



FOURTH FORUM OF  
MINISTERS & ENVIRONMENT  
AUTHORITIES OF ASIA PACIFIC



6-7 OCTOBER 2021 (HYBRID)

## FOURTH FORUM OF MINISTERS AND ENVIRONMENT AUTHORITIES OF ASIA PACIFIC

Suwon, Republic of Korea  
6-7 October 2021

### INFORMATON NOTE FOR PARTICIPANTS

Draft as of 30 August 2021

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## 1. Introduction

The main sessions of 4<sup>th</sup> Forum of Ministers and Environment Authorities of Asia Pacific (4<sup>th</sup> AP Forum) will be held on 6-7 October in Suwon, Republic of Korea in a hybrid format. The Senior Officials Meeting on 6 October and the Ministerial Segment on 7 October will take place at the Suwon Convention Center with both on-site and virtual participations.

All member states are welcomed to attend the 4<sup>th</sup> AP Forum physically in Suwon. Countries which do not intend or are not able to travel to Korea can attend the Forum remotely through an online platform. This Information Note for Participants is to provide information on administrative and logistical arrangements as well as other relevant issues for the participants of the 4<sup>th</sup> AP Forum.

### ■ Outline of the 4<sup>th</sup> AP Forum

- Host : UNEP & Ministry of Environment
- Venue : Suwon Convention Center (SCC), Suwon-si, Republic of Korea
- Date : 6 (Wed) – 7 (Thu) October 2021
- Modality: Hybrid (On-site & Online)
- Working Language: English

### ■ Theme of the 4<sup>th</sup> AP Forum

The 4<sup>th</sup> AP Forum serves as a platform for Member States to contribute regional perspectives to the resumed 5<sup>th</sup> session of the UN Environment Assembly (UNEA-5.2) in February 2022 in Nairobi, Kenya. The Forum will focus on UNEA-5's theme: '**Strengthening Actions for Nature to achieve the Sustainable Development Goals**'. UN Environment Assembly is the UN's highest-level global decision-making body on the environment.

### ■ Program by date

Dates	Events	Modality
6 October, 2021 (Wed)	Senior Official Meeting	<b>Hybrid</b> (both on-site and on-line platform)
7 October, 2021 (Thu)	Ministerial Meeting and Official Reception	<b>Hybrid</b> (both on-site and on-line platform)

### ■ Associated Meetings

Ahead of the Forum's main sessions, Asia Pacific Regional Youth Forum, Asia Pacific Major Groups and Stakeholders Forum, and Science, Policy and Business Forum will take place fully virtually. The provisional agenda, timetable, registration, documents and all relevant information on the three events will be made available on the Forum's website at <http://bit.ly/4thEnvForum>.

Dates	Events	Modality
2-3 October 2021 (Sat-Sun)	Asia Pacific Regional Youth Forum	Virtual
4 October, 2021 (Mon)	Asia Pacific Major Groups and Stakeholders' Forum	Virtual

5 October, 2021 (Tue)	Science, Policy and Business Forum	Virtual
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## 2. Online Registration (in-person & virtual participants)

All delegates and participants must register online in advance via Registration Link on the 4<sup>th</sup> AP Forum Website (<http://bit.ly/4thEnvForum>).

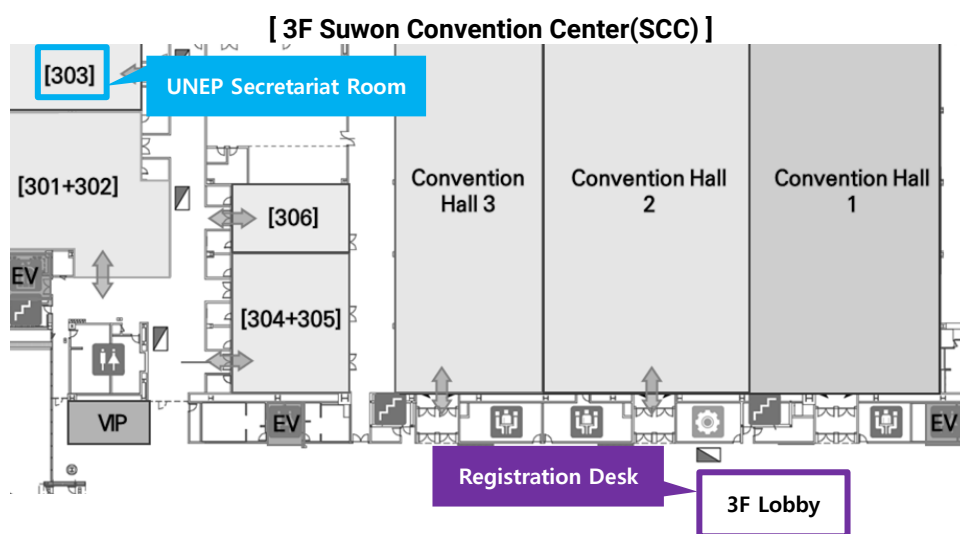
## 3. Collection of Badges (in-person participants only)

