



**Symposium on
“Building Effective, Accountable and Inclusive Institutions and
Public Administration for Advancing the 2030 Agenda for
Sustainable Development”**

5-8 December 2017

Songdo Convensia Convention Center, Incheon, Republic of Korea

INFORMATION CIRCULAR FOR FUNDED PARTICIPANTS

1. Venue and Time

The Symposium will be held at Songdo Convensia Convention Center, Incheon, Republic of Korea from 5 to 8 December 2017.

2. Travel

To facilitate the travel process and to allow the Secretariat to make the necessary travel arrangements in compliance with the advance purchase policy for the issuance of tickets as approved by the General Assembly in its resolution 67/254, it would be appreciated if you would email the following documents by **at your earliest convenience to Ms. Yeh Jin Suh (suh@un.org)**

- (1) a scanned copy of the bio page of your passport,
- (2) a completed and signed participant form,
- (3) a completed and signed F.249 - Funds Transfer Request Form, and
- (4) HR Mini-Master Form

Participants should **not** purchase their own tickets. The authorized date of arrival in Incheon will be 4 December 2017, i.e. the day preceding the meeting, and departure from Incheon will be 9 December 2017, i.e. immediately following the close of the meeting. The United Nations will provide you with an economy class air ticket for travel to Incheon and return by the most direct and economical route from your country/city region.

A UNAMEX agent will send you an itinerary based on the official travel dates for your confirmation. **Please note that the actual ticket will NOT be issued without your direct confirmation to the agent.**

(Changes to the travel dates and/or class, which may result in an increase in the authorized ticket cost, must be made directly by the participant with UNAMEX. Please note that any increase in the authorised ticket cost will be borne by the participant.)

3. Entitlements

In accordance with provisions made for participants, you will receive a daily subsistence allowance (DSA) at the rate of \$254.00 per day during which participants attend the Symposium's regularly scheduled meeting. DSA shall cover hotel accommodations, meals and other personal expenses. In addition, you will receive \$152.00 to cover terminal expenses, which includes airport transfers and extra luggage fees that may be charged by the air carrier.

You will receive a 75% DSA payment before your travel date and the remaining 25% upon your return and submission of your final itinerary and boarding passes to email: suh@un.org in order to receive your full entitlement.

4. Attendance

Please note that participants shall receive DSA for the actual meeting days attended. Therefore, it is requested that you sign the Attendance Sheet every day while at the Forum to facilitate processing of payment of the balance of your daily subsistence allowance.

5. Visa requirements

If you need an entry visa to the Republic of Korea, please apply for and obtain a visa at the nearest Korean Embassy or Consulate General in your country prior to departure.

Detailed Information on visa application procedures and visa exemption is available on the website of the Ministry of Foreign Affairs of the Republic of Korea at:
http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10

6. Vaccination requirements

A vaccination certificate is not required for entry into Republic of Korea.

7. Accommodation

Participants are entitled to special discount rates while staying at Oakwood Premier Incheon which is two-minute walking distance from the symposium venue. Participants are responsible for making their own accommodation arrangements. Reservations should be made directly with the hotel as soon as possible and must be booked with a credit card at the following link:

<https://gc.synxis.com/rez.aspx?Hotel=66991&Chain=18554&promo=UNPOG17>

Should you prefer to stay at other hotels, kindly advise the name of your selected hotel to Ms. Yeh-Jin Suh (suh@un.org). Please note that there will be no special discount rates or transportation service provided for those staying in other hotels.

8. Relevant Documents for the Event

All documents related to the Workshop will be available electronically:

United Nations Project Office on Governance (UNPOG)

<http://www.unpog.org>

Division for Public Administration and Development Management (DPADM)

<http://publicadministration.un.org/en/>

9. Transportation

Airport ↔ Hotel

Various public transportation options are available from the airports to the hotels. Depending on the means of transportation, the fee varies from KRW 4,050 (Subway), KRW 7,000 (Airport Limousine Bus) to KRW 28,000 (taxi). We recommend the limousine bus and the route and time table are as follows:



http://www.kallimousine.com/eng/guide01_en.html

Time table: Incheon Airport (Bus Stop #4A) to Oakwood Premier Incheon (Travel Time: 30min)
06:02, 06:27, 06:58, 07:33, 08:13, 08:58, 09:38, 10:23, 11:13, 12:03, 12:53, 13:43, 14:33, 15:23, 16:14, 17:03, 17:41, 18:22, 19:03, 19:53, 20:42, 21:30, 22:11

10. Miscellaneous

WEATHER

Korea has four distinct seasons - spring, summer, fall and winter. Winter lasts from December to February.

December temperatures in Incheon range between a low of 0°C and a high of 10°C. To find the current weather of Incheon, please visit the website of the Korean Meteorological Administration:

<http://web.kma.go.kr/eng/index.jsp>

TIME DIFFERENCE

Incheon uses Korea Standard Time (KST), which is 9 hours ahead of GMT (standard time).

ATTIRE

The weather in Incheon during the period of the Workshop is early winter. Participants are strongly advised to bring warm outfits.

ELECTRICITY SUPPLY

The voltage in Korea is 220 volts at 60 Hz.

FOREIGN EXCHANGE AND BANKING

The monetary unit is the Won (KRW, denoted by ₩). Korean monetary units are composed of 10, 50, 100, and 500 coins, and 1,000, 5,000, 10,000 and 50,000 notes. The exchange rate is approximately KRW 1,140 / USD 1 (as of 27 October 2016). All major credit cards such as American Express, Visa and Master Card are accepted for payment of hotel bills.

TIPPING

Tipping is not a traditional Korean custom. A 10% service charge is added to your bill at all tourist hotels and so tipping is not expected. It is not necessary to tip a taxi driver unless he assists you with luggage or provides an extra service.

MOBILE PHONE (ROAMING)

CDMA cellular systems are widely used in Korea. SK Telecom and KT are providing a SIM card roaming service to allow you to use your GSM subscription in Korea. At the International Airport, you can rent a special CDMA cellular phone which accepts your SIM card. Please check the links below for more details.

KT Roaming Service

http://www.ktfroaming.com/english/inbound/02_use/01_gsm_01.jsp

SK Telecom Roaming Service

<http://www.sktelecom.com/eng/>

USEFUL LINKS

Global Forum on Government Innovation

http://www.gov30gf.kr/2016/english/main/index_en.asp

Korea National Tourism Organization <http://english.visitkorea.or.kr/enu/index.kto>

Korea Immigration Service:

<http://www.korea.net>

Incheon International Airport:

<http://www.airport.kr/eng/>

Gimpo International Airport:

<http://www.airport.co.kr/mbs/gimpoeng/>

Gimhae International Airport: <https://www.airport.co.kr/gimhaeeng/main.do>

Ministry of the Interior (MOI):

<http://moi.go.kr/eng/a01/engMain.do>

EMERGENCY AND USEFUL PHONE NUMBERS

Local calls

For local calls within the same area or city, just dial the telephone number. For another area or city, please dial the 'area code' before the telephone number. However, the area code should be dialed when using a mobile phone.

International Calls

For international calls, first dial the international access code (001 or 002), the country code, area code and the recipient's number. Emergency

- **Police** 112
- **Fire and Ambulance** 119