

Logistics Note

Republic of Korea-UNFCCC Asia Needs-based (NBF) Investment Forum

28-29 November 2024

Seoul, Republic of Korea



VENUE

The Investment Forum will be held at the Global Knowledge Exchange and Development Center (GKEDC), located at 47 Hoegi-ro, Dongdaemun-gu, Seoul, Korea. For your convenience, please find the exact location of GKEDC on Google Maps: <https://bit.ly/4ek7bwX>



GKEDC (Global Knowledge Exchange and Development Center)

- Address: Hoegi-ro 47, Dongdaemun-gu, Seoul / 글로벌지식협력단지, 서울특별시 동대문구 회기로 47 (청량리동 207-41)
- Main phone number : +82-2-6312-4074

- How to get to the venue from the nearest subway station: please refer to the TRANSPORT INFORMATION below.

Meeting information

The Needs-Based Finance Project Investment Forum will convene from 28-29 November 2024. The meeting documents and provisional agenda will be made available on the event webpage.

Day 1 – Thursday 28 November 2023

Time	Session Description	Speakers/Interventions
9:30-10:00	Registrations	
10:00-10:15	Welcome/Opening Remarks from Host Country, Lead Countries from NBF Initiatives, and Forum Organizer	<ol style="list-style-type: none"> 1. Representative from the Ministry of Economy and Finance, South Korea (TBD) 2. Lead country representative NBF LDC Asia, (TBD, Bhutan) 3. Lead country representative of NBF Southeast Asia (ASEAN): Albert Magalang, Chief of Climate Change Service, Department of Environment and Natural Resources, Philippines / Zaiem Halbi, Head of Climate Change Office, Brunei 4. Sophie De Coninck, Director of Means of Implementation Division, UNFCCC
10:15-10:30	Introduction to the Forum and NBF Initiatives in Southeast Asia & LDC Asia This session will provide an overview and objectives of the forum and the also providing information on progress to date of the NBF initiatives in Southeast Asia and LDC Asia.	Grant Kirkman, Team Lead, Climate Finance Sub-Division, UNFCCC
10:30-11:00	Session 1.1 Regional Needs and Priorities in Southeast Asia & LDC Asia In this session, countries will provide a recap on the climate finance-related regional needs identified under the NBF initiative.	NBF ASEAN lead country: Albert Magalang, Chief of Climate Change Service, Department of Environment and Natural Resources, Philippines / Zaiem Halbi, Head of Climate Change Office, Brunei LDC Asia NBF lead country: TBD, Bhutan
11:00-12:00	Session 1.2 Project Ideas Presentations In this session, entities who have agreed to take up the project ideas will do a project pitch for further validation by the countries and potential interested donors/collaborators.	ASEAN <ul style="list-style-type: none"> - Climate Resilient Water Governance (tbd) - Coastal and Marine Ecosystems (IUCN) - Climate Resilient Infrastructure (tbd) LDC Asia <ul style="list-style-type: none"> - E--Mobility (tbd) - Agriculture (tbd) - Ecosystems-based Adaptation (tbd)
12:00-13:00	LUNCH BREAK	
13:00-15:30	Session 2 Parallel Breakout Groups In this session countries, entities, and potential funders are expected to dive deeply into the specifics of each proposed project, fostering detailed discussions among countries, potential investors, and development partners. This session aims to refine project proposals by clarifying scopes, aligning expectations, initiating partnerships and funding configurations.	Two breakout groups for the session by regions: LDC Asia and Southeast Asia. Breakout group moderators: ASEAN: Cecilia Guiao, NBF Project Consultant for ASEAN, UNFCCC LDC Asia: David Kaluba, NBF Project Consultant for LDC Asia, UNFCCC
15:30-16:00	COFFEE BREAK	
16:00-17:30	Session 3 Partners and Funders Presentations (a) The session aims to provide a platform for regional partners and accredited/implementing entities from public and private sectors to present their offerings including funding opportunities, project support services, and strategic alignment with the priority regional needs that have been discussed in the previous session. The objective is to ensure that project proponents are aware of the various avenues for support and collaboration.	Representatives from climate funds, regional partners, and implementing entities: <ul style="list-style-type: none"> - Alexander Chan, Head of ESG, Invesco (tbc) - Mikell O'Mealy, Climate Strategy and Finance Expert, FAO (tbc) - Eugina Kim, Senior Manager, Korea Development Bank - Koji Fukuda, Chief Advisor, JICA NDC Implementation Support (SPI-NDC) – - Jens Kallabinski, Project Director, GIZ (tbc)

17:30-18:00	Side Event Global Voluntary Carbon Mechanism (TBD) The session will introduce the Global Voluntary Carbon Mechanism (GVCM), which aims to create a robust, internationally recognized carbon market model aligned with Article 6 of the Paris Agreement. The UNFCCC secretariat, leveraging its expertise in international standards development and capacity building in carbon markets and extensive engagement with all developing countries who are Parties to the Convention, will facilitate the development of a pilot GVCM to enable developing countries to actively participate in the Article 6 mechanisms of the Paris Agreement.	Mr. Tae Hoon Kim, Director of Green Climate Policy Division, Ministry of Economy and Finance, South Korea
18:00-	Reception and Networking Dinner by Government of South Korea	

Day 2 – Friday 29 November 2023

Time	Session Description	Speakers/Interventions
10:30-12:00	Session 4 Partners and Funders Presentations (b) The session aims to provide a platform for regional partners and accredited/implementing entities from public and private sectors to present their offerings including funding opportunities, project support services, and strategic alignment with the priority regional needs that have been discussed in the previous session. The objective is to ensure that project proponents are aware of the various avenues for support and collaboration.	Representatives from climate funds, regional partners, and implementing entities: - Rawlestone Moore, Senior Climate Change Specialist, Global Environment Facility (tbc) - Neha Sharma/Young Hee Lee, Adaptation Fund (tbc) -- Deo Gabinete, Regional Manager for Asia, NDC Partnership
12:00-13:00	LUNCH BREAK	
13:00-15:30	Session 5 Parallel Breakout Groups (continued) In this session countries, entities, and potential funders are expected to dive deeply into the specifics of each proposed project, fostering detailed discussions among countries, potential investors, and development partners. This session aims to refine project proposals by clarifying scopes, aligning expectations, initiating partnerships and funding configurations.	Two breakout groups for the session by regions: LDC Asia and Southeast Asia. <u>Breakout group moderators:</u> ASEAN: Cecilia Guiao, NBF Project Consultant for ASEAN, UNFCCC LDC Asia: David Kaluba, NBF Project Consultant for LDC Asia, UNFCCC
15:30-16:00	COFFEE BREAK	
16:00-17:30	Session 6 Plenary Session: Feedback and initial commitments Country representatives In this session, countries and partners synthesize the discussions and outcomes from the individual breakout groups and to provide a platform for announcing initial commitments from partners. This session aims to consolidate the progress made during the breakout discussions, allowing for a collective understanding of the potential and readiness of each project. It also serves as an opportunity for partners and investors to announce preliminary commitments or expressions of interest, setting a pathway towards formal agreements and project implementation.	Country representatives Representatives from the funds, regional partners, and implementing entities
17:30-18:00	Next Steps, Closing Remark & Group Photo This session serves to conclude the forum on a note of accomplishment and optimism. The session is designed to reaffirm the commitments made during the forum, summarize the key outcomes, highlight the collaborative spirit fostered throughout the event, and articulate a clear vision for the future steps to be taken post-forum.	Closing Remark 1. Representative from the Minister of Economy and Finance, South Korea 2. Lead country representative NBF LDC Asia, (TBD, Bhutan) 3. Lead country representative of NBF Southeast Asia: Albert Magalang, Chief of Climate Change Service, Department of Environment and Natural Resources,