Every in-person participant of the 4<sup>th</sup> AP Forum is required to collect a badge at SCC and wear it during the Forum. The badges will be issued only for those participants who have completed the online registration in advance. The loss of a meeting badge should be communicated to the Secretariat as soon as possible so that a new one can be issued.

The badges can be collected at the SCC on:

- 5 October 2021, from 14:00 to 17:00, at the UNEP Secretariat Room (Room 303, SCC)
- 6 to 7 October 2021, from 08:00 to 17:00, at the registration desk (3F Lobby, SCC)

at the locations indicated below:



## 4. Provisional Organization of Work

The Senior Officials Meeting on 6 October and the Ministerial Segment on 7 October are expected to start at 10:30 and end at 16:30 with lunch break between 12:30 to 13:30. Detailed timetable and program flow will be made available in due course at the 4<sup>th</sup> AP Forum website (<http://bit.ly/4thEnvForum>).

All official sessions will be organized in the form of a plenary. To allow as many speakers as possible under each agenda item, interventions from the floor should be brief and not exceed 3 minutes. Delegations are highly encouraged to submit the full text of their statements in electronic form to the Secretariat ([unep-apmf@un.org](mailto:unep-apmf@un.org)), clearly indicating the intervention against agenda item in senior officials and ministerial segment.

## 5. Meeting Documents & Paper Free Meeting

As part of efforts of the U.N. towards reducing paper, the 4<sup>th</sup> AP Forum will not provide printed copies of meeting documents on-site. In-person participants are encouraged to bring copies of the meeting documents circulated by the Secretariat via the 4<sup>th</sup> AP Forum Website or utilize electronic documents. Free wi-fi access will be provided for participants to access meeting documents online during the meeting.

The Computer Centre is located at room 203, SCC. The opening hours are generally from 08:00 to 18:00 from 5 to 7 October 2021.

## 6. Virtual participation & Live Streaming

The Forum will also be live-casted on the live streaming website. Live streaming website will be available to connect on 4<sup>th</sup> AP Forum website.

For virtual participation, live streaming website will be made in due course and linked with 4<sup>th</sup> AP Forum's official website. For speakers, Zoom Cloud Meeting link will be provided and Zoom Meeting Guide will be provided as an additional file via email.

## 7. Venue Information

4<sup>th</sup> Forum of Ministers and Environment Authorities of Asia Pacific will take place at **Suwon Convention Center (SCC)** located in Suwon City.



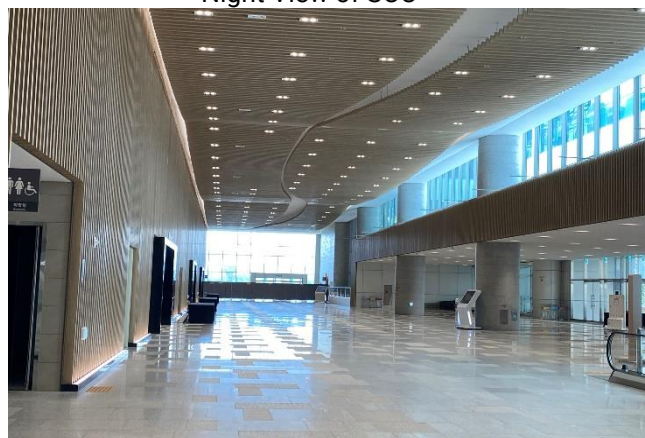
Day View of SCC



Night View of SCC



Convention Hall



3rd Floor Lobby

- Address: 140, Gwanggyojungang-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, Republic of Korea
- Official Website : <https://www.scc.or.kr/en/>

■ Promotional Video of SCC :

[ It's time to Suwon ]



[https://youtu.be/JDNrv\\_xQMHg](https://youtu.be/JDNrv_xQMHg)

