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**IMPLEMENTING THE STRATEGIC ACTION PROGRAMME FOR THE YELLOW SEA LARGE MARINE ECOSYSTEM: RESTORING ECOSYSTEM GOODS AND SERVICES AND CONSOLIDATION OF A LONG-TERM REGIONAL ENVIRONMENTAL GOVERNANCE FRAMEWORK
(UNDP/GEF YSLME Phase II Project)**

UNDP/GEF/YS/MSTP/ICC.1/inf.1
English only

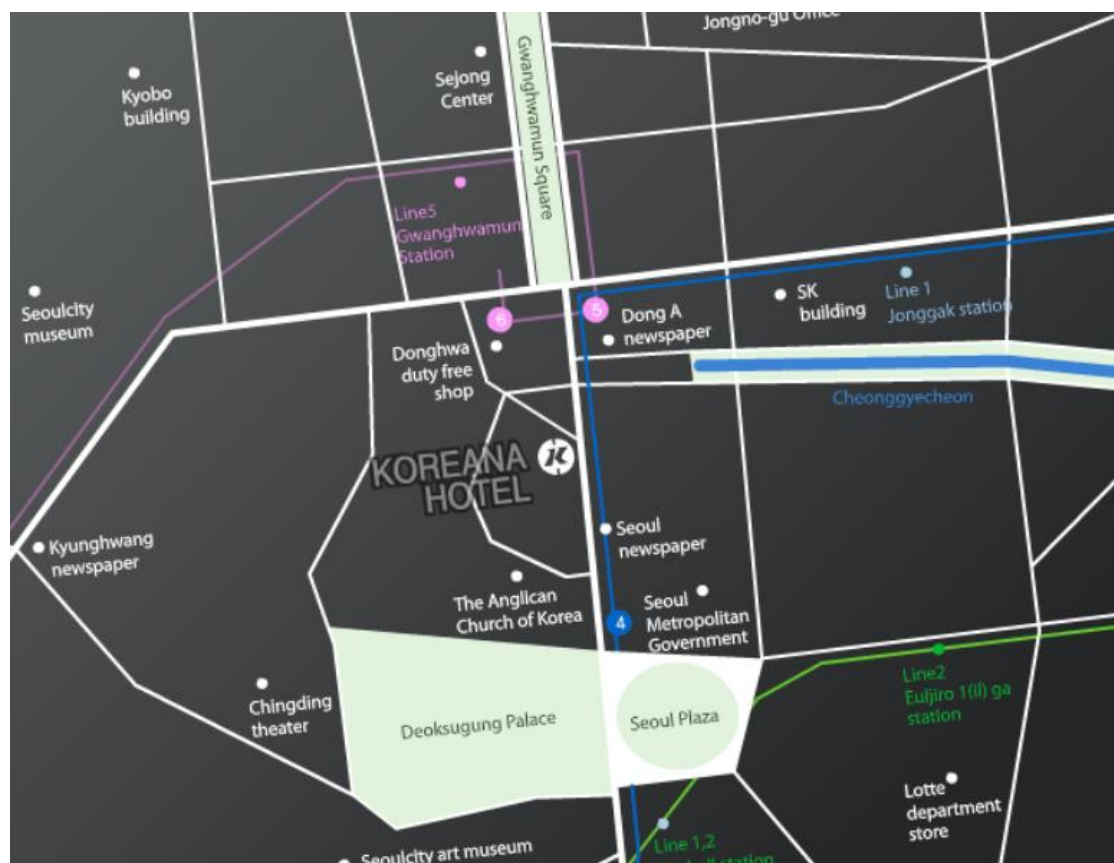
1st Meeting of the Management, Science and Technical Panel (MSTP-1)
1st Meeting of the Interim Commission Council (ICC-1)
Inception Ceremony
Seoul, RO Korea, 11-13 July 2017

Information Bulletin on Logistics

I. Venue

All three events will be held in **KOREANA Hotel**, Seoul, RO Korea, **11-13 July 2017**. Specific venue for each event is arranged below:

Event		Venue
11 July 09:00-18:00	1 st Meeting of the Management, Science and Technical Panel (MSTP)	Diamond Hall, 2 nd Floor
12 July 09:00-17:45		
13 July 09:30-12:00	Inception Ceremony	
13 July 13:30-18:10	1 st Meeting of the Interim Commission Council	



II. Registration

All participants are required to complete and send the registration form to Ms. Kyungsuk Lee, Administrative Assistant of the Secretariat, at LeeK@unops.org.

All participants are also required to register at the registration desk outside the Diamond Hall on the 2nd Floor;

- 11 July, 08:30-09:00, for the 1st Meeting of the MSTP
- 13 July, 09:00-09:30, for the Inception Ceremony
- 13 July, 13:00-13:30, for the YSLME Interim Commission Council

III. Lunch and Coffee

Lunch will be provided by the meeting organizer on July 11-13 at Danube Restaurant on the 2nd Floor.

