

FOR PARTICIPANTS ONLY
12 September, 2007

The 2nd Seoul Initiative (SI) Leadership Programme on Green Growth

INFORMATION NOTE FOR PARTICIPANTS

8 ~ 20 October, 2007, Incheon, Republic of Korea

National Institute of Environmental Human Resources Development (EHRD),
Ministry of Environment, Republic of Korea
Environmental Research Complex
Kyeongseo-dong, Seo-gu, Incheon, 404-708, Republic of Korea

URL: <http://www.ehrd.go.kr>

Tel: 82-32-560-7765/ Fax: 82-32-568-2047

E-mail: brainjs@me.go.kr (Mr. Jong-Seon Kwak)

Contents

- I. General Information**
- II. Accommodation & Meals**
- III. Lectures**
- IV. Country Report Submission & Presentation**
- V. Group Discussion & Presentation**
- VI. Facilities & Equipment**
- VII. Other Activities**

※ Acronym of the Institute was renamed NIERD as EHRD.

I. General Information

1. Participants should remember to bring your:

- Passport and flight ticket
- Visa
- Toiletries (shaving kit, toothbrush, toothpaste, etc.)
- International telephone card, laptop PC (if applicable)

2. Upon the opening on 9 October(Tue.), participants will be given:

- A name tag (please wear it during the entire program)
- A seat assignment in the lecture room
- A detailed schedule, list of participants, information on the use of facilities in EHRD, and details on group discussion method, etc.
- Textbook and country report presentation material
- A map of Seoul City, Korea Travel Guide, etc.

3. How will participants be escorted from the Incheon International Airport to the hotel on 8 October (Monday)?

- When you arrive at the airport, please come to the East Meeting Point located between arrival gates A and B in the welcoming hall (See picture below). Staff members of EHRD will meet you there holding a picket saying “Welcome to Seoul Initiative Leadership Program” and escort you to the hotel (Transportation from the airport to the hotel will be covered by EHRD).



- The distance from the Incheon International Airport to the hotel is about 50 km and usually takes 1 hour by bus.
- Our staff will also take you to the airport when you leave the Republic of Korea.

4. Immigration Requirements

- All visitors to the Republic of Korea must have a valid passport and visa.
- Visitors with roundtrip tickets from countries who have a special agreement with the Republic of Korea may be exempted from the visa requirement and can stay in the Republic of Korea visa-free up to thirty or ninety days, depending on the type of agreement made between the two countries.
- For your information, please contact the Korean consulate or embassy in your country or refer to the website < www.mofat.go.kr >.
- If you are from a country where a visa is necessary to enter the Republic of Korea, please proceed to get your visa issued.

5. Customs

- Formal dress will be necessary for Opening and Closing Ceremonies and the orientation session, etc.
- For lectures and field trips, semiformal dress is recommended as a show of respect to lecturers and others.

6. Weather

- The temperature of Seoul and Incheon is between 11 ~ 19 during the program.

7. Absence

- If you are unable to attend this program in case of illness or emergencies, you have to hand in the 'Report of Absence.' The Report Form will be provided by EHRD upon request.
- Those who do not attend the program more than 10% of full program hours are not qualified to receive the certificate of completion.

8. Regulations

- Please wear a nametag during the program sessions.
- Please follow our guide during the program

9. Working Language

- The programme will be conducted in English and all documents are made in English.

II. Accommodation and Meals

1. Hotel

- Venue : Ohmok-gyo Coop Residence, 43-14, Yangpyeong-dong 2-ga ,
Yeongdeungpo-gu, Seoul, 150-102, Republic of Korea
(Tel : 82-2-2164-0200, <http://rent.co-op.co.kr/>)
 - * Each room is equipped with a refrigerator, an air-conditioner, a ceramic stove, a hood for kitchen appliances and an internet system (including 15-inch flat screen monitor and TV as an integrated internet system).
 - * You may cook a simple meal in your room.
 - * EHRD will provide full board accommodation for participants and make necessary arrangements.

- Room Rate : 60,000 Korean Won (appx.65 USD) for a single room (including breakfast). To ensure the availability of a hotel room, the booking request must be submitted to EHRD before 1st October, 2007 (for resource persons)

2. Meal

- The hotel will provide breakfast (07:00~09:00).
- EHRD will provide lunch (12:00~13:00).
- The dinner will be provided in the dining room of the hotel (18:30~).
 - * EHRD will pay the boarding fees.
- Meal allowance will be provided on the weekend when there is no official schedule (except: lunch on Saturday).

3. Daily Subsistence Allowance for Participants

- KMOE (Ministry of Environment, Republic of Korea) will provide 20,000 Korean Won per day for the participants
- UNESCAP will provide USD 250 for the participants to cover all miscellaneous cost.

III. Lectures

1. Lectures will be given from 9:20 to 17:30 at EHRD, Incheon.
2. A designated bus will leave the hotel at 8:10 a.m. to take you to EHRD. When the schedule of the day finishes, please take the bus at 17:30 to go back to the hotel. You will arrive at the hotel at about 18:30.
3. The distance from the hotel to EHRD is about 30 km and takes 40 minutes by bus.

4. Lectures will be given, for the most part, in the conference room (213) on the 2nd floor of the EHRD Building.
5. Smoking is not allowed inside the building. Eating and drinking are also prohibited during the lectures. Tea and coffee are available at the lounge next to the classroom.
6. Semiformal dress is recommended for participants as a show of respect to lecturers and others.