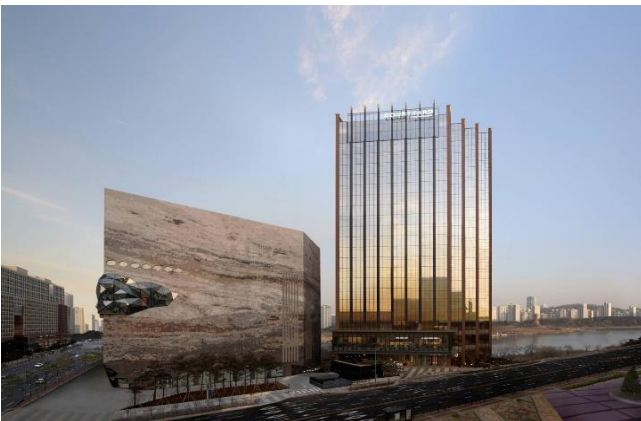
[Suwon MICE Promotional video Full ver. ]



<https://youtu.be/RMIAMiIKbel>

## 8. Accommodations

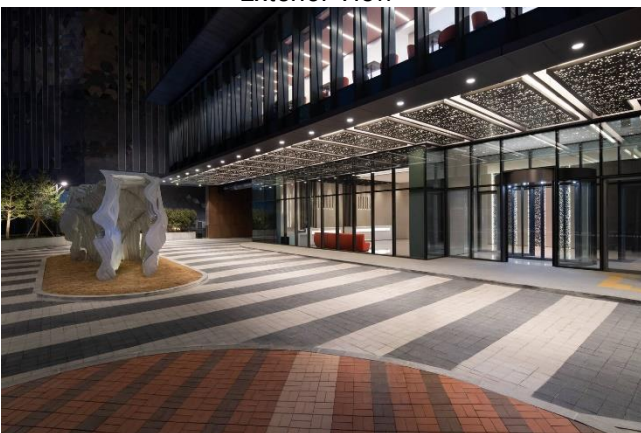
The host has designated **Courtyard by Marriot Suwon** for the in-person participants of the 4<sup>th</sup> Forum during their stay in Korea. Please contact Logistical Support Team to reserve accommodation for your delegation.



Exterior View



Executive Lounge



Entrance View



Suwon Kitchen(Dining Room)

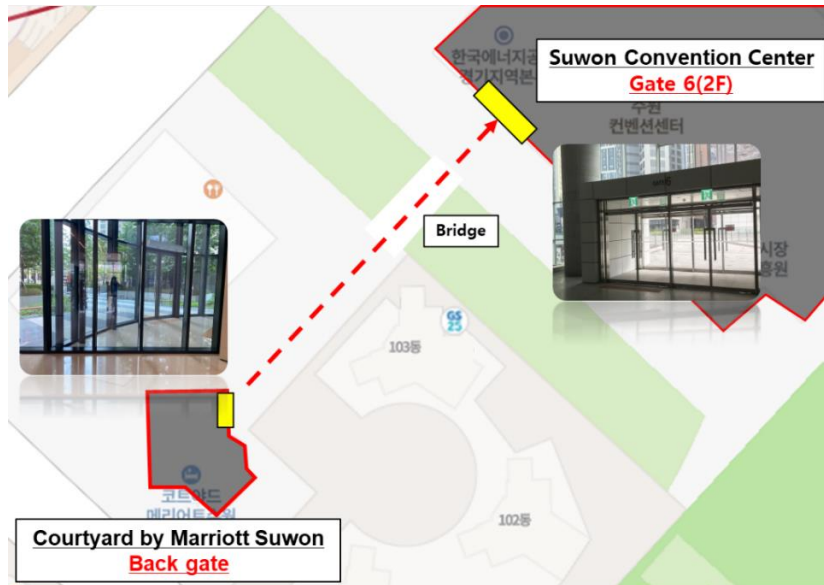
- Address: 320 Gwanggyohosugongwon-ro, Ha-dong, Yeongtong-gu, Suwon-si, Gyeonggi-do
- Website : <https://www.marriott.com/hotels/travel/selcw-courtyard-suwon>
- Accommodation support for the 4<sup>th</sup> AP Forum participants:
  - Reservation for delegations, check-in/out:

Logistical Support Team (Ms. LEE Ji-hyang)  
 Email: [4thAPMF@gmail.com](mailto:4thAPMF@gmail.com), Tel: +82 2 2152 5061, Mob: +82 10 9987 3435

