



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

First SAP Ad-hoc Working Group Meeting for the UNDP/GEF Yellow Sea Project
Daemyung Resort, Vivaldi Park in Hongcheon, Republic of Korea, 10-12 April 2007

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at the *Daemyung Resort, Vivaldi Park in Hongchun.*

Address:

Maple Building, Daemyung Vivaldi Park

Seo-myeon, Hongcheon-gun, Gangwon-do, Republic of Korea.

Tel: +82-1588-4888

Fax: +82-33-434-8020

Internet Homepage: <http://www.daemyungcondo.com/english/>

The meeting will start at 09:00 hours. The meeting room is the **Crystal Meeting Room** in the Maple Building tentatively. Participants are requested to register and obtain meeting badges at the registration counter outside the meeting room between 08:30 – 09:00 hours on Tuesday, 10th April 2007.

Transportation and Hotel Accommodation:

For Korean Participants: Please use your own car to the meeting venue; then, the Project will reimburse the toll fee and mileage from your home to the meeting venue based on the UN rate. Please refer to the suggested route below.

Incheon airport ▶ Incheon international airport highway ▶ 88 J.C ▶ Olympic highway ▶ Jungbu highway ▶ Hanam I.C ▶ Paldang big bridge ▶ Yangsuri ▶ Yongmun ▶ Yongmun tunnel ▶ high level road ▶ Danwol-Myeongsung tunnel ▶ Vivaldi Park

If you have any questions about the location, please contact to PMO in advance.

For Foreigner Participants: The PMO will arrange local transportation (either taxi or office car) from the Incheon airport to the meeting venue. Please contact Mr. Sungjun Park before you book your air tickets; Mr. Park will arrange the local transportation so that the participants from outside ROK can go to the venue together, if possible.

Mr. Sungjun Park

Tel: (82 31) 400-7828; mobile: 82-10-3027-7398

Fax: (82 31) 400-7826

E-mail: sungjun@yslme.org

Accommodation has been reserved at the **Maple Building** of the Resort for all participants for the nights of 9 to 12 April 2007. The Project will cover the accommodation cost **only for participants whose travel is sponsored by UNDP/GEF Yellow Sea Project**.

Meals:

Breakfast is not included with the accommodation. Participants will be responsible for their meals.

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 subsistence allowance based on prevailing United Nations rates, from 9 to 12 April 2007. 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, F10 for mileage, 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 = 952.70 Korean Won.

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

