

**INFORMATION NOTE FOR ESCAP-FUNDED OVERSEAS
PARTICIPANTS**

I. Regional workshop on Integrating Policy and Data to Leave no One Behind -related Information

Venue and opening session

1. Regional workshop on Integrating Policy and Data to Leave no One Behind is co-organized by United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), and the Republic of Korea National Statistics Office (KOSTAT) of the Government of the Republic of Korea. The workshop will be conducted during 6-9 February 2023 at the Statistics Training Institute (STI) of KOSTAT.

Statistics Training Institute (STI) Statistics Korea
713, Hanbatdaero
(282-1, Wolpyung-dong), Seo-gu
Daejeon (35220) Republic of Korea
1 classroom on the 3rd floor of the main building

Phone: (82-42) 481-2124
Fax: (82-42) 481-2465

Registration

2. All participants are requested to register at the lobby of the annex building during 8:30 – 09:00 hours on the first day of the workshop, 6 February 2023.
3. Name badges will be issued upon registration, and they are to be worn during the event. The workshop will be conducted at the 1st classroom on the 3rd floor of the main building

Working languages of the workshop

4. The workshop will be conducted in English and all documentation will be in English. One session will be conducted in Korean with interpretation service.

ESCAP contacts

5. For any information regarding this Regional Workshop, participants may contact ESCAP staff as follows:

Ms. Lepakorn Phisainontarith
Team Assistant
United Nations Economic and
Social Commission for Asia and
the Pacific (ESCAP)
Mobile: +66 81 828 8243
Phone: +66 2 288 1646
E-mail: lepakorn.phisainontarith@un.org

II. Travel and Accommodation Arrangements

Travel arrangements

6. ESCAP will make arrangements to issue the most economical air tickets for participants to travel from the country of their residence to Incheon International Airport and return. The arrangements will be made to arrive at Incheon International Airport on Sunday, 5 February 2023 and depart for their respective countries on Friday, 10 February 2023. Participants are requested to refrain from changing their travel date without prior consent from ESCAP.

Accommodation and meals

Accommodation for 5 nights (from 5 to 10 February 2023) and cash for meals during the regional workshop (from 5 to 10 February 2023) will be provided by ESCAP in accordance with the United Nations Travel rules and regulations. Participants will be staying at the Toyoko Inn Daejeon Government Complex Hotel, which is located 500 m. from the workshop venue (Statistical Training Institute).

Daily Subsistence Allowance (DSA)

7. ESCAP-funded participants will be paid DSA at reduced rate (50% of standard DSA rate) in accordance with UN regulations. Participants will also be provided additional terminal fee. **Participants are required to submit their bus tickets (from Incheon Airport to Daejeon and the return trip) to ESCAP staff member for reimbursement.**
8. DSA will be paid to the ESCAP-funded participants at the Regional Workshop venue. If for any reason a participant is unable to attend the full duration of the Regional Workshop, the appropriate portion of the allowance must be returned to ESCAP. **Participants are requested to carry sufficient fund with them to cover expenses for transit/stopover and stay in Daejeon until they receive their DSA.**
9. For ESCAP-funded participants, no other allowances will be provided except when stopovers/early arrival/extended stay in Daejeon are unavoidable due to the unavailability/cancellation of flights. In such case, claims for DSA and other reimbursements for actual stopovers, etc. must be made with proof including boarding passes, e-tickets and hotel receipts after the travel has been completed. The various receipts and documents must be sent by email addressed to Ms. Lepakorn Phisainontarith, Team Assistant (lepakorn.phisainontarith@un.org).
10. **Participants are requested to bring their passports with them to the venue on the first day of the workshop (6 February 2023) for verifying their identities. Participants are also requested to submit their e-tickets and inbound boarding passes. The return boarding passes must be sent to ESCAP after the participant returns back to his/her country.** Please send the return boarding passes to Ms. Lepakorn

Phisainontarith, Team Assistant (lepakorn.phisainontarith@un.org).

11. ESCAP and KOSTAT will not assume responsibility for any expenditure, such as:

- (i) Salary and related allowances for participants during the period of the Regional Workshop.
- (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the workshop.
- (iii) Compensation in the event of death or disability of participants in connection with their attending the workshop.
- (iv) Any loss or damage to personal property of participants while attending the course or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
- (v) Any other expenses.

Visa requirements

12. Participants must check with the relevant diplomatic or consular mission of the Government of the Republic of Korea on visa requirements and, where required, obtain appropriate entry visas. Participants who need to stopover in other countries should also obtain appropriate transit visas. Participants should note that their passports must be valid for **at least 6 months** from the date of entry into the Republic of Korea.