- General inquiries on facilities and services:  
 Courtyard by Marriott Suwon  
 Tel: +82 31-267-5600

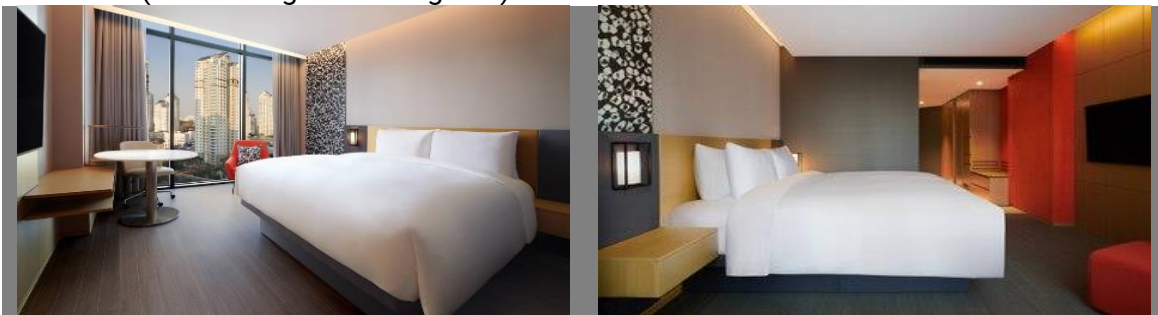
■ Transport between the Venue and Hotel

The Forum’s venue (SCC) is a 2-minute walking distance from the rear gate of the Hotel.



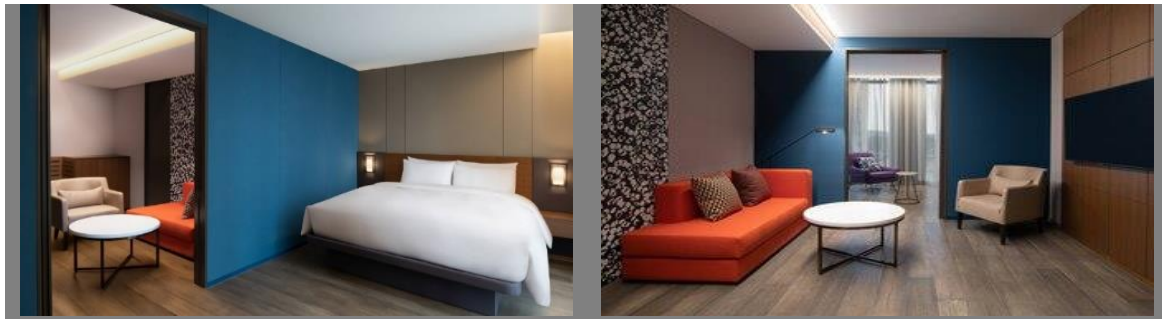
■ Room Type

- Premier (for working level delegates)



Room Type	Services Provided	Check-in/ Check-out
<b>Premier</b>	- 1 King bed - LCD TV - Phone - Free-Internet - Breakfast(per day)	Check-in 15:00  Check-out 11:00

- Premier Suite (for Ministers and heads of delegations)



Room Type	Services Provided	Check-in/ Check-out
<b>Premier Suite</b>	- 1 King bed - 2 LCD TVs - 2 Phones - Free-Internet - Separated Living/Bed room - Executive lounge access - Breakfast(per day)	Check-in 15:00  Check-out 11:00

\* Except complimentary services above, other services should be charged to the guest.

## 9. Visa & Exemption of Quarantine

### 9.1. Visa

All international visitors arriving in the Republic of Korea are required to be in possession of a valid passport and visa. For further information, please refer to the following page informing Visa Portal or visit the Korea Visa website ([www.visa.go.kr](http://www.visa.go.kr)).