		Philippines/ Zaiem Halbi, Head of Climate Change Office, Brunei 4. Sophie De Coninck, Director of Means of Implementation Division, UNFCCC
--	--	---

REGISTRATION

Please note that this event is by invitation and pre-registration only. After pre-registering, participants must confirm their attendance on-site starting November 28, 2024, at the Education Building, 1F, GKEDC. Please bring your passport to access the venue and receive your badge.

VISA

[IMPORTANT NOTICE] The event host, the government of the Republic of Korea, will put in its best efforts to assist the visa issuance of participants upon request - by applying visa fee waivers and faster visa issuances where possible. For such assistance, the participants must submit their requests by October 25th, 2024. After this deadline, the event host cannot assist such elements of visa application. The additional information on the visa assistance will be circulated soon.

[For Nationals with VISA Requirements]

For nationals from countries with no VISA exemption agreements with the Republic of Korea, a VISA is required to enter the country – in this case, you need not apply for the Korea Electronic Travel Authorization (K-ETA). Q-code, a pre-arrival digital survey for quarantine purposes, is recommended as you can avoid lengthy quarantine checks at the counter.

- Go through this website (VISA Navigator) and find out the required type of VISAs needed as per the staying dates. https://www.visa.go.kr/openPage.do?MENU_ID=10101
- Look for VISA application details in the website of Korean Embassy in your country (when the Embassy opens, on what date you could apply for VISAs)
- Apply for the adequate VISA to the Embassy of the Republic of Korea in your country of residence
- (Recommended) Before entering ROK, enter this website and fill out the Q-code form, and get a quick QR code for quarantine. <https://qcode.kdca.go.kr/qco/index.do?lang=en>

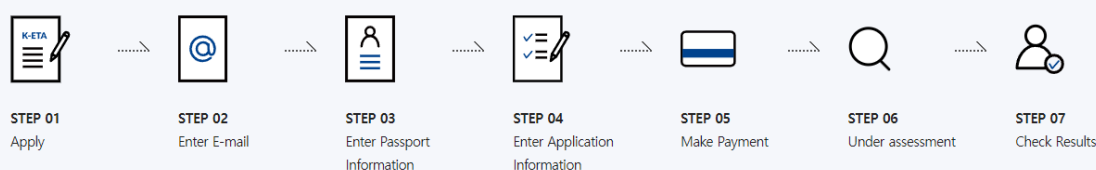
[For Nationals of Countries with VISA Exemption Agreements]

In accordance with bilateral international agreements, nationals from certain countries are eligible for visa-free entry into the Republic of Korea. Visit this site to find out if you are eligible for such type of entry: <https://www.k-eta.go.kr/portal/guide/viewetaalification.do>

K-ETA:

K-ETA Apply

You can apply for K-ETA anytime. However you MUST obtain a K-ETA approval before boarding the flight or ship bound for the Republic of Korea. You can apply for K-ETA via the K-ETA official website (www.k-eta.go.kr) or mobile App (K-ETA). Please keep in mind that the assessment can take more than 72 hours depending on the situation.



Nationals of countries/regions eligible for visa-free entry are required to get K-ETA approval to board the flight or ship bound for the Republic of Korea.

<https://www.k-eta.go.kr/portal/apply/index.do?locale=EN>

In celebration of "VISIT KOREA YEAR (2023~2024)", K-ETA will be temporarily exempted to 22 countries/regions until December 31, 2024. Those who are subject to the exemption will get a pop-up notice during the application process. For more information, please visit the website;

<https://www.k-eta.go.kr/portal/board/viewboarddetail.do?bbsSn=149899>

For any other cases where a visa is required, please refer to the annex 1.

ACCOMMODATION

Accommodation for funded participants is provided for the official event dates, including a three-night stay with breakfast. Participants who wish to extend their stay beyond these dates must arrange their own accommodation. For the arranged accommodation, please see the hotel information below:

- Check-in: November 27, 2024
- Check-out: November 30, 2024

Hotel	THE PLAZA Seoul / 더 플라자 호텔 서울
Address	119 Sogong-ro, Jung-gu, Seoul, Republic of Korea / 서울 중구 소공로 119
Contact	Tel. +82-02-310-7479 / https://www.hoteltheplaza.com/en/

For non-funded participants, you need to book hotels yourself by contracting the hotels; the recommended hotels are below.

- JW Marriott Dongdaemun Square Seoul
Address: 279 Cheonggyecheon-ro, Jongno District, Seoul
About 30-40 minutes via Bus to GKEDC
<https://www.marriott.com/en-us/hotels/seldp-jw-marriott-dongdaemun-square-seoul/overview/>
Contact: mhrs.seldp.ays@marriott-hotels.com / +82-02-2276-3000
- Novotel Ambassador Seoul Dongdaemun Hotels & Residences
Address: 238 Eulji-ro, Jung District, Seoul
About 30-40 minutes via Bus to GKEDC
<https://m.ambatel.com/novotel/dongdaemun/en/main.do>
Contact: +82-02-3425-8000

DSA FOR FUNDED PARTICIPANTS

Funded participants are requested to bring their passports and boarding passes to the registration desk on November 28, 2024, for DSA issuance. DSA payments will be provided upon confirmation of passport and boarding pass submission. Please note that, as accommodation and meals are provided by the host country, the DSA will be adjusted to reflect the applicable discount rate.