13. It is the responsibility of each participant to obtain a visa. Participants are requested to check with the Embassy/Consulate of Republic of Korea accredited to the country of residence IN PERSON on visa requirements and where required, promptly obtain an appropriate entry visa which allows to enter Republic of Korea and participate in the workshop. Information on entry visa requirements can be found on the website of the Embassy/Consulate of Republic of Korea accredited to the country of residence as well as of the website of the Ministry of Foreign Affairs of Republic of Korea
https://www.hikorea.go.kr/pt/InfoDetailR_en.pt?catSeq=&categoryId=2&parentId=382&showMenuId=374
Participants who need to stopover in other countries should also obtain appropriate transit visas.

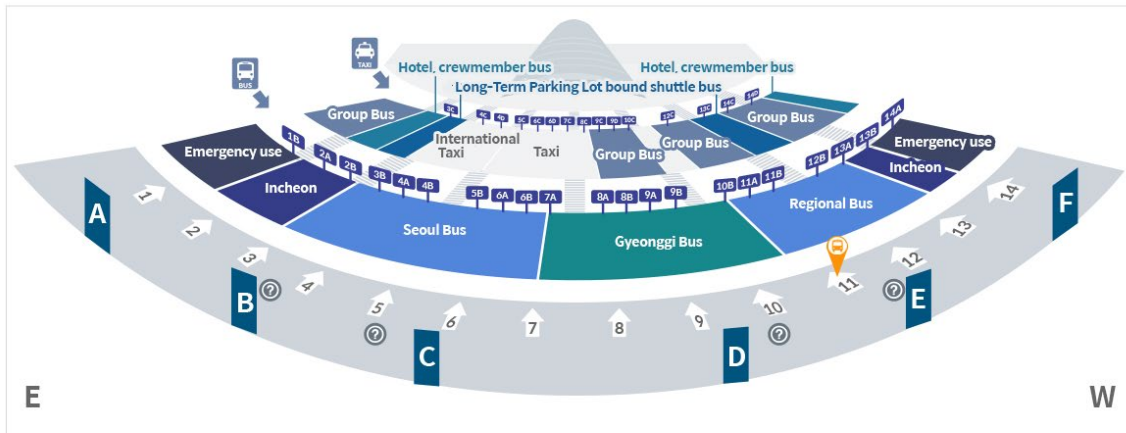
Local transport

14. Daejeon City, where STI is located, is 215 km away south of the Incheon International Airport. Participants should use the public airport bus. The bus ride between Incheon International Airport and Daejeon takes approximately 3 hours. The airport bus to Daejeon is located outside Entrance No. 11 in Terminal 1, and Traffic center basement No.5 in Terminal 2. The bus ticket box of Terminal 1 is next to Exit 4 and 9 in Arrival Hall Floor 1(indoor) or next to exit 4,6,7,8,11,13 and 9c. For the bus ticket box of Terminal 2 (please refer to https://www.airport.kr/ap_lp/en/tpt/pblcpt/busstoinft2/busstoinft2.do). The bus fare is 26,300 Korean won

