Logistics Note
11th Assembly and 15th Council Joint Session &
Global Green Growth Week 2022
October 24-28, 2022

Important Updates:

• Pre-Departure COVID Test:

Pre-departure COVID tests are no longer necessary for entering into the Republic of Korea beginning from September 3, 2022.

• PCR Test Upon Arrival

PCR tests upon arrival are no longer necessary for entering into the Republic of Korea beginning from October 1, 2022.
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Logistics Note
11th Session of the Assembly and 15th Council Session of the Council (Joint Session) & Global Green Growth Week 2022
October 24-28, 2022

For Delegates of the Assembly & Council Joint Session

1. DATE & VENUE

The 11th Session of the Assembly and 15th Session of the Council (Joint Session) will take place on October 27, 2022 as an in-person meeting at GGGI Headquarters in Seoul, Republic of Korea. The meeting will be preceded by a period of e-consultations on October 10-21, 2022.

The Joint Session will take place during the week of Global Green Growth Week 2022 under the theme “Unlocking the Potential of Green Growth and Climate Finance Innovations”, which will take place on October 24-28, 2022 also at GGGI Headquarters (hybrid format).

Please see the location of the GGGI Headquarters in Seoul (Google Maps). GGGI offices are located on the 3rd Floor of Jeongdong Building.

2. PROGRAM OF THE WEEK

Delegates are invited to attend the 11th Assembly and 15th Council Joint Session on October 27, at 09:00-17:30 KST.

A Welcoming Reception for all Assembly & Council delegates will take place in the evening of October 26, after the end of the Ministerial Level Panel of GGGWeek2022 at 16:00-18:00 KST.

All other GGGWeek2022 sessions and side events are open for participation virtually on the Zoom platform. For more information on GGGWeek2022, please refer to the Attachments to this Logistics Note or visit https://globalgreengrowthweek.gggi.org/

<table>
<thead>
<tr>
<th>Date</th>
<th>Program</th>
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<tbody>
<tr>
<td>October 23 (Mon)</td>
<td>• GGGWeek2022 sessions and side events</td>
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<tr>
<td>October 24 (Tue)</td>
<td>• GGGWeek2022 sessions and side events</td>
</tr>
<tr>
<td>October 26 (Wed)</td>
<td>• (16:00-18:00) Ministerial-Level Panel</td>
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<td></td>
<td>• (18:00-20:00) Welcoming Reception</td>
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<td></td>
<td>• GGGWeek2022 sessions and side events</td>
</tr>
<tr>
<td>October 27 (Thu)</td>
<td>• (09:00-17:30) 11th Assembly and 15th Council Joint Session</td>
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<td></td>
<td>• GGGWeek2022 sessions and side events</td>
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<tr>
<td>October 28 (Fri)</td>
<td>• Partnerships Day</td>
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3. ASSEMBLY & COUNCIL AGENDA AND SESSIONAL DOCUMENTS

The Provisional Agenda is provided as an Attachment to this Logistics Note.

The Sessional Documents of the 11th Assembly and 15th Council Joint Session will be available to download at the below link with password, starting from September 26, 2022.

**LINK:** [http://www.gggi.org/session/ac2022](http://www.gggi.org/session/ac2022)  
**PW:** a11c15

4. MODALITY

The Assembly & Council Joint Session will be held as an **in-person meeting on October 27, 2022** with two-week **e-consultations** preceding the in-person meeting on **October 10-21, 2022**. Arrangements will also be made so that delegates may also join and participate in the meeting **both in-person and virtually**.

a. How to Participate in the Assembly & Council Meeting

- **E-Consultations**

  E-consultations are flexible ways of discussions held in written form over email communications for a selected number of agenda items.

  **Step 1:** On October 10, the GGGI Secretariat will send an email launching the e-consultations to all registered delegates, inviting all delegates, both Members and Observers, to submit questions and comments to the Secretariat (see below example email).