TRANSPORT INFORMATION (AIRPORT-HOTEL-GKEDC)

General Information

Seoul is easily accessible directly from the Incheon Int'l Airport via the Airport Railway (AREX), airport limousine buses or taxi. See fares for each transport modes from the airport to downtown Seoul (one-way) below:

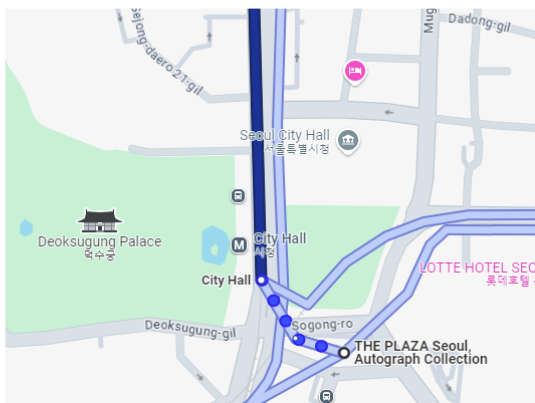
- **Taxi:** 70,000 won (±52 USD) (±1 hour depending on hotel location)
- **Airport limousine buses** (most have wide reclining seats with USB chargers): 18,000 won (±14 USD) (±1 hour to 1 hour 30 minutes depending on hotel location)
- **Airport Railway (AREX):** there are two types – all stop train or express train (runs non-stop between Incheon Int'l Airport and Seoul station). The express trains depart every 20-40 minutes while all stop ones leave every 5 to 10 minutes. The express trains take about 40 minutes to get to Seoul station costing 9,500 won (±7.15 USD). The all-stop trains take about 1 hour, costing around 4000 won (±3 USD).

Route-specific Information

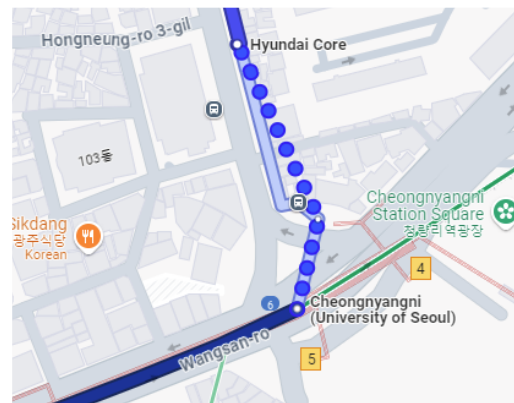
- (A) From Plaza Hotel to GKEDC
- (B) From Metro Station (Korea Univ.) to GKEDC
- (C) From the Airport to GKEDC
- (D) From the Airport to Plaza Hotel

(A) From Plaza Hotel to GKEDC

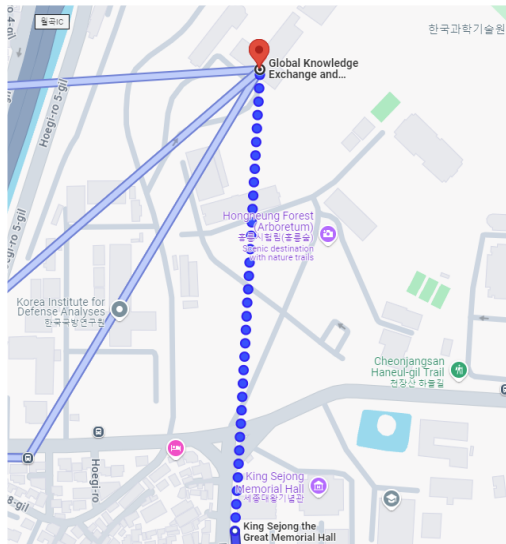
- Public Transport Duration: about 45 minutes
- Cost of Travel: about USD 1 (KRW 1,500) via Subway
- Route: A-1 → A-2 → A-3 → A-4 (as below)



A-1. Exit the Plaza Hotel and go into exit no.6 of the City Hall Metro Station, and take the subway line 1 (Blue) going towards Jonggak Station.



A-2. Take off at Cheongnyangni Station, and Exit through Exit no.6 and walk towards Hyundai Core Bus Station, and Take Bus no.201

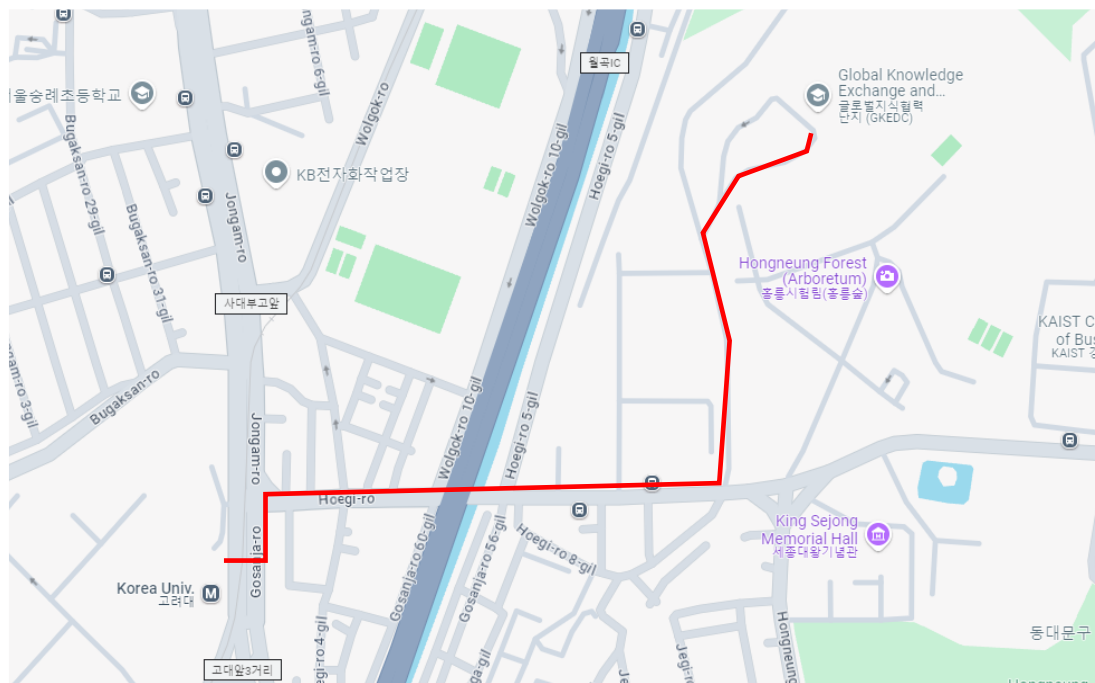


A-3. Take off at King Sejong the Great Memorial Hall Station, and walk towards the North direction for about 5-10 minutes. You can also refer to (b) *From Metro Station to GKEDC*.

A-4. If you see the above sign, enter the building area and walk more towards the north, until you have reached GKEDC.

