

Logistics Note

34th Meeting of the Board

17 – 20 October 2022

VENUE

The thirty-fourth meeting of the Board (B.34) will be hosted at the 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 15 October	Constituency meetings
Sunday 16 October	Constituency meetings Meetings of committees and panels
Monday 17 October – Thursday 20 October	Thirty-fourth meeting of the Board

MODALITY

B.34 will be held as an in-person meeting. In accordance with the Information Disclosure Policy, B.34 will be webcast. The possibility of allowing for virtual attendance for some participants in response to COVID-19 constraints, similar to the arrangements made at B.33, will be arranged by the Secretariat under the supervision of the Co-Chairs in accordance with paragraph 35 of the Rules of Procedure.

REGISTRATION

Participants will be able to register through the Online Registration System (ORS) from 13 September to 7 October 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.34.**

VISA

K-ETA

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.34. This is at the choice of the participant. **Please note:** If you have already applied for and been granted a K-ETA for B.33, that K-ETA is valid for two years and you do not need to apply for a K-ETA again.

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, and **no later than 4 days before travel**. 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](#)

Visa

The Secretariat will provide administrative assistance to participants **requiring a visa** (i.e. those not from visa-exempt countries) or who **choose to obtain a visa**. The table below provides a summary of the visa type, document requirements, and processing time for each category of participant:

	BM/AMB/Advisors	Other Participants	K-ETA (Visa-exempt countries only)
Visa type	A-type visa	C-type visa	Short-term visa
Required documents	<ul style="list-style-type: none"> - A copy of GCF Note Verbale to MOFA - Passport - Application form - Photo (taken within 6 months) - Business registration certificate of GCF 	<ul style="list-style-type: none"> - Invitation letter - Passport - Application form - Photo (taken within 6 months) - Business registration certificate of GCF - Additional documents can be requested 	<ul style="list-style-type: none"> - Passport - Photo - Online application form
Processing time	5 – 10 business days	10 business days	2-4 days
How to apply	Embassy or general consulate office	Embassy or general consulate office	Online
Visa fee	Free of charge	Varies based on applying country	KRW 10,000

For any queries, please contact 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 and advisers are invited to consult the [Korea visa portal](#) for further details.

Transit visas

Please note that arranging any required transit visas is the 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.

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 experiencing COVID-19 symptoms are requested to avoid traveling.

ACCOMMODATION

Developing country Board members and funded advisers will be accommodated at the Grand Hyatt Incheon with the booking made and costs covered by GCF directly, should the flights in Concur be processed by 7 October. 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-19 transmission.

Grand Hyatt Incheon*	(venue of B.33)
Paradise City	(walking distance from the venue)
Nest	(a short ride on Maglev shuttle train)
Best Western	(walking distance from the venue)

**The Grand Hyatt can be booked at the special price of 190,000 KRW per night. The link to book at this price is here: <https://www.hyatt.com/en-US/group-booking/INCHE/G-WGCF>*

ARRIVAL INTO THE REPUBLIC OF KOREA

The information in this section is current as of September 8 2022, and is subject to change as pandemic conditions change.

Vaccination status

Full vaccination is not a requirement for quarantine-free entry into the Republic of Korea (ROK).

Pre-departure testing

ROK has removed the requirement of a pre-departure COVID-19 test – you no longer need to provide evidence of a negative pre-departure COVID-19 test to travel to ROK. Please note, however, that a PCR test is still required on arrival in ROK. For this reason the Secretariat strongly recommends that participants at least obtain a self-administered rapid antigen test (RAT) prior to departure for ROK.

PCR test on arrival

ROK has recently removed the mandatory requirement of a PCR test on arrival, however, in order to minimize the risk of COVID transmission among B.34 participants, **a PCR test will still be required**

prior to participation in in-person meetings. Secretariat are arranging for on-site testing, and specific details of this will be provided closer to B.34.

