



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

**2nd Special Meeting of the Project Steering Committee
for the UNDP/GEF Yellow Sea Project**
Beijing, China, 19 December 2011

LOGISTICS INFORMATION FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at the China People’s Palace (中國职工之家) in Beijing, China.

Address: No.1 Zhenwumiao Road, Fuxingmen Ave, Xicheng District, Beijing

Tel: +86 10 68576699

<http://www.zgzqzj.com/index.php?Locale=en-us>

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 and 09.00 hours on 19th Dec 2011.

Accommodation has been reserved at the China People’s Palace for all participants (except who is going to stay in the other hotel for the NOWPAP IGM meeting and who is living in Beijing) for the nights of 18 to 19 Dec 2011. The financial support will be provided to the participants who are sponsored by the UNDP/GEF Yellow Sea Project, according to the UN rules.

Transportation:

The hotel is located on the West Chang’an Street in the prosperous Fuxing Business Zone, it is only 2 kilometers from Tiananmen Square, 5 kilometers from Beijing Railway Station, 2 kilometers from Beijing West Railway Station, and 35 kilometers from Beijing Capital International Airport.

Meals

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

Visa:

The organisers will assist the foreign participants to receive the authorisation letter from the Chinese government to obtain an entry visa for China. The visa application process should be carried out under the responsibility of each participant. The participants should cover the cost of obtaining the visa.

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 18 to 19 Dec 2011 (2 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** at the time of registration. **If seeking reimbursement of air ticket which is purchased by your own, each participant needs 3 quotations and choose the most economic and direct flight. Once book your ticket, kindly send a copy of 3 quotations and receipt of your air ticket with your bank information to wire the cost directly to your account.**
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 = 6.38 Chinese Yen.

<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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