**Image 1. Example email from a previous Assembly and Council Joint Session**
Step 2: Delegates can submit their questions and comments to the Secretariat by replying to this email from the Secretariat.

Step 3: The Secretariat will provide a response to the questions and comments every 24 hours. Delegates will be asked to submit their questions before October 21, 09:00 KST, and those submitted after this time may not receive a response from the Secretariat.

After the end of the e-consultations, the Secretariat will provide a summary of the e-consultations to Members on October 26, one day prior to the in-person meeting.

- Meeting on October 27

You can either join the meeting in-person at the GGGI Headquarters in Seoul, Republic of Korea, or online via Zoom.

Attending in person (at GGGI HQ):

Delegates who wish to join the Joint Session in person may come to the GGGI Headquarters at the following address:

3F, Jeongdong Building, 21-15, Jeongdong-gil, Jung-gu, Seoul
서울특별시 중구 정동길 21-15 정동빌딩 3층 (See MAP)

Attending virtually (Zoom):

- Step 1: Download Zoom at this link: https://zoom.us/download
- Step 2: Open your Zoom meeting invitation in your email
- Step 3: Click on the Zoom meeting link
• How to Make Interventions During the Meeting on October 27

1. Interventions during Agenda 5. Remarks by the President & Chair and Remarks by Members

First, there will be an opportunity for Heads of Delegations to respond to the remarks by Mr. Ban Ki-moon, President of the Assembly and Chair of the Council in Agenda 5. Remarks by the President & Chair and Remarks by Members (refer to the Agenda).

If your Head of Delegation would like to make an intervention in Agenda 5, please inform the Secretariat at governance@gggi.org at least two days in advance of the meeting. We ask all interventions to be a maximum of one minute, in order to keep the meeting to time.

If your head of delegation would like to provide his/her intervention with a recorded video message, please communicate with the Secretariat at governance@gggi.org. We ask the message to be either in English or in another language with English subtitles.

2. Interventions during Other Agenda Items

Second, delegates may make interventions during other agenda items either by 1) requesting the floor by raising their place cards upright, or by typing into the chat room “COUNTRY/MEMBER requests the floor”; or 2) typing their comments or questions directly into the chat window in Zoom.

b. How to Participate in GGGWeek2022

• Attending the GGGWeek2022 Sessions

All GGGWeek2022 Sessions will be held online through Zoom Events platform. After registration (See 5. Registration), delegates will receive an email invitation to join a “Lobby” for GGGWeek2022 (on the Zoom platform) where session details and access to join each session will be included. Delegates can also visit https://globalgreengrowthweek.gggi.org/ for more information. A separate administrative will be available for delegates who need step by step guidance on attending GGGWeek2022 Sessions.

• Attending the Ministerial Level Panel

Attending in person (at GGGI HQ):

Delegates can directly go to GGGI Headquarters (3rd Floor of Jeongdong Building) in Seoul at the scheduled time, starting from 09:00 KST on October 26, without additional registration.

Attending virtually (Zoom):

The process will be the same as GGGWeek2022 sessions.
For inquiries on GGGWeek2022 and the Ministerial Panel, please contact the Working Group at GGGWeek2022@gggi.org

c. Language

The sessions of GGGWeek2022 and the Assembly and Council Joint Session will have French and Spanish simultaneous interpretation available through the Zoom meeting.

5. REGISTRATION

All delegates must be registered at https://forms.office.com/r/wKv5AAAuDX.

Delegates registered through the above link for the Assembly & Council Joint Session will be automatically registered for GGGWeek2022 and receive a link to all the sessions of GGGWeek2022.

6. TRAVEL

a. Travel support for eligible participating countries

GGGI will provide travel support for one delegate from each delegation of eligible participating countries\(^1\). The terms of travel are indicated in the Invitation Letter for the Assembly and Council Joint Session and the Travel Support Agreement. Delegates eligible for travel support are asked to submit a signed copy of the Travel Support Agreement as soon as possible, before September 9, to the Secretariat at governance@gggi.org.