Additionally, testing on arrival is still available at Incheon Airport testing facilities. 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 KRW 80,000 (equivalent to approximately USD 60). The Secretariat will provide assistance to cover this cost for sponsored participants only. Please note the hours of the testing facilities have changed from 7am to 6pm. **Please consult the website for updated details.**

Q-Code system

ROK introduced the '[Q-Code system](#)' to streamline COVID-19-related immigration processes on arrival to Korea. The system will record your health screening and details of your stay, and generate a QR code to show at the airport on arrival. While not a mandatory requirement for entry, it is recommended to submit your details and documentation in advance of travel through the Q-Code system, as it will make your passage 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 result on arrival

In order to minimize the risk of COVID-19 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.34 or with other participants. B.34 participants should email their arrival PCR test results to generalservices@gcfund.org. Participants will be unable to receive a participant's badge and engage in any formal or informal meetings on site at the B.34 venue until this is done.

Positive PCR test on arrival

Any B.34 participant whose PCR test on arrival is positive will be required to quarantine for 7 days in a designated quarantine facility. Details on procedures for positive COVID-19 cases are included in the next section.

Required documentation

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

- COVID-19 vaccination certificate (in English)
- Q-Code System QR-Code (not a mandatory entry requirement, though will expedite your entry process)

Ground transport on arrival

Participants will arrive in ROK by air at Incheon International Airport (airport code ICN). The Grand Hyatt Incheon is within walking distance from Terminal 1. For participants staying at the 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. Masks are a mandatory requirement indoors, including inside the airport on arrival, inside taxis or buses used for transit, inside the Grand Hyatt, and inside public areas of accommodation.** Participants are not required to wear a mask 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. ROK has relaxed the requirement to wear masks outdoors in situations where you can maintain physical distance from those around you.
- **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.34 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. Standard advice on minimizing physical contact between participants and high-touch physical surfaces will apply to all participants.
- **PCR test on arrival.** This is discussed in detail 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.34 events or meetings, or meeting with any other B.34 participants. Please make sure that you adapt your travel plans to allow time to obtain a test result.
- **Daily rapid antigen testing.** At registration participants will receive rapid antigen tests sufficient for daily use during B.34. All B.34 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 and the results submitted via a dedicated link before attending events or meetings with other B.34 participants. The details and link will be provided prior to B.34 to all registered participants.

Symptomatic or positive COVID-19 cases

If at any point a B.34 participant tests positive for COVID-19 or experiences COVID-19 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.34. If a B.34 participant tests positive on a rapid antigen test, a confirmation PCR test will be required, and will be coordinated by the Secretariat.

Quarantine for positive COVID-19 cases

At the time of writing (September 2022) if a B.34 participant tests positive for COVID-19 they will be required to isolate in an approved facility for a period of **7 days**. The Grand Hyatt is considered an approved facility, so it is recommended that B.34 participants stay at the Grand Hyatt. If a participant chooses not to stay at the Grand Hyatt, it is likely that if they test positive for COVID-19 they will be moved to a government quarantine facility. GCF will cover the cost of quarantine for B.34 participants. Any participant who is quarantined will be automatically released from quarantine at midnight of day 7.

Departure testing requirements

It is recommended that all B.34 participants use the testing facilities at Incheon Airport to obtain any required COVID-19 tests for departure from South Korea. Please [refer to this website for details](#) of

testing and to make a booking. Testing facilities located at Terminal 1 are within walking distance from the 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

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

Weather

ROK has a continental climate with four distinct seasons. Temperatures in October vary from 7°C to 18°C, with occasional rains 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 ROK 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 the Kakao Taxi app (with payment possible within the app). There are two types of taxis: regular grey, white or orange taxis, and 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. Travelers are advised to have the destination name written in Korean for convenience.

Visiting the Republic of Korea

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

Contacts

For any queries for information not covered in this document, please contact GCF-events@gcfund.org and secretarytotheboard@gcfund.org.