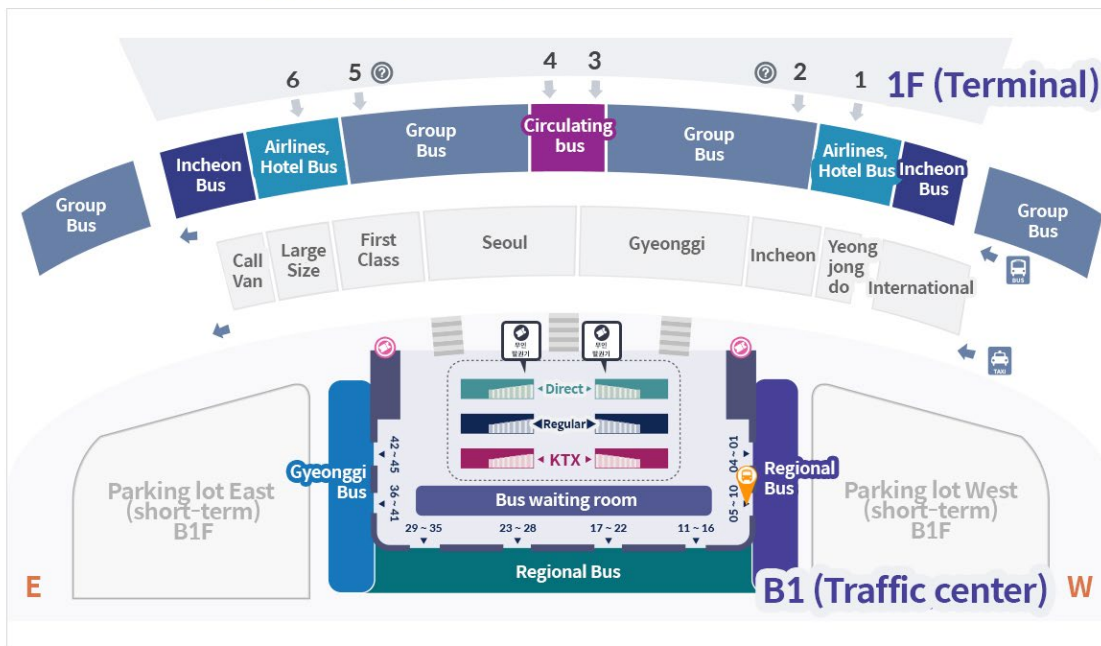
Daejeon

Final destination	First bus	T1 06:20 / T2 06:00	Last bus	T1 22:20 / T2 22:00
Fare	₩26,300			
Bus Company(Contact)	Kumnam express(+82-42-584-7766) Hanyang express(+82-41-334-3223) Chungbu express(+82-42-583-8195) Kongdong bus			

Terminal 1 Bus stop location(1Floor No. 11)



Terminal 2 Bus stop location(Traffic center Basement 1 No. 5)



15. The bus from Incheon International Airport to Daejeon runs every 20 or 40 minutes. The time is different depending on the terminal, so please refer to the timeline of departing buses below.

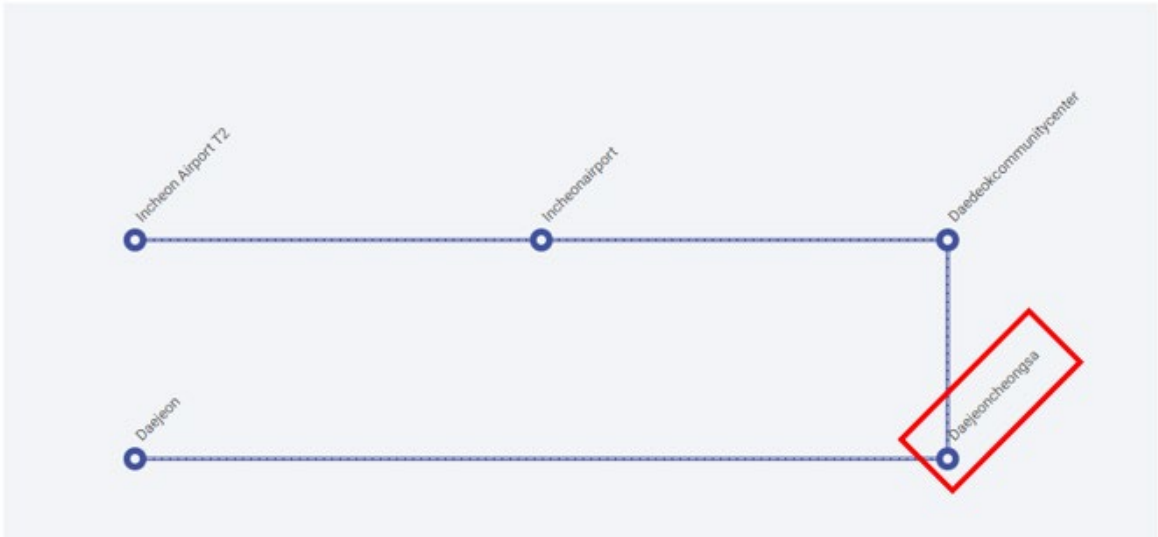
Route Schedule

Bus Schedule(T1/Weekday)	06:20	06:50	07:20	07:50	08:30	08:50
	09:30	09:50	10:10	10:30	11:00	11:20
	11:40	12:20	13:00	14:00	14:40	15:40
	16:00	16:30	17:00	17:30	18:00	18:30
	19:00	19:30	20:00	20:30	21:00	21:20
	21:50	22:20				
Bus Schedule(T1/Weekend)	06:20	06:50	07:20	07:50	08:30	08:50
	09:30	09:50	10:10	10:30	11:00	11:20
	11:40	12:20	13:00	14:00	14:40	15:40
	16:00	16:30	17:00	17:30	18:00	18:30
	19:00	19:30	20:00	20:30	21:00	21:20
	21:50	22:20				