#### ■ Application for Visa

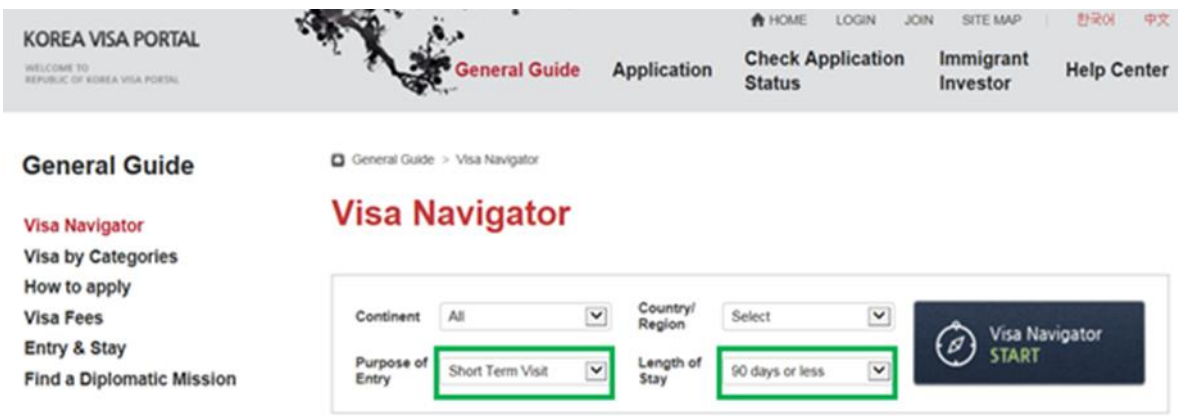
Prospective in-person participants of the 4<sup>th</sup> AP Forum planning should apply for a visa at the Korean Embassy or Consulate in their country or jurisdiction. **For the efficiency and convenience in arranging COVID-19 quarantine exemption, participants are recommended to obtain A-1 (Diplomacy) or A-2 (Foreign Government Official) type visa, if eligible.**

Required documents for the visa application may differ from your residing country. Please consult with the Korean Embassy or Consulate in your region for the detailed conditions and requirements.

#### ■ Please visit the Korea Visa Portal website ([www.visa.go.kr](http://www.visa.go.kr)) for the general information.



1. You can select your language in main page at the top right corner.
2. Select your Continent and, Country/Region.
3. Select your purpose of entry as “Short Term Visit” or “Diplomacy/Official Business (if applicable)”, and select your length of stay as “90 days or less”



## 9.2. Exemption of Quarantine

The Republic of Korea requires a mandatory 14-day self-quarantine for all travelers entering Korea, regardless of their nationalities, at either their place of residence or a government-designated isolation facility, effective April 1, 2020. **Exceptionally, short-term foreign visitors either with Diplomacy (A-1) or Foreign Government Official (A-2) visa, or with a “Quarantine Exemption Certificate” issued by the Korean Embassy or Consulate in their origin country can be exempted from the 14-day quarantine.**

### 1) Person with Diplomacy (A-1) or Foreign Government Official (A-2) visa

Visitors who hold a Diplomacy (A-1) or a Foreign Government Official (A-2) visa can be exempted from the 14-day quarantine isolation without receiving the Quarantine Exemption Certificate.

A-1 or A-2 visa holders still need to submit a negative COVID-19 test (PCR) result issued within 72 hours ahead of departure from first embarkation point. The test result should be received by the Korean Ministry of Environment before their departure.

## **2) Person with other type of visa**

Visitors who hold a visa other than A-1 or A-2 should apply for the Quarantine Exemption Certificate to the Korean Embassy in the region of their residence.

Applicants for Quarantine Exemption Certificate are required to submit documents including the following:

- Copy of passport
- Quarantine Exemption Certification Application form
- Quarantine Exemption Consent form
- Immunization certificate (if you have)

On request, the host will help delegations apply for and receive the Quarantine Exemption Certificate. Please consult with Logistical Support Team ([4thAPMF@gmail.com](mailto:4thAPMF@gmail.com)) for more information.

Visitors with the Quarantine Exemption Certificate still need to submit a negative COVID-19 test (PCR) result issued within 72 hours ahead of departure from first embarkation point. The test result should be received by the Korean Ministry of Environment before their departure.

### **9.3. COVID-19 tests**

#### **1) Before Departure from Home Country**

All participants should submit negative COVID-19 PCR test results issued within 72 hours of departure to the Korea Disease Control and Prevention Agency via the Ministry of Environment. The test result should be received by the Korean Ministry of Environment before their departure.

#### **2) On Arrival in Korea**

On arrival in Korea, all participants are required to undergo a COVID-19 test at a designated testing site nearby the Incheon International Airport. After receiving the test, the participants will be transported by vehicles prepared by the host to their hotel (Courtyard by Marriott Suwon) without the need to wait for the test result at the testing site. Once the test result is confirmed negative, the person will be allowed to go outside the hotel and attend the Forum.