IV. Country Report Submission and Presentation

1. Preparing Country Report

- All participants are required to prepare a country report on the topic of your interest among the following. Please include the current status of your country in the report.

- Topics ;
 - Economic Development and Environmental Protection (incorporating environmental concerns into development policies, etc.);
 - Economic Instruments for Environmental Protection (financial incentives, environmental charges, deposit-refund system, tradable permits, etc);
 - Sustainable Infrastructure (in the field of water, waste, transport and energy, challenges and future directions);
 - Role of Stakeholders in pursuing Green Growth (partnerships between the public and private sectors, public participation, and NGO activities, etc).

2. Form of Country Report

Please prepare your report in MS-word or Powerpoint.

- A. If you use MS word : Less than 10 pages. (Refer to [ANNEX 1- country report sample](#)). Please submit it by 2th October. The submitted file should be converted into a PowerPoint file no later than 10th October.
- B. If you use PowerPoint: Please prepare it considering presentation time (10-15 min.) and submit it by 2nd October.

3. Report Submission

- Please send your report to brainjs@me.go.kr by 2nd October.
- EHRD will collect the reports and make books of country reports to distribute them to participants on 9th October.

4. Report Presentation

- No interpreter is provided for the whole session.
- A presenter of a country is required to prepare the presentation file (PowerPoint).
Two participants from a country have to select a presenter from themselves.
- The presentation time is 15 min. including 5-min. Q&A session.
- The presentation will be made by each group before group discussions.

V. Group Discussion and Presentation

1. Grouping and Proceeding

- Participants will be divided into 4 groups according to their interests and presentation:
 - Group A: Economic Development and Environmental Protection
 - Group B: Economic Instruments for Environmental Protection (financial incentives, environmental charges, deposit-refund system and tradable permits, etc).
 - Group C: Sustainable Infrastructure (in the field of water, waste, transport and energy, challenges and future directions)
 - Group D: Role of Stakeholder in pursuing Green Growth (partnership between the public and private sectors, public participation and NGO activities, etc)
- Please check your interested theme on [the ANNEX 2 form](#) and send it to EHRD as soon as possible, no later than 21 September 2007.

2. Time Schedule

Please refer to [ANNEX 3-Daily Schedule](#).

3. Please deal with the following contents in your discussion.

- Most pending issues and common problems under the assigned theme
- Similarity or difference of countermeasures to tackle the problems
- Present and future cooperation to tackle the issues and problems

4. Proceeding

- Discussion will be held in a discussion room on the 2nd floor of EHRD.
- Each group will have 3 discussion sessions. During the discussion session, each group has to select a representative to make the presentation.
- Group members will prepare a brief presentation (PowerPoint) during the discussion session.
- The presenter will make a presentation on the results of the discussion on 17th October in the lecture room. Each group will have about 30 minutes for the presentation, Q&A and discussion, etc.

VI. Facilities, Equipments, and Others

1. Use of Computer

- There is an internet café available for the participants in the EHRD building. You can also use the PC room equipped with 35 computers and a printer on the 3rd floor in the building when there is not domestic training.
- In the hotel, you can use your own laptop PC, and a rental PC is also available. (A Rental PC costs you 10,000 Korean won/day.)

2. Electricity

- Electricity mode in the Republic of Korea is 220V. Please bring your own transformer if you need to use 110V appliances.

3. Dispensary and First Aid Kits

- There is a dispensary on the second floor of the training building. You can have simple medical help and first aid medicine during working hours.

4. Convenience Store and Vending Machines

- On the 3rd floor of the training building, there is a convenience store selling snacks, drinks and stationary, etc. It opens 09:00~18:00. There are some vending machines for coffee and beverages in the program building.

5. Telephone/Mobile Phone

- International telephone cards are available for sale at most convenience stores and airports. Mobile phone can be rented at the airport. To apply for a mobile phone rental service, you will need an identification card and a credit card.

6. Money Exchange

- There is a branch of Nonghyup Bank in the basement of the EHRD main building. However, it handles only Korean won, US dollar, Euro, and Japanese yen. Thus, we recommend that you exchange money at the airport. If someone urgently needs money exchange during the program, our staff will guide him/her to the Foreign Exchange Bank downtown.

7. Insurance

- All participants are covered by traveler insurance at the expense of EHRD. Insurance covers injuries, diseases of participants from arrival in the Republic of Korea to departure from the Republic of Korea during the period of this program.

VII. Other Activities

1. Opening Ceremony

- All participants, the president and staff members of EHRD and relevant personnel are invited to the Opening Ceremony on 9th October, 11:30~13:30.
- Because it is an official ceremony, formal dress is recommended.

2. Farewell Reception

- All participants, the president and staff members of EHRD and relevant workers are invited to farewell party on 19th October, 18:00~20:00

3. Experience of Korean Culture

- During the program, participants will visit a Korean Folk Village in Yongin.
- You may go sightseeing individually in Seoul every evening and on Sunday.

For further information or assistance, please contact following staff

Mr. Jung Kyun Na Expert on Environment Policy UNESCAP Bangkok, Thailand Tel: (66 2) 288-1525, Fax: (66 2) 288-1025 Mobile phone (in Korea): 016-240-1347 E-mail: naj@un.org, jkna22@hotmail.com	Ms. Jong Seon Kwak Program Officer EHRD Republic of Korea Tel: (82) 32-560-7765, Fax: (82) 32-568-2047 Mobile phone: 010-7553-4810 Email: brainjs@me.go.kr
--	---