(B) From Metro Station (Korea Univ.) to GKEDC

- Duration: about 10 minutes via walk / 3 minutes via taxi
- Cost of Travel: None via walk/shuttle. About USD 3-4 (KRW 4,000) via Taxi



B-1 Via Walk or Shuttle Bus

- **Walk:** Come out of Exit Number 3 and walk straight for 50 meters -> Turn right at the first crossroad in front of Korea University and walk another 500 meters -> Enter the entrance to KIST (Korea Institute of Science and Technology) which will be on your left -> After

walking about 300 meters from the KIST entrance, you will find the entrance to the GKEDC on your right -> Arrive in the GKEDC

- **Shuttle Bus Service**(Every Tuesday through Sunday, excluding closed days) Operation Route: Korea Univ Station(Exit 3) → KIST (Korea Institute of Science and Technology) entrance / NIFoS (National Institute of Forest Science) entrance → GKEDC → Korea Univ Station(Exit 3). Departs from Korea Univ Station Exit 3

B-2 Taxi

- It takes about 3 minutes to take the taxi from the Korea University Metro Station to GKEDC. Tell the driver to go to search the navigation app by “GKEDC” or in Korean “글로벌지식협력단지”. It will cost around USD 3 to 5.

(C) From Incheon Intl' Airport to GKEDC

- Duration: about 1 hour and 45 minutes via Bus / 2 hours via Subway
- Cost of Travel: About USD 14 (KRW 20,000) via Bus / USD 5 via Subway

C-1 Via Airport Limousine Bus (Most Convenient)

- 1. Exit the airport arrival gate, and go to arrival gate D. Find the airport bus ticket office around the area, and buy tickets for Bus **no. 6102**. The ticket costs about **13 USD** (18,000 KRW) and is payable by credit card.
- 2. The bus will arrive on the Station 4B just outside the airport (there is an array of many different stations; please exit through gate number 4 if your arriving station starts with 4). Please refer to the bus schedule below.
- 3. Take the bus. The bus will take about 1 hour and a half. and take off at Korea University, Sungrye Elementary Station.
- 4. Walk about 10-15 minutes to GKEDC (See below), or take the taxi (about 3 dollars).

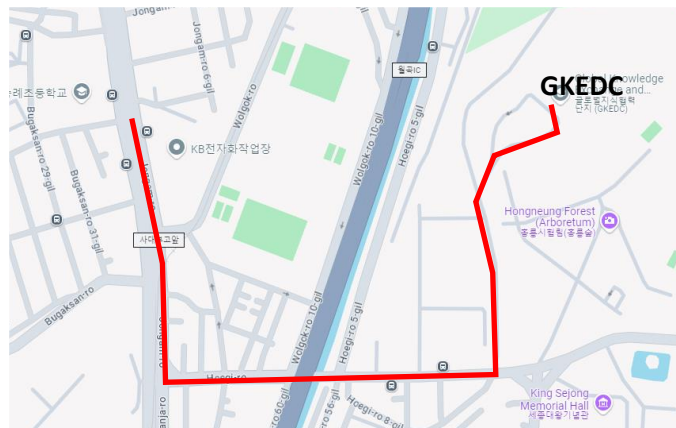
시내행

순번	인천공항T2 Incheon Airport Departure T2	인천공항T1 Incheon Airport Departure T1
1	06:00	06:20
2	06:35	06:55
3	07:15	07:35
4	07:55	08:15
5	08:25	08:45
6	09:00	09:20
7	09:35	09:55
8	10:10	10:30
9	10:45	11:05
10	11:20	11:40
11	11:55	12:15
12	12:25	12:45
13	13:00	13:20
14	13:35	13:55
15	14:10	14:30
16	14:45	15:05
17	15:25	15:45
18	16:05	16:25
19	16:40	17:00
20	17:25	17:45
21	17:50	18:10
22	18:25	18:45
23	18:50	19:10
24	19:20	19:40
25	19:50	20:10
26	20:30	20:50

Bus Schedule (Bus Departure times from each terminal) for no. 6012



Airport bus ticket office



Walking path from Airport Bus Station (Korea University) to GKEDC

C-2 Via Subway

- 1. Exit the airport arrival gate, and go below the ground floor via escalators/elevators/stairs. Below ground, you will find the pathway to the Metro Station easily by looking for the metro signs or by looking for the word '**Airport Railroad**', which is the express airport metro train (See below picture). To get to GKEDC directly, it is better to take the blue (All-Stop) one.
- 2. At the gate of the All-Stop trains, there is a ticket vending machine with an English option; Select '**Korea Univ.**' Station as your destination. It will cost around 4000 won (±3 USD), payable via credit cards. If you purchase the T-Money Card at the Airport*, you could skip the ticket purchase as you can also ride the Airport Railway with the T-Money Card.

*T-Money Cards can be purchased at the Airport Railway Information Center/Convenience Stores

- 3. Please take the Airport Railway going towards Seoul Station, and take off at **Gongdeok Station**. You can transfer to metro line 6 (the brown line) going towards Bonghwasan direction. Take the line 6 and take off at Korea University Station.
- 4. From Metro to GKEDC, please refer to (B) above.



Metro Station Signs to All-Stop Trains

Metro Station Ticket Vending Machine Interface



(D) From Incheon Intl' Airport to Plaza Hotel

- Duration: about 1 hour and 45 minutes via Bus / 1 hour via Subway
- Cost of Travel: About USD 15 (KRW 20,000) via Bus / USD 9 (KRW 11,000) via Subway

D-1 Via Airport Limousine Bus (Most Convenient)

- 1. Exit the airport arrival gate, and go to arrival gate D. Find the airport bus ticket office around the area, and buy tickets for Bus no. 5015. The ticket costs about 13 USD (18,000 KRW) and is payable by credit card.
- 2. The bus will arrive on the Station 4B just outside the airport (there is an array of many different stations; please exit through gate number 4 if your arriving station starts with 4). Please refer to the bus schedule below.
- 3. Take the bus. The bus will take about 1 hour and a half. and take off at Jonggeundang – Chunjeongro Station.
- 4. At the exactly same bus station that you took off, you can also ride normal city buses. Take the bus no.172 or no.472 and take off at Seoul Plaza Station. Walk about 1 minute towards the hotel.

D-2 Via Subway

- 1. Exit the airport arrival gate, and go below the ground floor via escalators/elevators/stairs. Below ground, you will find the pathway to the Metro Station easily by looking for the metro signs or by looking for the word '**AREX**', which is the direct express airport metro train from the Airport to Seoul Station (See below picture). To get to Plaza Hotel directly, it is better to take the orange (AREX, direct train) train.
- At the gate of the AREX trains, there is a ticket vending machine with an English option; For AREX, there is only one destination option – Seoul Station. Choose the time, number of people, and seat to finish the purchase. It will cost around 9,500 won (±7.15 USD), payable via credit cards. The express train, however, does not take T-Money Cards. The train is like a subway, so there are no specific train numbers.
- Please take the AREX going towards Seoul Station, and take off at **Seoul Station**. You can transfer to metro line 1 (the deep blue line) going towards City Hall direction. Take the line 1 and take off at City Hall Station. The City Hall Station exit 6 is in front of the Plaza Hotel.



