

Address : No. 171, Nan Shan Road, Hangzhou, China

Postcode : 310002

Tel : 86 – 571-8718-1888

Fax : 86 – 571-8706-1770

Http : <http://www.dh-hotel.com/en/about.asp>

Registration for the meeting will be between 8:30 - 8:55 A.M. on Tuesday, 18th August 2007. Participants are requested to register and obtain name badges before the conference begins.

The meeting will start at 09.00 hours.

All participants should plan to arrive in Hangzhou, China, on 17th August 2007.

Accommodation:

Rooms have been booked at the **Da Hua Hotel** for all participants. The local organisers will pay your accommodation directly to Da Hua Hotel. Please inform the conference registration desk of your check-in/check-out dates if you will not stay for the entire conference.

Transport:

Da Hua Hotel is located 30 km from Xiaoshan International Airport, about 40 minutes drive. Taxis are readily available from the airport to the hotel.



Meals:

During the conference, all meals will be provided.

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 modest daily subsistence allowance based on prevailing United Nations rates, from 17 to 20 August 2007. In order to facilitate the payment of subsistence allowance, eligible participants are requested to **submit the original boarding pass of all incoming flights, photocopy of air ticket, all other relevant transport receipts, and photocopy of 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.

Visa:

Participants who require a visa to enter China should provide:

- **full name**
- **passport number**
- **nationality**
- **date of birth**
- **passport issue and expiry date**

to the PMO at **least 3 weeks before the travel date**. Please be sure that your passport has at least 6 months validity from the start date of travel.

Exchange rate:

Exchange rate is approximately 1 US Dollar = 7.6 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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