



**Global
Partnership**
for Effective Development
Co-operation

LOGISTICAL NOTE

Global Partnership for Effective Development Co-operation

18th Steering Committee Meeting

**5-6 December 2019
Seoul, South Korea**

Venue: Lotte Hotel Seoul, Emerald Room

Contact:

Mr Rod Mamudi rod.mamudi@undp.org

Ms Susan Rantalainen susan.rantalainen@oecd.org

UNDP

One United Nations Plaza, New York, NY 10017, USA
Tel +1 (212) 906-5000 Fax +1 (212) 906-5364

OECD

2 rue André Pascal, 75775 Paris Cedex 16, France
Tel +33 1 45 24 82 00 Fax +33 1 45 24 61 27

1. Location

The Global Partnership's 18th Steering Committee will be held on **5-6 December 2019 in Seoul, South Korea at Emerald Room, Lotte Hotel Seoul** (30 Eulji-ro, Euljiro 1(il)-ga, Jung-gu, Seoul, Republic of Korea). The meeting is held back to back with the 2019 Busan Partnership Forum and is hosted by the Republic of Korea.

2. Meeting Arrangements

Refreshments: During the official meeting days, coffee / tea and lunch will kindly be provided by the organisers.

Interpretation: English and French simultaneous interpretation will be provided.

Wi-Fi: Wi-Fi access will be available in the meeting venue, Emerald Room, Lotte Hotel Seoul.

3. Requirements to enter the Republic of Korea

PLEASE NOTE: Participants are required to facilitate their own visas, including transit visas.

Foreign nationals entering Korea are required to have a valid passport and a Korean visa issued by the Korean embassy or consular offices in their country. However, citizens from many countries are now permitted visa-free entry for a limited period under certain conditions. In order to check whether you are allowed to enter Korea without visa issuance and for other requirements, please contact a Korean embassy or consular office in your country or visit: www.mofa.go.kr

If participants need a personalized letter of invitation and have yet to receive this, please e-mail Anna Whitson at anna.whitson@undp.org. Other than provision of this letter, the Joint Support Team will not be able to support visa application procedures.

4. Accommodation

A block booking for all participants, funded and non-funded, has been made at Hotel President Seoul (address: 16 Eulji-ro, Euljiro 1(il)-ga, Jung-gu, Seoul, South Korea). Kindly send your flight information to the organisers at: gpedcbusan2019@gmail.com **NO LATER THAN 22 NOVEMBER** to be included in this block booking.

UNDP

One United Nations Plaza, New York, NY 10017, USA
Tel +1 (212) 906-5000 Fax +1 (212) 906-5364

OECD

2 rue André Pascal, 75775 Paris Cedex 16, France
Tel +33 1 45 24 82 00 Fax +33 1 45 24 61 27

The special rate for the Hotel President is 139,700 Won per night (standard double / twin room with breakfast / VAT included), which is approximately 120 USD as of 31 October 2019. All participants will pay the hotel directly. Participants will be responsible for any cancellation fees for block booked rooms canceled after 26 November.

Hotel website: <https://www.hotelpresident.co.kr/eng/main/>

5. Funded Participants

Please note that only those participants previously contacted and approved by the Joint Support Team are eligible to receive funding for their participation.

UNDP will be in touch with funded travellers directly to facilitate their travel bookings. Please note that **hotel arrangements at Hotel President Seoul have been made for funded participants** according to their flight itinerary (hotel address: 16 Euljiro, Junggu, Seoul, Republic of Korea). Participants should pay the hotel directly out of the DSA (per diem) provided by UNDP. Travellers are personally responsible for any change or cancellation fees incurred.

6. Airport transfer

Airport transfer will be provided for participants by the Republic of Korea. To schedule airport transfer, please send your flight information to gpedcbusan2019@gmail.com **NO LATER THAN 27 NOVEMBER.**

7. Additional information

❖ Weather

The average temperatures in Seoul in December are between 32° and 44°F.

❖ Voltage

The standard voltage in Korea is 220 volts at 60 Hertz, and the outlet has two round holes.

❖ Local time

The time zone in Seoul is (GMT +9).

❖ Telecommunications

The telephone country code in Seoul is +82.

UNDP

One United Nations Plaza, New York, NY 10017, USA
Tel +1 (212) 906-5000 Fax +1 (212) 906-5364

OECD

2 rue André Pascal, 75775 Paris Cedex 16, France
Tel +33 1 45 24 82 00 Fax +33 1 45 24 61 27