Metro Station Signs to Express Trains (AREX)



Express Trains (AREX) Platform

Around Seoul & Incheon

Both Seoul and Incheon boast very extensive and reliable public transportation networks. Both cities are connected via intercity subways and buses. Kakao Map and Naver Map apps are highly recommended for navigating the city's transit system efficiently.

You are highly advised to buy a transportation card (**T-money card**) at the airport (vending machines are located prior to the subway gates or this can be bought at any convenience stores in at the airport or anywhere in South Korea). This can be topped up in any convenience stores in South Korea. Subway and bus fares for one ride is about 1,000-2,000won (0.7-1.50 USD).

Taxis accept payments through **T-money** card, major credit cards and debit cards (VISA/Mastercard), as well as cash. Normal Seoul taxis may not accept dollars; prepare Korean won if you would like to pay cash. Receipt can be requested.











There is a slightly more expensive (20% surcharges) taxi reservation service targeted at foreigners. The taxi can be reserved for daily movements around Seoul, or between the Airport and the city. You can choose drivers speaking fluent English, Chinese or Japanese. The reservation can be made here: <https://www.intltaxi.co.kr/>

Useful Navigation and Transportation Apps

The following mobile applications are the standard navigation and transportation apps recommended for traveling in South Korea, for which English versions are available. For Naver Map

and Kakao Map, these apps provide accurate and detailed navigation information for pedestrians, drivers, and public transportation users. It offers real-time traffic updates, alternative routes, and accurate arrival time estimates.

- **Kakao T** is a mobility reservation and rental app most widely used in Korea (Korean version of Uber). You can set the app in English. When installed, you could register your credit card information and book a taxi by entering your departure and destination points. With the credit card information, you do not need to pay the driver directly.
- **Kakao Metro** is a subway information app. You can set the app setting in English. When installed, you can look for the entire map of Seoul Metro system, and locate or search the stations that you would like to go to. Then, the app lets you know the fastest route via subway and the expected duration.
- **Seoul Subway/Subway Korea** are subway information apps. You can set the app setting in English. When installed, you can look for the entire map of Seoul Metro system, and also look for Exits and Station Info (restrooms, people with disabilities' access, etc.).
- **Kakao Map and Naver Map** are both very widely used map application in Korea. You can set the app in English. You may look for the comprehensive route (using both Bus, Subway, Walk, etc.) to a destination and also look for the reviews of places and restaurants.

<p><u>QR</u></p>  <p><u>(IOS)</u></p>  <p><u>(Google Play)</u></p>	<p><u>QR</u></p>  <p><u>(IOS)</u></p>  <p><u>(Google Play)</u></p>	<p><u>QR</u></p>  <p><u>(IOS)</u></p>  <p><u>(Google Play)</u></p>	<p><u>QR</u></p>  <p><u>(IOS)</u></p>  <p><u>(Google Play)</u></p>	<p><u>QR</u></p>  <p><u>(IOS)</u></p>  <p><u>(Google Play)</u></p>
Subway Korea/ Seoul Subway	Naver Map	Kakao Map	KakaoMetro (for subways)	Kakao T (for taxis)

GENERAL INFORMATION FOR YOUR STAY IN SEOUL

Time Zone:

GMT +9 hours

Language:

Most of Seoul/Incheon area is explicitly Korean-speaking. Downloading local translation apps such as [Papago](#) is advised. Further, the Korea Tourism Organization operates their 24/7 interpretation services (1330) to ensure the convenience of international tourists.

Currency, Official Exchange Rate, and Credit Card

The local currency in Seoul is the South Korean Won (KRW). Korea takes a flexible exchange rate system, where FX rates change by every 30 minutes. **1 USD equals to 1,359.60 South Korean won (as of October 15, 2024).** You could find out the latest rate [here](#):

<https://global.ibk.co.kr/en/services/ExchangeRate> . Currency exchange services are available at the airport and various locations throughout the city. Major credit cards including Visa, Amex, and MasterCard are widely accepted in Seoul, especially in establishments catering to international visitors.

Internet

Roaming egg/local mobile sim card can be bought or rented easily at various counters in Incheon Int'l Airport. The major mobile providers are KT, SKT, and LG U. Another alternative is to use Airalo app which provides local e-SIM with unlimited data plan (32 USD for 10 days). Strong Wi-Fi connection is available in most places throughout South Korea, particularly hotels, airports, and cafes. Seoul has free public wifi available in most public areas throughout the city, although not always reliable.

ATMs

Banking services are easily accessible, with ATMs available throughout the city (subway stations, hotels, and convenience stores) for cash withdrawals with English menu.

Drinking water

Drinking water is provided for free in all restaurants, although certain cafes and bakeries might sell bottled water, in which case there will be no complementary water. Water can also be bought easily at your nearest convenience stores.

Security:

South Korea is a highly safe country however it is good to exercise normal security precautions. Pay attention to your belongings.

Tipping:

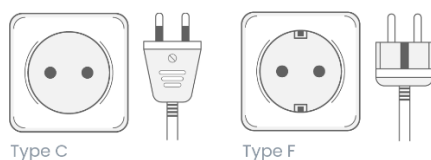
There is no tipping culture in South Korea.

Electrical Standard:

South Korea operates on a 220-volt electrical system with a frequency of 60 Hz.

If you are using two-plug-ended 230-volt plugs, it would be compatible with the Korean outlets. The Korean plugs are a bit thicker and so the connection may be a bit unstable, but generally they are compatible. If you are using 110-volt plugs or three-plug-ended plugs, it will not be compatible and you may require a separate adaptor (See below figure).

Electrical outlets typically accommodate two round pins.



Weather

The weather in Seoul on November 28-29, 2024, is expected to be cold with temperatures ranging between a maximum of 10°C during the day and dropping to the lowest at 2°C at night. As Seoul's Fall and Winter are dry and windy, the above temperature for most people is a winter-like weather. Normally recommended clothing for such temperature in South Korea are Wool Coats, Jumpers, Down Puffer Jackets (by night).