Bus Schedule(T2/Weekday)	06:00	06:30	07:00	07:30	08:10	08:30
	09:10	09:30	09:50	10:10	10:40	11:00
	11:20	12:00	12:40	13:40	14:20	15:20
	15:40	16:10	16:40	17:10	17:40	18:10
	18:40	19:10	19:40	20:10	20:40	21:00
	21:30	22:00				
Bus Schedule(T2/Weekend)	06:00	06:30	07:00	07:30	08:10	08:30
	09:10	09:30	09:50	10:10	10:40	11:00
	11:20	12:00	12:40	13:40	14:20	15:20
	15:40	16:10	16:40	17:10	17:40	18:10
	18:40	19:10	19:40	20:10	20:40	21:00
	21:30	22:00				

16. Participants are advised to get off at Government Complex bus stop (Korean pronunciation: **Jeongbu Daejeon Cheongsa**, “정부대전청사” in Korean). Most passengers get off at this stop.

Route information



From Jeongbu Daejeon Cheongsa bus stop (“정부대전청사” in Korean) in Daejeon, participants can come to the hotel, Toyoko INN Daejeon Government Complex and STI located in the Statistical Center (Tong-Gye Center, “통계센터” in Korean) on foot. It takes about 10 minutes from Daejeon Chongsa bus stop to STI. 토코요인 대전정부청사앞

* Address: Toyoko INN Daejeon Government Complex, 13, Dunsanjung-ro 134beon-gil, Seo-gu, Daejeon 35209 South Korea TEL +82-(0)42-545-1045

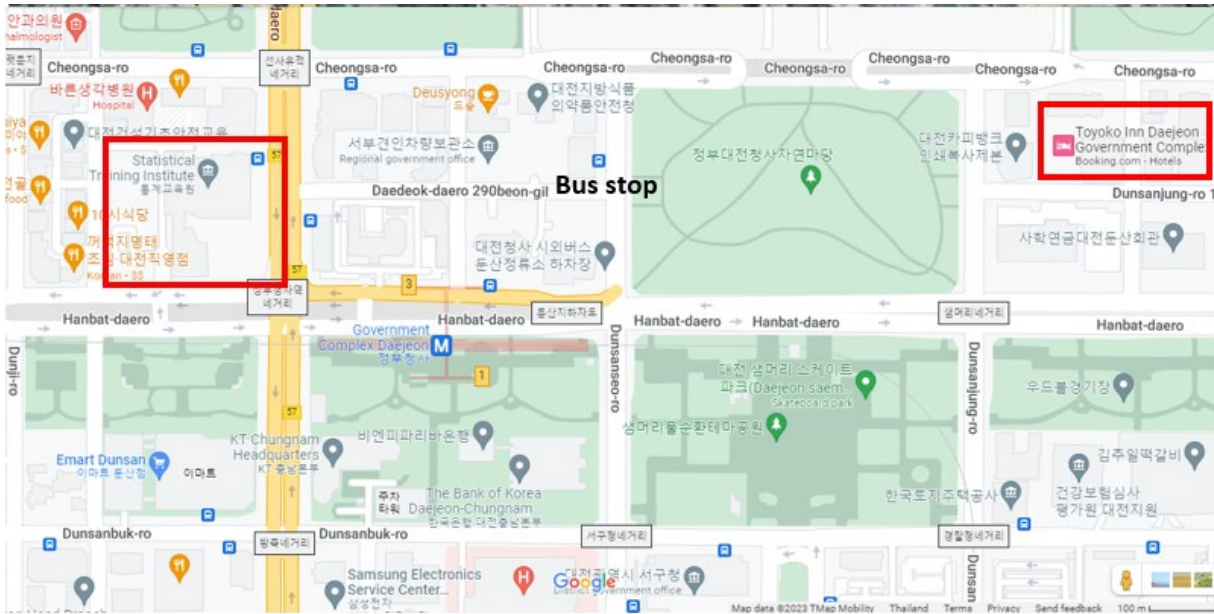
토 35209 대전광역시 서구 둔산중로 134번길 13 (둔산동) TEL 042-545-1045 토코요인 대전정부청사앞



Link to hotel direction: https://www.toyoko-inn.com/search/detail/00234/access?lcl_id=en

* Address: Statistical Training Institute (Korean pronunciation: Tong-Gye Center, “통계센터” in Korean), 713, Hanbatdaero (282-1, Wolpyung-dong), Seo-gu, Daejeon

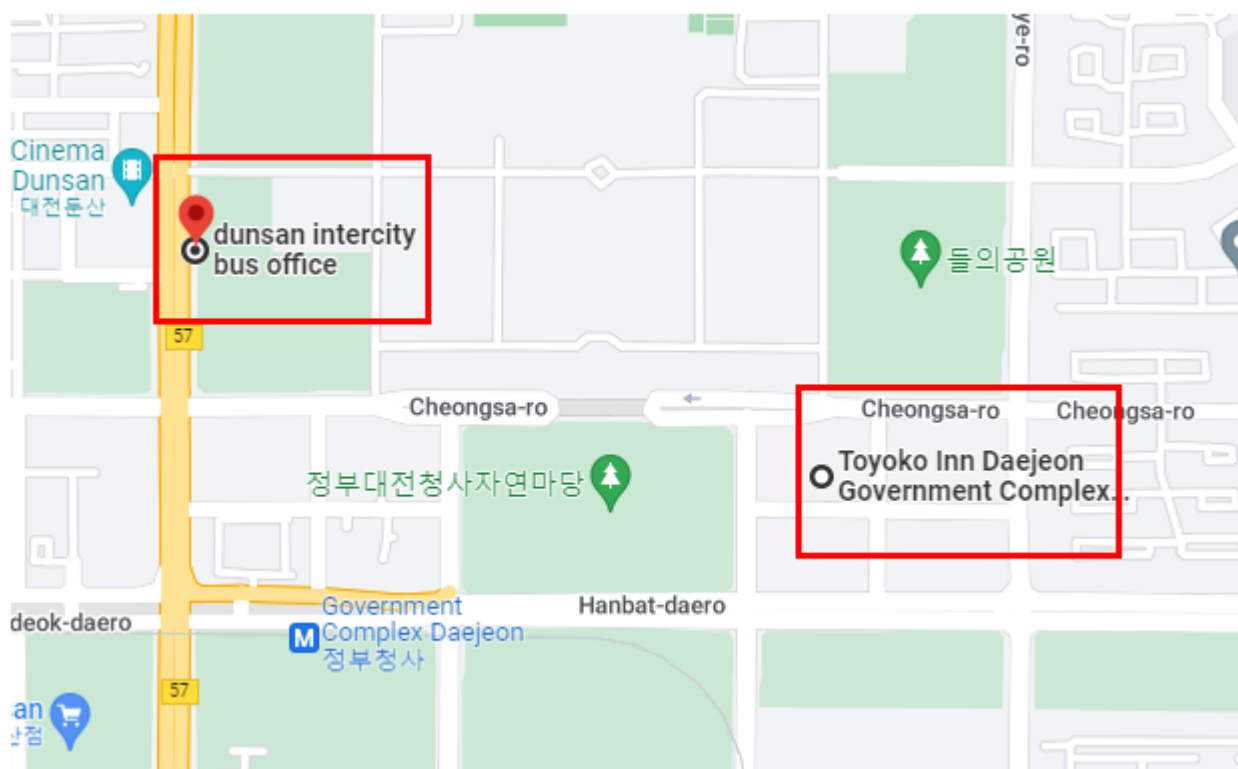




<Statistical Training Institute>



17. The early bus from Daejeon to Incheon International Airport is Intercity Bus that operate from 03:20~19:10. The bus fare is around 26,300 ~41,000 Korean won depend on the time and company operated. <http://intercitybuse.tmoney.co.kr/main.do>



Restrictions

18. To ascertain participants would devote full attention on the training, the Institute does not permit participants to bring family member(s) with them to Daejeon, Republic of Korea.

III. Other Arrangements/Information

19. Foreign Exchange -- The Incheon International Airport provides foreign currency exchange service. Participants carrying foreign currencies worth more than US\$10,000 with them are required to declare the amount of traveler's checks or currency on arrival at the Airport. In Daejeon, "Nong Hyup bank" is located nearby the Statistical Center.

20. Weather and Clothing -- The weather in Daejeon in February will be cold. Participants are advised to check the Internet on the weather forecast of Korea 2-3 days before departure.

21. Electricity voltage -- The voltage for all electric appliances used in the Republic of Korea is 220 Volts. It would be advisable to bring an adapter plug which fits into a round wall socket with two holes.

22. Participants will not be able to use IDD (International Direct Dialing) in the STI building. It would be advisable to purchase an international phone card or a SIM card at the airport, if necessary. There are no stores that sell a phone card within proximity.

23. Meals will not be provided to the participants but can be purchased at the cafeteria located in the STI building or nearby restaurants. Participants with dietary restrictions (vegetarian, vegan, Halal, or other diets) are strongly encouraged to arrange their own meals.

24. Travel safe during COVID-19 - Participants must wear masks in indoor places and on public transportation. There is a social distancing requirement of 2 meters. Participants must observe Korean COVID-19 safety rules

25. Further supplementary information will be provided on the first day of the Regional Workshop.