Once GGGI receives the Travel Support Agreement of the delegate that will be receiving travel support from GGGI, the Secretariat will contact him/her to arrange his/her flight and accommodation.

GGGI will not bear any additional costs incurred to changing the travel itinerary where it is due to circumstances not directly related to the Assembly and Council Joint Session and GGGWeek2022.

b. Visa

Delegates are responsible for obtaining any required visa for entry into the Republic of Korea. For detailed information on visa requirements, please refer to the following website:

- https://www.visa.go.kr/main/openMain.do

\(^1\) Eligible Participating Countries in accordance with GGGI Travel Rules are LDCs and LMICs in the OECD DAC List of ODA Recipients: Angola, Burkina Faso, Cambodia, Cote d’Ivoire, Ethiopia, Indonesia, Kiribati, Kyrgyz Republic, Lao PDR, Mongolia, Nicaragua, Pakistan, Papua New Guinea, Philippines, Rwanda, Senegal, Sri Lanka, Uganda, Uzbekistan, Vanuatu and Viet Nam.
c. Accommodation

Here are some recommended hotels near GGGI HQ for delegates booking their own accommodation (not for delegates receiving travel support from GGGI). In order to book rooms with the rates below, please contact the email address in the table below and mention that you are a guest of GGGI when booking.

<table>
<thead>
<tr>
<th>Hotels</th>
<th>Rates</th>
<th>Reservation contact</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraser Place Central</td>
<td>1 Bedroom Deluxe: KRW 176,000 (inclusive of one person breakfast and tax) 1 Bedroom Super Deluxe: KRW 187,000 (inclusive of one person breakfast and tax)</td>
<td>General email: <a href="mailto:reservations.central@frashospitality.com">reservations.central@frashospitality.com</a> Sales Manager: Jay Park (<a href="mailto:jay.park@frasershospitality.com">jay.park@frasershospitality.com</a>)</td>
<td>15 minute walk from GGGI HQ)</td>
</tr>
<tr>
<td>Plaza Hotel</td>
<td>Deluxe King: KRW 200,000 (inclusive of one person breakfast and tax)</td>
<td>Sales Manager: Lisa Lee (<a href="mailto:lisa.lee1513@hanwha.com">lisa.lee1513@hanwha.com</a>)</td>
<td>14 minute walk from GGGI HQ)</td>
</tr>
<tr>
<td>Shilla Stay Seodaemun</td>
<td>1 Bedroom Deluxe: KRW 176,000 (inclusive of one person breakfast and tax) 1 Bedroom Super Deluxe: KRW 187,000 (inclusive of one person breakfast and tax)</td>
<td>Sales Manager: Juhee Han (<a href="mailto:juhee1.han@shillastay.com">juhee1.han@shillastay.com</a>)</td>
<td>12 minute walk from GGGI HQ)</td>
</tr>
</tbody>
</table>

d. Ground Transportation to and from the Airport

GGGI does not provide ground transportation for delegates.

Transport to and from Incheon International Airport is most convenient by taking the limousine bus.

**Bus location**
See below the bus locations at Incheon Airport Terminals:
- Terminal 1: First level, A to F (1-14 gates).

**Ticketing offices**
- Terminal 1: close to Exit 4 and 9 (Arrivals Hall), first level (indoor) and offices close to 4, 6, 7, 8, 11, 13 and 9C exit doors (outdoors).
- Terminal 2: the Traffic Center (B1).