Emergency telephone numbers

Ambulance: 119 (Nearest Hospital from the Venue: +82- 02-920-5374)

Hospitals

1. Near GKEDC

- **Anam Hospital**
Address 73 goryeodae-ro, Seongbuk-gu, Seoul 02841, Republic of Korea
3 minutes' walk from Exit 1 of Anam Station (Anam Hospital)
+82 1577-0083
<https://anam.kumc.or.kr/en/introduction/location.do>
- **Kyung Hee University Medical Center**
Address 23, Kyungheedae-ro, Dongdaemun-gu, Seoul, Republic of Korea
Hoegi Station (Exit 1) → Dongdaemun Town shuttle bus 01 → Kyung hee University (Medical Center)
+82-2-958-9644
<https://khmc.or.kr/en/Introduction/location.do>

2. Near Plaza Hotel

- Yonsei University Severance Hospital
20 minutes by taxi or public transport
50-1 Yonsei-ro, Seodaemun-gu, Seoul 03722, Republic of Korea
+82-2-2228-1004
<https://sev.severance.healthcare/sev-en/about/map.do>

Contact

For any queries regarding information not covered in this document, please contact through below email:

- Program Inquiries: nbfproject@unfccc.int
- Funded Participant and General Inquiries: lee.junghyun@kdi.re.kr
- Non-Funded Participant Inquiries: secretariat@hancompany.co.kr

Annex 1: Guideline for Visa Process (23/09/2024)

1. Bangladesh (<https://overseas.mofa.go.kr/bd-en/index.do>)

A. Location/Contact Details of the Embassy

- Location: Embassy of the Republic of Korea, 4 Madani Avenue Baridhara, Dhaka-1212 Bangladesh
- Phone : +880-2-5881-2088~90, 5881-2041, 4881-1258
- FAX : +880-2-2222-63871
- E-Mail : embdhaka@mofa.go.kr / consuldhaka@mofa.go.kr (consular/visa service)

B. Working Hours for Visa Section (Sunday – Thursday)

- Receipt of applications: 9:00AM-12:30PM (Gate open until 12PM)
- Delivery of ready documents: 3:00PM-4:30PM (Gate open until 4PM)

C. Online Reservation for Consular Services: <https://www.g4k.go.kr/en/main.do>

- Reservations can only be made for the following month starting from 9 AM on the fourth Tuesday of each month.

D. Procession Time: 15 working days

E. Visa Fee: \$40 (1USD =110BDT)

F. Check Application Status: https://www.visa.go.kr/openPage.do?MENU_ID=10301

- Click on the English version → Select the 'Check Application Status' menu → Choose 'passport number' from the drop-down menu → Enter the passport number, name (enter the family name first and given name last), and date of birth as it appears on the passport.

G. Documents Required for C-3 visa (up to 90 days)

(https://overseas.mofa.go.kr/bd-en/brd/m_23302/view.do?seq=8&page=1)

i. General Requirement

- Visa Application Form (Attached in the link above)
- Passport Sized 1 Color Photo of Applicant (Taken Within Last 6 Months)
- Passport with Minimum Validity of 6 Months.
- Photocopy of Valid Passport
- Cover or Forwarding Letter of Applicant

ii. For Short time visit (C-3-1) Application

- Invitation letter from inviting company
- Guarantee letter/Affidavit of support from inviting company or organization
- Documents proving the purpose of visit, such as event schedule
- Business Registration Certificate from inviting company (within last 1 year)
- Employment Certificate issued from invitee company (for Employee)
- Personal Bank statement (issued within the Last 6 months)

2. Bhutan

- Bhutan visa applicants are required to prepare the necessary documents for their visa application and submit them directly to the Bhutan Ministry of Foreign Affairs in Thimphu.
- The Bhutan Ministry of Foreign Affairs will then collect the application documents and forward them to the Bhutan Embassy in Bangladesh.
- Following this, the Bhutan Embassy will apply for a visa on behalf of the applicant to the Embassy of the Republic of Korea in Bangladesh.
- The list of documents required for visa application and the cost are the same as for Bangladesh
- In other words, there is no need for Bhutan applicant to visit embassy of the Republic of Korea in Bangladesh in person to apply for the visa. (The Embassy of the Republic of Korea in Bangladesh also serves as the Embassy to Bhutan.)

3. Brunei (<https://overseas.mofa.go.kr/bn-en/index.do>)

- Brunei nationals travelling to Korea for a period of up to 30 days do not need a visa.
- The Korea Government has announced a temporary K-ETA exemption for Bruneians from 18 December 2023 to 31 December 2024.

4. Cambodia (<https://overseas.mofa.go.kr/kh-en/index.do>)

A. Location/Contact Details of the Embassy

- Location: Phum No.14(Koh Pich), Sangkat Tonle Bassac, Khan Chamkarmon, Phnom Penh, Cambodia
- Phone: (855-23)211 900~3
- E-Mail: cambodia@mofa.go.kr / cambodia04@mofa.go.kr (For Consul/VISA)

B. Working Hours for Visa Section

- Civil Office Time of Receipt (M - F) 08:00~11:30, 13:00~15:30
- No advance reservation is required for the visit but visa applicant must visit and

apply in person. Visit the Embassy during 8:30 ~11:30am on a working day to submit the documents.

C. Procession Time: 7 days

D. Visa Fee: \$40

E. Check Application Status: https://www.visa.go.kr/openPage.do?MENU_ID=10301

- Click on the English version → Select the 'Check Application Status' menu → Choose 'passport number' from the drop-down menu → Enter the passport number, name (enter the family name first and given name last), and date of birth as it appears on the passport.

F. Documents Required for C-3 visa (up to 90 days)

(https://overseas.mofa.go.kr/kh-en/brd/m_25536/view.do?seq=1&page=1)

- Representative's visa issuance request form - A document demonstrating the relationships with companion traveler, purpose of visit, period of stay, etc.
- Certificate of employment (including length of employment, work department, contact information, etc.) and vacation permit (original)
- Business registration certificate (PATENT) (copy of Cambodian and English translation) and representative ID card (copy)
- Travel plan
- Proof of financial capability: a copy of three months of bank statement
- Certificate of Family Relation Records (Khmer copy 1, English copy 1)
- Copy of passport and ID card(+English translation), a photo in a standard format 8. Visa Application Form (Attached File)
- Documents issued in Khmer must be English translated (notarization is unnecessary).

5. Indonesia (<https://sites.google.com/view/koreanembassy2/home>)

A. Location/Contact Details of the Embassy

- Location: Jalan Jenderal Gatot Subroto Kav. 57 Jakarta 12950, Indonesia
- Phone : +62-21-2967-2580
- FAX : +62-21-2967-2581
- E-Mail : consular_in@mofa.go.kr / visaind@mofa.go.kr

B. Working Hours for Visa Section

- Application Submission (Monday – Friday): 09:00 – 15:00

- Document Collection (Monday – Friday): 12:00 – 17:00
- Visa applications are accepted at the KVAC Visa Center located on the 5th floor of Lotte Shopping Avenue. (<https://www.visaforkorea-in.com/En/>)

G. Procession Time: 10 days

C. Visa Fee: 632.000 IDR (\$40)

D. Check Application Status: https://www.visa.go.kr/openPage.do?MENU_ID=10301

- Click on the English version → Select the 'Check Application Status' menu → Choose 'passport number' from the drop-down menu → Enter the passport number, name (enter the family name first and given name last), and date of birth as it appears on the passport.

E. Documents Required for C-3 visa (up to 90 days)

(<https://sites.google.com/view/koreanembassy2/home>)

i. General Requirement

- Passport (at least 6 months of validity remaining from the date of visa application)
- Photo (one color photo (3.5 cm x 4.5 cm) attached to the visa application form)
- Visa Application Form
- Indonesian Family Registration Certificate (Kartu Keluarga)
- Proof of Identity
 - a. Certificate of employment (must include website, phone number, department issuing the certificate, phone number, and name of the issuer).
 - b. Tax certificate (for the previous year): If it is difficult to submit the tax certificate, a written explanation must be provided.

ii. For Short time visit (C-3-1) Application

- Original bank statement for the last 3 months
- Invitation letter (confirmation of purpose of entry) and related materials for the event/meeting from inviting company or organization
- Copy of the business registration certificate or business registration certificate proof (issued within the last 3 months) of inviting company or organization; for non-profit organizations, submit a copy of the unique identification number certificate.

6. Lao PDR (<https://overseas.mofa.go.kr/la-en/index.do>)

A. Location/Contact Details of the Embassy

- Location: Lao-Thai Friendship Road, Watnak Village, Sisattanak District, Vientiane capital, Lao PDR
- Tel : +856-21-255-770(~1)
- Fax : +856-21-255-772
- E-Mail : laos@mofa.go.kr

B. Working Hours for Visa Section

- (Mon-Fri) 08:30am-12:00pm / 13:30pm-17:00pm
- Visa application is open from 08:30am to 11:30am (Not accepted via email or fax)

H. Procession Time: 10 days

C. Visa Fee: \$40

D. Check Application Status: https://www.visa.go.kr/openPage.do?MENU_ID=10301

- Click on the English version → Select the 'Check Application Status' menu → Choose 'passport number' from the drop-down menu → Enter the passport number, name (enter the family name first and given name last), and date of birth as it appears on the passport.

E. Documents Required for C-3 visa (up to 90 days)

(https://overseas.mofa.go.kr/la-ko/brd/m_1861/view.do?seq=1139039&page=1)

- Visa application form (with one passport-sized photo attached)
- Original passport (must have at least 6 months of validity remaining, plus the duration of the stay)
- Copy of family relationship certificate
- Original documents related to employment or studies: Employment certificate, certificate of enrolment, business registration certificate, etc.
- Original bank statement showing personal transactions for the past 6 months
- Travel itinerary (including the address of the place of stay)

7. Malaysia (<https://overseas.mofa.go.kr/my-en/index.do>)

- Malaysia nationals travelling to Korea for tourism, business meetings, discussions, conference, family visit, training or other non-profitable activities do not need a visa.
- Malaysia nationals are required to obtain K-ETA before entering South Korea. Without

K-ETA approval, they are not allowed to travel. (They can be exempted from K-ETA if they are diplomatic and official passport holders or their age is below 17 or above 65 years old at calendar time.)

- Make sure to apply K-ETA at least 1 month prior to your departure and at the official website: <https://www.k-eta.go.kr/portal/apply/index.do?locale=EN>
- K-ETA is valid for 3 years & can be used for multiple times. Maximum period of stay is 90 days. Fee is 10,000KRW (Around MYR 40)
- Please refer to the K-ETA User Manual (Attachment 1)

8. Nepal (<https://overseas.mofa.go.kr/np-en/index.do>)

A. Location/Contact Details of the Embassy

- Location: Ravibhawan, Kathmandu, Nepal
- Tel : +977-1-537-0172/0417/7391, 538-4972
- Fax : +977-1-537-2041/5485
- E-Mail : nep_visas@mofa.go.kr

B. Working Hours for Visa Section

- Visa application: 09:30 - 11:30
- Document Authentication / Visa&passport pickup: 14:00 - 16:00
- An appointment through the online reservation system is required prior to a visit: <https://www.g4k.go.kr/en/main.do>

C. Procession Time: 21 working days or more

D. Visa Fee: \$40 (5,200 NPR)

E. Check Application Status: https://www.visa.go.kr/openPage.do?MENU_ID=10301

- Click on the English version → Select the 'Check Application Status' menu → Choose 'passport number' from the drop-down menu → Enter the passport number, name (enter the family name first and given name last), and date of birth as it appears on the passport.

F. Documents Required for C-3 visa (up to 90 days)

(https://overseas.mofa.go.kr/np-en/wpge/m_1714/contents.do)

i. Documents to be provided by the inviter in Korea

- Invitation letter (with registered corporate seal otherwise notarization)
- Guarantee letter (with registered official seal or notarization) [Download form]
- Business registration certificate

- Temple Registration Certificate (if the inviter is a temple)
 - A document demonstrating the purpose of entry such as attending an event (including an event brochure, event time table, etc.)
- ii. Documents to be provided by applicants
- Visa Application
 - A recent passport-size photo of the applicant
 - Original passport and a photocopy thereof
 - Round-trip flight schedule booking; whose departure date should be at least 21 days after the application date
 - Hotel booking voucher
 - A visa cover letter (applicant should furnish details including the purpose of the visit, a tentative itinerary, and who will cover his or her expenses during the visit)
 - Job certificate from a Nepali business entity stating the applicant's position in the company (original and a photocopy)
 - Business registration, Permanent Account Number (PAN) registration (original and a photocopy)
 - Personal bank statements for the last six months
 - Company's bank statements for the last six months

9. Philippines (<https://overseas.mofa.go.kr/ph-en/index.do>)

- A. In line with the official operation of Korea Visa Application Center(KVAC) from August 29, 2023, all Korean visa applicants must submit their visa applications at KVAC: <https://www.visaforkorea-mn.com>
- B. Location/Contact Details of KVAC
- Location: 9F~10F, Brittany Hotel BGC, 6 McKinley Pkwy, BGC, Taguig, Metro Manila
 - Landline Number: 02-8248-5440
 - E-Mail : kvacph@visaforkorea-mn.com
- C. Working Hours for Visa Section
- Visa application: 09:00 ~ 16:00 (Individual) / 08:30 ~ 12:00 (Agency)
 - Visa Issuance: 13:00 ~ 17:00 (Individual) / 13:00 ~ 17:00 (Agency)
- D. Procession Time: 12 working days
- E. Visa Fee: PHP 900/ per application (cash only)

F. Check Application Status: https://www.visa.go.kr/openPage.do?MENU_ID=10301

- Click on the English version → Select the 'Check Application Status' menu → Choose 'passport number' from the drop-down menu → Enter the passport number, name (enter the family name first and given name last), and date of birth as it appears on the passport.

G. Documents Required for C-3 visa (up to 59 days)

(https://overseas.mofa.go.kr/ph-en/brd/m_3277/view.do?seq=684566&page=2)

i. Elected politicians

(Members of the Senate, Members of the Congress, Governors, Provincial Board Members, and Mayors (City or Municipality))

- Identification documents (original) such as a certificate of employment or certificate of appointment
- Submission of bank certificates, bank statements, and ITR are exempted for the politician and family members. Other documents, such as proof of relationship, are required.

ii. Government officials

(Persons with a rank higher or equal to Assistant Secretary of the Executive Branch of the Philippine Government, and Brigadier General of the Armed Forces of the Philippines/Philippine National Police - Excluding those in acting duties)

- Certificate of employment (original): It is necessary to clearly specify the affiliated organization, working period, position, and salary. If the relevant information is omitted or cannot be verified due to a lack of contact with HR, disadvantages may be given to the applicant
- Submission of bank certificates, bank statements, and ITR are exempted for government officials and family members. Other documents, such as proof of relationship, are required.

iii. Employed Individuals

- Application Form
- 1 piece of Passport size colored picture
- Original Passport
- Photocopy of Passport Bio-page (page 2)
- Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years (If applicable only)
- Copy of PRC Card or IBP Card (If applicable only)
- Original Certificate of Employment [must include applicant's position, date

hired, compensation, office address, HR landline number(cell-phone number is not allowed), HR e-mail address]

- Original Personal Bank Certificate [must include account name, account number, account type, current balance, account opening date, 6 months average balance (ADB)]
- Bank Statement (original or certified true copy of bank statements/passbook for the last 3 months)
- Photocopy of ITR (Income Tax Return) or Form 2316 Invitation letter (with registered corporate seal otherwise notarization)
- Invitation Letter written in Korean from inviting institution

10. Singapore (<https://overseas.mofa.go.kr/sg-en/index.do>)

- Singapore nationals travelling to Korea for a period of up to 90 days do not need a visa.
- The Korea Government has announced a temporary K-ETA exemption for Singapore nationals from 01 April 2023 to 31 December 2024.

11. Thailand (<https://overseas.mofa.go.kr/th-th/index.do>)

- Thailand nationals travelling to Korea for a period of up to 90 days do not need a visa.
- Thailand nationals are required to obtain K-ETA before entering South Korea. Without K-ETA approval, they are not allowed to travel. (They can be exempted from K-ETA if they are diplomatic and official passport holders or their age is below 17 or above 65 years old at calendar time.)
- Make sure to apply K-ETA at least 1 month prior to your departure and at the official website: <https://www.k-eta.go.kr/portal/apply/index.do?locale=EN>
- K-ETA is valid for 3 years & can be used for multiple times. Maximum period of stay is 90 days. Fee is 10,000KRW (Around THB 246)
- Please refer to the K-ETA User Manual (Attachment 1)

12. Timor Leste (<https://overseas.mofa.go.kr/tl-en/index.do>)

A. Location/Contact Details of the Embassy

- Location: Avenida de Portugal, Campo Alor, Dom Aleixo, Dili, Timor-Leste
- Tel : (670) 332 1635
- Fax : (670) 332 1636
- E-Mail : koreadili@mofa.go.kr

B. Working Hours for Visa Section

- Visa application: 10:00AM-11:30AM (Monday – Friday)

- Visa Issuance: 1:30PM-3:30PM (Monday – Friday)
- C. Procession Time: 4 working days
- D. Visa Fee: \$40
- E. Visa Application: https://www.visa.go.kr/openPage.do?MENU_ID=10201
- F. Check Application Status: https://www.visa.go.kr/openPage.do?MENU_ID=10301
 - Click on the English version → Select the 'Check Application Status' menu → Choose 'passport number' from the drop-down menu → Enter the passport number, name (enter the family name first and given name last), and date of birth as it appears on the passport.

13. Vietnam (<https://overseas.mofa.go.kr/vn-vi/index.do>)

- A. Location/Contact Details of the Embassy
 - Location: SQ4 Diplomatic Complex, Nguyen Xuan Khoat st., Xuan Tao, Bac Tu Liem, Hanoi
 - Tel : +84-(0)24-3771-0404
 - Fax : +84-(0)24-3831-6834
 - E-Mail : embkrvn@mofa.go.kr
- B. Working Hours for Visa Section
 - Visa application: 09:00 ~ 12:00 / 14:00 ~ 16:00
 - Visa Issuance: 14:00 - 16:00
- C. Procession Time: 10 working days
- D. Visa Fee: \$20
- E. Check Application Status: https://www.visa.go.kr/openPage.do?MENU_ID=10301
 - Click on the English version → Select the 'Check Application Status' menu → Choose 'passport number' from the drop-down menu → Enter the passport number, name (enter the family name first and given name last), and date of birth as it appears on the passport.
- F. Documents Required for C-3 visa (up to 90 days)

https://overseas.mofa.go.kr/vn-vi/brd/m_2156/view.do?seq=681715&page=1

 - i. Vietnamese citizens with official / diplomatic passports are exempted from visa requirements for entry to Korea
 - ii. Vietnamese citizens with ordinary passports
 - Passport and photocopy, ID card photocopy (at least 6 months of validity

remaining from the visa application date)

- Visa Application Form and one photo (35mm x 45mm, white background)
- Proof of Employment
 - a. Government employees: A business trip-related official letter from the affiliated institution
 - b. Employees: Employment contract

14. Zambia (<https://overseas.mofa.go.kr/zw-ko/index.do>)

- A. The Embassy of Korea in Zambia is concurrently covered by the Embassy of Korea in Zimbabwe. When applying for a visa from a concurrent country, applications can be submitted via DHL or FedEx. For inquiries regarding visa fee payment methods and the use of registered mail, please contact the embassy directly.
- B. Location/Contact Details of the Embassy
 - Location: 1 Phillips Avenue, Belgravia, Harare, Zimbabwe (P.O.B) Embassy of the Republic of Korea P.O.Box 4970, Harare, Zimbabwe
 - Tel : +263-242-756 542~4 / +263-242-756 553
 - E-Mail : zim@mofa.go.kr / visa_inquiry@mofa.or.kr
- C. Working Hours for Visa Section: 09:00 ~ 12:00 / 14:00 ~ 16:00 (MON.-FRI.)
- D. Procession Time: 14 working days (Including delivery date)
- E. Visa Fee: \$40
- F. Check Application Status: https://www.visa.go.kr/openPage.do?MENU_ID=10301
 - Click on the English version → Select the 'Check Application Status' menu → Choose 'passport number' from the drop-down menu → Enter the passport number, name (enter the family name first and given name last), and date of birth as it appears on the passport.
- G. Documents Required for C-3 visa (up to 90 days)
(https://overseas.mofa.go.kr/zw-en/wpge/m_10314/contents.do)
 - Application form duly filled out and signed. The form can be obtained at the Embassy or downloaded online.
 - One passport sized colored picture
 - Original passport and a copy of the first page (not less than 6 months valid)