Morning and afternoon coffee and snacks are provided on July 11, 12 and in the afternoon of July 13 outside the Diamond Hall, and in the morning of July 13 inside the Diamond Hall.

IV. Language

The meeting will be conducted in English. Simultaneous interpretation of Korean and English is provided for Inception Ceremony on July 13.

V. Meeting documents

The meeting documents can be accessed through the weblink as below.

<https://yslmeproject.wixsite.com/phase2>

VI. Accommodation

Self-funded participants are advised to make their own room reservations at the hotels below. Project-sponsored participants will reside in Koreana Hotel booked and paid by the PMO.

- Koreana Hotel:
http://www.koreanahotel.com/2013_home/en/main/index.asp
Address: 135, Sejong-daero, Jung-gu, Seoul, RO Korea
Tel: 82 (0)2 2171 7000; Fax: 82 (0)2 734 0665
- The New Kukje Hotel (opposite Koreana Hotel across the street)
<http://www.newkukjehotel.com/index.asp?1=3>
Address: 12, Sejong-daero 22-gil, Jung-gu, Seoul, RO Korea
Tel: 82 (0)2 732 0161-7, Fax: 82 (0)2 732 1774

For reservation, please see attached reservation forms on the last page and send a reservation request directly to the hotel of your choice. Any cancellation, postponement, or other changes should be done in advance.

VII. Transportation

Incheon International Airport

1. KAL Limousine Bus - **No. 6701**, Bus Stop Number: **EXIT 4A** on the first floor

KAL Limousine bus runs every 20 minutes from Incheon International Airport to Koreana Hotel. Bus stop is right in front of Koreana Hotel. It will take about 80 minutes. Tickets are sold at the airport terminal, our hotel and all KAL Ticket counters in Seoul, costing KRW16,000 for adult and KRW10,000 for child.

Incheon International Airport → Koreana Hotel: (First Bus: 04:50AM / Last Bus: 22:49)
Koreana Hotel → Incheon International Airport: (First Bus: 05:17AM / Last Bus: 18:52)

2. International taxi

Korea offers special international taxis which are driven by taxi drivers who can speak one or more foreign languages: English, Japanese and Chinese. Please find a taxi stand between Gates 4 and 5 or between Gates 8 and 9 at Arrival Hall on the first floor.

For a medium taxi, the cost is around KRW 68,000 one way including toll fee, for luxury/large taxi, around KRW 98,000 one way.

Project-funded participants can reimburse taxi fare with deduction of the one-way terminal allowance (\$38). Please Contact Ms. Kyungsuk Lee for details and reimbursement.

3. Metro

City Hall Station, Line no. 1, 2 _ Exit 3

Gwanghwamun Station, Line no. 5 _ Exit 6

VIII. Telecommunication

Global roaming and mobile phone rental services are offered by KT, SK and LG U+ on the first and third floors at Incheon International Airport and on the first floor (international flights) at Gimpo International Airport. For more information, please visit the website of each service provider.

- KT: <http://roaming.kt.com/rental/eng/main.asp>
- SK Telecom: <http://www.skroaming.com/main.asp>

IX. General Information

- Time: Korean Standard Time(KST) is nine hours ahead of Coordinated Universal Time (UTC+9).
- Currency: The unit of the Korean currency is the Korean Won (KRW). The exchange rate is subject to market fluctuations. As of June 1, 2017, 1 USD is equivalent to KRW 1,120.
- Electricity: The standard voltage in Korea is 220 volts.
- For more information regarding Seoul or Korea, please visit:
 - http://english.visitkorea.or.kr/enu/AKR/AKR_MAIN.jsp
 - <http://www.korea.net>
 - http://english.seoul.go.kr/?SSid=101_01&tr_code=foreign

X. Contact:

For more inquiries, please contact to PMO staff as below.

- **Yinfeng Guo** / Chief Technical Adviser&Project Manager / Office: 82-(0)70-4161-2241 / YinfengG@unops.org / skype: 13910729039 / Mobile: 82-(0)10-4003-6880
- **Sangjin Lee** / Environmental Economist / Office: 82-(0)70-4161-2242 / SangjinL@unops.org / skype: sangjinlee.home / Mobile: 82-(0)10-4564-5731
- **Zhengguang Zhu** / Environmental Officer / Office: 86-(0)411-8478-3700 / ZhengguangZ@unops.org / skype: zgzhzhu_1610 / Mobile: 86-13552538239
- **Kyungsuk Lee** / Administrative/MIS/Finance Assistant / Office: 82-(0)32-859-7711 / LeeK@unops.org / skype: kyungsuk_yslme / Mobile: 82-(0)10-5179-9614

RESERVATION REQUEST_KOREANA HOTEL

Special rate for Inception of the UNDP/GEF YSLME Phase II Project

◆ Please complete this form and return directly by fax or e-mail to us.

