



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

**Fifth Project Steering Committee Meeting
for the UNDP/GEF Yellow Sea Project
Shanghai, China, 27-28 November 2008**

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting

The meeting will be held at Shanghai Hotel (上海宾馆), Shanghai, China.

505 Wulumuqi Road (N), Shanghai, China 200040

Tel: 86-21-62480088

Fax: 86-21-62481056

上海上海賓館

烏魯木齊北路505號, 上海, 上海浦西 441000 中國

http://shanghai.jinjianghotels.com/sh/en_index.asp

The meeting will start at 09.00 hours. 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, 27th November 2008.

Transport

The hotel is located approximately 40km from Hongqiao International Airport and will take 30 minutes by taxi from Hongqiao to the hotel.

It will take approximately 50-minutes by taxi from the Pudong International Airport.

Taxis are readily available from both airports to the hotel. Expect to pay 100-150RMB for taxi fare.

Hotel Accommodation

A group reservation has been arranged at the Shanghai Hotel, for all participants at the rate of 500 RMB nett per day, inclusive of breakfast.

Please be prepared to pay a deposit when you check-in. The deposit will be fully refunded unless you cause some damage to and/or steal from the room.

Participants are responsible to settle all expenses with the hotel upon check out.

Participants wishing to arrange their own accommodation elsewhere should inform the organisers immediately.

Meals

During the meeting, participants will be responsible for their own 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 daily subsistence allowance based on prevailing United Nations rates, from 26 to 28 November 2008. 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 = 6.8 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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