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Limousine bus*</th>
<th>Taxi**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraser Place Central</td>
<td>6702 (Incheon Airport ↔ Dongdaemun/Namsan Road) Stop: Ramada Hotel &amp; Suites (10-minute walk to the Hotel Fare: KRW 18,000</td>
<td>Fares: KRW 55,000 – 70,000</td>
</tr>
</tbody>
</table>
6701 (Incheon Airport ↔ City Hall area)  
Stop: Korean Air Building – Seosomun (10-minute walk to the Hotel)  
Fare: KRW 18,000

| Plaza Hotel | 6701 (Incheon Airport ↔ City Hall)  
Stop: Plaza Hotel  
Fare: KRW 16,000won | Fares: KRW 55,000 – 70,000 |

| Shilla Stay Seodaemun | 6002 (Incheon Airport ↔ Cheongnyangni Station)  
Stop: Seodaemun Station Sageori (2-minute walk to the Hotel)  
Fare: KRW 10,000won | Fares: KRW 50,000 – 65,000 |

*If you store your luggage in the Limousine Bus, please keep the ticket you will be given in order to claim your luggage once you get to your destination.  
**Approximated rates

7. ARRIVAL INTO THE REPUBLIC OF KOREA

You may find the latest information on traveling to the Republic of Korea at https://english.visitkorea.or.kr/enu/TRV-TV_ENG_1_COVID.jsp#tab2

a. Vaccination

Travelers are no longer required to be fully vaccinated for quarantine-free entry into the Republic of Korea.

b. COVID Entry Requirements

- Pre-Departure COVID Test:

  **Pre-departure COVID tests are no longer necessary for entering into the Republic of Korea beginning from September 3, 2022.**

  c. After Entry

- PCR Test Upon Arrival

  **PCR tests upon arrival are no longer necessary for entering into the Republic of Korea beginning from October 6, 2022.**

  d. Q-Code system

ROK has introduced the ‘Q-Code’ system to streamline assessment processes on arrival to Korea. Using the Q-code system is recommended for all Travelers entering Korea to upload their PCR test negative certificate, passport information and answer health condition questionnaire. Travelers are no longer required to upload your vaccination certificates.
Delegates are strongly advised to upload their results to the Q-code system for efficiency. Those who are not registered in the Q-code system can upload their PCR results if they enter their passport number, date of birth, and date of entry. Delegates who have not uploaded their post-entry PCR test results to the Q-code system would be contacted by the health authorities and asked to provide the necessary information.

e. Departure testing requirements

Please refer to this website for details of testing and to make a booking.

8. COVID-19 MEASURES

Health and safety are 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 Delegates include:

a. Wearing a face mask. Delegates will be required to always wear a mask except when making interventions in a meeting, eating, or drinking. In meetings, Delegates will be able to remove their mask to speak, but will be asked to put it back on when they have finished talking. The Republic of Korea (ROK) has lifted the requirement to wear masks outdoors where you can maintain physical distance from those around you. Masks are a mandatory requirement indoors.

b. Maintaining physical distance. It is important that all attendees minimize shaking hands and avoid kissing or hugging, and comply with guidance around maintaining physical distance at all Joint sessions’ events and meetings.

c. Good personal hygiene. All Delegates will be provided with access to hand sanitizers, and the entire venue’s facilities and meeting rooms will be regularly sanitized. Typical advice on minimizing physical contact between Delegates and high-touch physical surfaces will apply to all Delegates.

d. Daily rapid antigen testing. The Joint Session registration desk will have rapid antigen tests for Delegates’ use. All Delegates will be required to monitor themselves for symptoms and take a self-administered rapid antigen test if necessary.

9. CONTACT INFORMATION

Inquiries related to the Assembly and Council Joint Session
Nayoung Moon Governance Unit
nayoung.moon@gggi.org governance@gggi.org
+82 10 9530 0460

Inquiries related to Global Green Growth Week 2022 (GGGWeek2022)
Inquires related to COVID Entry Requirements and Measures
Yoon Suk Choi
yoon.choi@gggi.org
+82 10 9530 1149

Attachments:
1. Provisional Agenda of the 11th Assembly and 15th Council Joint Session (LINK)