Reservation Dept. : Phone: +82 2 2171 7845~6

Fax: +82 2 730 9025, e-mail: reservation@koreanahotel.com

Last Name (Mr./Ms.):	First Name:
Company Name:	
Address:	
Phone No.:	Fax No.:
Email:	Sharing Room with:
Arrival Date:	Flight No./ Time:
Departure Date:	Flight No./ Time:
Airport Pick Up Request <input type="checkbox"/> INCHEON AIRPORT by EQUUS (KRW120,000) <input type="checkbox"/> KIMPO AIRPORT by EQUUS (KRW80,000) * The driver will be waiting for the guest at the gate of the flight with name picket on.	

◆ Please circle your choice of accommodations:

Type	Size	Special Rate	Website
Standard	28.05m ²	<input type="checkbox"/> KRW 130,000	http://www.koreanahotel.com/2013_home/en/accommodation/stantwin.asp
Executive	28.05m ²	<input type="checkbox"/> KRW 170,000	http://www.koreanahotel.com/2013_home/en/accommodation/execqueea.asp

* All rates include Service charge and VAT.

* Cancellation or No Show on the arrival date will be charged as a full night's rate per room.

* Room Reservations must be made at least 20 days in advance.

* The room type can be changed according to the reservation order.

◆ A credit card number is required to guarantee your reservation.

Card: <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Master <input type="checkbox"/> Visa <input type="checkbox"/> JCB	4 digit # for AMEX:
Card Number:	Expiry Date:

* Check-in time - 3:00 pm, Check-out time - 12:00 noon.

◆ Please indicate special requests and comments;

:

Benefits

- Buffet breakfast at Danube (2nd floor, 07:00 ~ 10:00)
- Complimentary high speed wired and wireless Internet
- Complimentary use of the GYM (23rd floor)
- One complimentary bottle of mineral water per day
- Complimentary green tea every day
- 15% discount at Danube Bar
- 10% discount at Sakae (Japanese restaurant) and Desanghae (Chinese restaurant)
- Executive Lounge (21F) will be available for only Executive Queen Type
(http://www.koreanahotel.com/2013_home/en/accommodation/execlounge.asp)

Date:

Signature:

RESERVATION REQUEST_NEW KUKJE HOTEL_SEOUL

Greetings from New Kukje Hotel!

We would like to say that thank you very much for doing business with New Kukje hotel. We are pleased to submit this special room rates.

COMPANY: UNOPS
RATE VALIDITY: July. 10th 2017 to July 15th 2017
CONTACT PERSON: Ms. Kyungsuk Lee, Administrative Assistant
TEL/FAX/MOBILE: 82 (0)32 859 7711 / 82 (0)70 4157 4898 / 82 (0)10 5179 9614
E-mail: LeeK@unops.org

ACCOMODATION

Please note that all these rates are confidential and are not to be disclosed to a third party without the consent of New Kukje Hotel.

Rates are quoted in Korean Won per room per night (KRW)

Room Type	Special Rate	Bed & Room size	Discounted	Remark
Premier Double	120,000	Double/26m ²	55%	Breakfast 1P / Internet
Standard Double	100,000	Double/26m ²	55%	Breakfast 1P / Internet

- The above rates include tax and service charge.

Room Type	Country	Name	Check-In	Check-out	Credit Card No & Expiration date

INFORMATION

1. The room rates include a bottle of mineral water and Internet service for a person.

- Breakfast Restaurant: Dumera 15 Fl. (07.00~09.30)
- Additional Breakfast: 18,700 KRW
- The above rates include tax and service charge

2. Check In & Out Times

- Check In: 14.00 - Check Out: 12.00

3. Booking Procedure

Individual guest reservations will be made on-line with a link provided by Hotel to Group. Hotel will also accept telephone reservations.

EVENT PERIOD & GROUP QUOTATION

1. The room rate will be increased 10% ~ 30% during Japanese holiday.

2. The room rate will be increased 30% ~ 50% during national event period such as summit meeting, World cup, and Olympics.

3. The room rates are subject to change when you make bookings more than 10 rooms. Please negotiate with your sales manager.

NEW KUKJE HOTEL

Seung-Han, KO

Sales manager

Tel: +82-2-732-1262, Mobile +82 10 2584 7752 Fax: +82-2-732-1778

[E-mail ko@nkjhotel.com](mailto:ko@nkjhotel.com)

www.newkukjehotel.com

Date:

Signature:
