

## Logistics Note

### 33rd Meeting of the Board

17 – 20 July 2022

#### VENUE

The thirty-third meeting of the Board (B.33) will be hosted at Grand Hyatt Incheon, 208 Yeongjonghaeannam-ro, 321 Beon-gil, Jung-gu Incheon 22382, South Korea

Please note the location of [Grand Hyatt Incheon](#) on Google Maps.

#### SEQUENCE OF MEETINGS

Saturday 16 July	Constituency meetings Meetings of committees and panels
Sunday 17 July – Wednesday 20 July	Thirty-third meeting of the Board*

\* Sunday 17 July to be used for informal consultations on strategic planning matters.

#### MODALITY

B.33 will be held as an in-person meeting. In accordance with the Information Disclosure Policy, B.33 will be webcast. The possibility of allowing for a virtual attendance for some participants in response to constraints, similar to the arrangements made at B.32, will be arranged by the Secretariat under the supervision of the Co-Chairs according to paragraph 35 of the Rules of Procedure.

#### REGISTRATION

Participants will be able to register through the Online Registration System (ORS) from 17 June to 4 July 2022. For Board members, alternate Board members and advisers, the ORS is available on the Board portal. Other participants will receive an email with details of how to log into the system separately. **Only registered participants can attend B.33.**

#### VISA

##### K-ETA or Visa

Participants from eligible, visa exempt countries can opt to obtain a short-term Korea Electronic Travel Authorization (K-ETA) instead of a multiple entry/exit visa, for attendance at B.33. This is at the choice of the participant, though it is recommended by the Ministry of Foreign Affairs (MOFA) of the Republic of Korea (ROK) that all participants obtain a multiple entry/exit visa.

Participants **from visa exempt countries who choose to apply for a K-ETA** should apply using the K-ETA system before departure on the website: <https://www.k-eta.go.kr/portal/apply/index.do>. Participants who choose to obtain a K-ETA are advised to do so as soon as possible. A list of

countries that are visa exempt and eligible for the K-ETA system can be found here: [K-ETA Guide > K-ETA Application Eligibility Guide > K-ETA](#)

Participants **requiring a visa** (ie those not from visa exempt countries) or who **choose to obtain a visa**, the Secretariat will be sending a note verbale to the Ministry of Foreign Affairs (MOFA) of the Republic of Korea to ensure the relevant visas can be processed for Board members, alternate Board members, advisers, and active observers. Please ensure you have provided your personal details, including passport number, to the Secretariat as requested by email.

For any queries, please contact [secretarytotheboard@gcfund.org](mailto:secretarytotheboard@gcfund.org).

### **Visa Application Process**

Participants requiring visas should undertake the following steps as soon as possible to ensure they are able to receive their visa for the Republic of Korea in time for travel:

- 1) Visa applications should be sent to embassies or consular offices for the Republic of Korea in their respective country of residence at least **two weeks prior to departure**.
- 2) Visa applicants are required to submit their passport, completed application forms, a recent passport-size colour photograph, and other relevant documents, as may be determined by the Embassy/Consular Offices.

### **Other Participants**

Participants other than Board members, alternate Board members, advisers, and active observers are invited to consult with the [Korea visa portal](#) for further details.

### **Transit Visas**

Please note that arranging any required transit visas is a responsibility of the participant. Letters of invitation issued by the Secretariat may be used in support of visa applications, including for transit visas. For assistance with invitation letters, please contact [secretarytotheboard@gcfund.org](mailto:secretarytotheboard@gcfund.org).

## **FLIGHTS**

Developing country Board members and funded advisers can apply for flights through the Concur system available on the Board portal once they have been registered through the Online Registration System. Other participants are responsible for booking their own flights.

Participants who are unwell or symptomatic of COVID are requested to avoid traveling.

## **ACCOMMODATION**

Developing country Board members and funded advisers will be accommodated at Grand Hyatt Incheon with the booking made and costs covered by the GCF directly, should the flights in Concur be processed by 4 July. Further details will be communicated to the participants concerned.

Self-supporting participants are responsible for their own hotel bookings and should contact the hotel of their choice directly. A list of recommended hotels is provided below.

The Secretariat kindly requests participants to avoid sharing accommodation in order to minimize the risk of COVID transmission.

<a href="#">Grand Hyatt Incheon*</a>	(venue of B.33)
<a href="#">Paradise City</a>	(walking distance from the venue)
<a href="#">Nest</a>	(a short ride on <a href="#">Maglev shuttle train</a> )
<a href="#">Best Western</a>	(walking distance from the venue)

\*The Grand Hyatt can be booked at the special price of 190,000 KRW per night including breakfast using the following link: <https://www.hyatt.com/en-US/group-booking/INCHE/G-GCFW>

## ARRIVAL INTO THE REPUBLIC OF KOREA

### Vaccination Status

Full vaccination is no longer a requirement of quarantine-free entry into the Republic of Korea (ROK), however COVID testing before departure and after arrival remains a requirement.

### COVID Entry Requirements

At the time of writing (early June 2022), the testing requirements for entry to ROK include:

- **Pre-Departure COVID Test:** either a negative PCR test 48 hours before the date of departure, *OR* a negative administered rapid antigen test 24 hours before the date of departure. All participants will be required to arrange their own pre-departure tests, and provide a negative test result to clear them for outbound travel from their home country. COVID testing requirements of any transit point in the flight itinerary to South Korea should also be taken into account. The Secretariat strongly recommends choosing to obtain a PCR test pre-departure.

#### AND

- **PCR Test on Arrival:** a follow-up PCR test within 72 hours of arrival in ROK. The most expedient way of obtaining a PCR test is to be tested immediately on arrival at Incheon Airport at the testing facilities available at both terminals. Please [refer to this website for details](#) of testing, location of the facilities, and to make a reservation corresponding with your scheduled time of arrival (it is also possible as a walk-in, without a reservation). The cost for this test is KRW80,000 (equivalent of \$64USD). The Secretariat will provide assistance to cover this cost for sponsored participants only. Please note that this facility is only available **between the hours of 7am and 9pm**. If your arrival time falls outside this window, please book your PCR test as early as possible on the following day at the testing facility located at Incheon Airport Terminal 1, in a walking distance from Grand Hyatt Incheon hotel.

### Q-Code system

ROK has introduced the '[Q-Code](#)' system to streamline assessment processes on arrival to Korea. The system will record your information, including passport, flights, PCR/antigen test result, and vaccination details, and generate a QR code to show at the airport on arrival. While not a mandatory requirement of entry, it is recommended to submit your details and documentation in advance of travel through the Q-Code system, as it will make your trip through the airport on arrival much faster. If you have any questions on the Q-Code system please contact the Secretariat.

### Confirmation of PCR Test on Arrival

All B.33 participants will be requested to verify their negative PCR test on arrival by emailing their result to [generalservices@gcfund.org](mailto:generalservices@gcfund.org), which should be done prior to receiving the participant's badge and engaging in any formal or informal meetings on site at the B.33 venue. For the avoidance of doubt, in order to minimize the risk of COVID transmission among participants, the Secretariat will require participants to have obtained a PCR test on arrival, been advised of their result, and shared that test result with Secretariat personnel prior to participating in any formal or informal meetings at B.33.

### **Positive PCR Test on Arrival**

Any B.33 participant whose PCR test on arrival is positive will be required to quarantine for 7 days in a government quarantine facility. Details on positive COVID cases are included in the next section.

### **Required Documentation**

It is recommended that all participants bring physical copies of documentation with them, including:

- Pre-departure PCR test result or administered rapid antigen test result (in English)
- COVID-19 vaccination certificate (in English)
- Q-Code System QR-Code

### **COVID Recovery Certificates**

Please note that ROK government **does not** recognize overseas COVID recovery certificates. If you contract COVID in the days prior to departing for ROK, you will still be required to provide a negative PCR or administered rapid antigen test result in order to travel, even if you have recovered from COVID and have a valid recovery certificate. Please also note that, at the time of writing (early June 2022), if you test positive after arrival in ROK you will be required to quarantine for 7 days in a government facility.

### **Ground transport on arrival**

Participants will arrive in the Republic of Korea by air at Incheon International Airport (airport code ICN). Grand Hyatt Incheon is in a walking distance from Terminal 1. For participants staying at Grand Hyatt Incheon, a [hotel shuttle](#) is available from Terminal 1 and Terminal 2. Participants staying at other hotels are advised to check with their respective hotel.

## **COVID-19 MEASURES**

Health and safety is a priority at this event, and strict COVID-19 protocols will be maintained as per the requirements of the Korea Disease Control and Prevention Agency (KDCA). The preventative measures that will apply to all participants include:

- **Wearing a face mask.** Participants will be required to wear a mask at all times except when speaking in a meeting, eating, or drinking. In meetings participants will be able to remove their mask to speak, but will be required to put it back on when they have finished talking. You will be provided with masks as part of your registration pack on arrival at the Board Meeting. The Republic of Korea (ROK) has relaxed the requirement to wear masks outdoors where you can maintain physical distance from those around you. Masks are a mandatory requirement indoors.
- **Maintaining physical distance.** Participants will be requested to maintain 1.5 meters of distance between themselves. Every effort is being made to provide adequate physical space for the Board Meeting to support distancing between participants. It is important that all

attendees avoid shaking hands, kissing or hugging, and comply with guidance around maintaining physical distance at all B.33 events and meetings.

- **Good personal hygiene.** All participants will be provided with access to hand sanitizer, and all Board meeting facilities and meeting rooms will be regularly sanitized. Typical advice on minimizing physical contact between participants and high-touch physical surfaces will apply to all participants.
- **PCR test on arrival.** This has been addressed in the section above. All participants will be required to obtain a PCR test on arrival, and must share their negative test result with Secretariat personnel **prior to** participating in any B.33 events or meetings. Please make sure that you adapt your travel plans to allow time to obtain a test result.
- **Daily rapid antigen testing.** At the registration participants will receive rapid antigen tests sufficient for daily use during B.33. All B.33 participants will be required to monitor themselves for symptoms and take a self-administered rapid antigen test on a daily basis, which should be completed each morning before attending events or meetings with other B.33 participants. The details and link will be provided prior to B.33 to all registered participants.

#### **Symptomatic or positive COVID Cases**

If at any point a B.33 participant tests positive for COVID or experiences COVID symptoms, even if only mild, they will be advised to stay in their accommodation and contact Secretariat support personnel. Contact details will be provided close to the time of B.33. If a B.33 participant tests positive on a rapid antigen test, a confirmation PCR test will be required, and will be co-ordinated by the Secretariat.

#### **Quarantine for positive COVID cases**

At the time of writing (early June 2022) if a B.33 participant tests positive for COVID they will be required to isolate in a government facility for a period of **7 days**. As noted above, this **may** be at the participants own cost, depending on the bilateral agreements between the participants country and the Republic of Korea (ROK). Indicatively, the cost of government quarantine is 100,000 KRW (approx. \$78 USD) per day. Any participant who is quarantined will be automatically released from quarantine on midnight of Day 7.

#### **Departure testing requirements**

It is recommended that all B.33 participants use the testing facilities at Incheon Airport to obtain any required COVID tests for departure from South Korea. Please [refer to this website for details](#) of testing and to make a booking. Testing facilities located at the Terminal 1 are in a walking distance from Grand Hyatt Incheon hotel.

## **GENERAL INFORMATION**

***GCF is moving to eliminate the use of disposable, plastic water bottles at Board meetings. We would like to encourage all participants to bring their own reusable bottles.***

#### **Time zone**

Korean Standard Time is 9 hours ahead of Coordinated Universal Time (UTC+9).

#### **Weather**

South Korea has a continental climate with four distinct seasons. Temperatures in July vary between 25°C to 30°C, high level of humidity and occasional rains are to be expected. The levels of air pollution may be expected to be above average.

### **Dress Code**

Dress code for the event is smart casual.

### **Currency**

The Korean unit of currency is the Korean Won (KRW).

### **Electricity**

The standard voltage in Korea is 220 volts. The outlet is the same type used in continental Europe and many other countries.

This is the most common plug type used:



### **Emergency telephone numbers**

Ambulance	119
Fire	119
Police	112

### **Getting Around**

Taxis are safe, convenient and can be hired at a taxi rank, hailed on the street or called using Kakao Taxi app (with payment possible within the app). There are two types of taxis: the regular grey, white or orange taxis, and the deluxe black taxis. Black taxis are generally more comfortable, though they are more expensive. Metered fares are strictly applied in cities. However, there have been isolated reports of taxi drivers tampering with the meter when conveying foreign passengers. Travellers are advised to have the destination name written in Korean for convenience.

### **Visiting South Korea**

For information regarding tourist attractions, please visit <https://english.visitkorea.or.kr>.

### **Contacts**

With any queries for information not covered in this document, please contact [GCF-events@gcfund.org](mailto:GCF-events@gcfund.org) and [secretarytotheboard@gcfund.org](mailto:secretarytotheboard@gcfund.org).