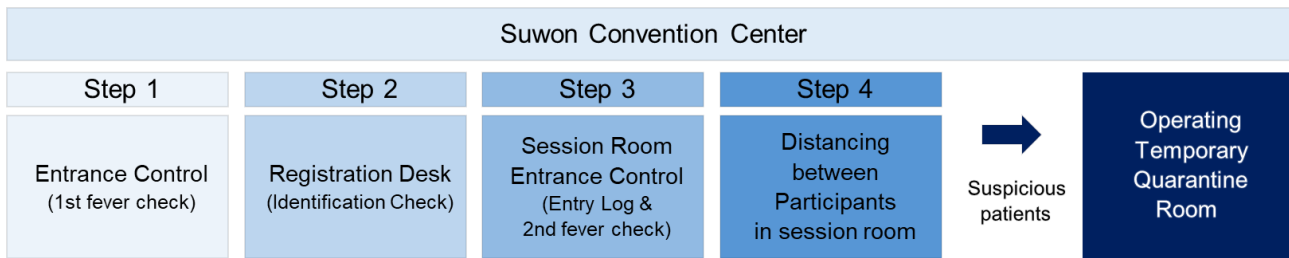
#### **3) Before Departure from Korea**

All participants are recommended to take a COVID-19 PCR test during their stay in Korea. A temporary test facility with medical experts will be prepared for participants at or nearby the Forum's venue. Please note that the temporary test site may be operated for a limited time. Location and operation hour of the COVID-19 test site for participants will be informed in due course.

Logistical Support Team will assist participants who need a COVID-19 certificate before departing from Korea get tested and receive the certificate. The test and certification cost in Korea will be covered by the host.

## **10. On-site Quarantine Measures**

### **10.1. Disinfection Operation of the Venue**



## 10.2. Social Distancing Guideline

Every participant should follow the Korea's COVID-19 quarantine guidelines while staying in Korea. Quarantine assistants will be assigned to check your daily entrance and health condition at the venue. Please refer to the self-quarantine guideline below.

### 1) Entering the Venue

- Only registered participants can access the venue. **Always wear your badge** in the venue.
- Every time you enter the venue, **check your body temperature and do air-shower at the entrance.**
- Every time you enter the meeting room, **show your badge and sanitize your hand.**

### 2) In the Meeting Room

- **Wear a mask** during the whole conference.
- Eating is prohibited in the meeting room.(except water/non-alcoholic beverages)
- Seats will be arranged at a 2-meter distance between participants.

### 3) Emergency protocol

- Any participant who has fever or any COVID-19 suspected symptom should report to Forum staff and go to the temporary quarantine room (205) on the 2<sup>nd</sup> floor.

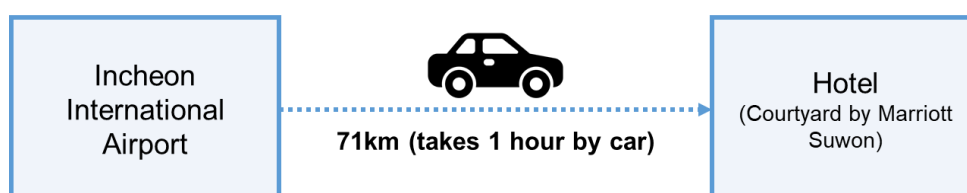
## 10.3. Case of Suspected or Confirmed COVID-19 Infection in Korea

According to Korea's COVID-19 prevention policy, any foreign visitor who gets COVID-19 while staying in Korea, despite full compliance with the guidelines, will be treated and cared on an equal basis with Korean national and will not be required to reimburse the expense later. (Such equal treatment policy will be applied in the case of COVID-19 patients who receive the medical treatment in Korea.) In the case that any delegate needs to be isolated in Korea due to a suspected or confirmed COVID-19 case, the expense will be borne by the host.

## 11. Transportation

For COVID-19 safety considerations, the host will prepare designated vehicles for participants. All delegations will be offered protocol vehicle with driver throughout their stay in Korea from arrival to departure.

### 1) Arrival at Incheon International Airport



Protocol vehicles will be prepared on delegations' arrival at the Incheon International Airport. Due to limited number of passengers on board, liaison officers will not come to the Airport but wait at the hotel. 4<sup>th</sup> AP Forum's logistical staff will escort delegations at a designated meeting point in the airport. Number and type of vehicle (sedan or van) to be provided may differ according to number of delegation members and itinerary.

Once a delegation's flight and arrival time is confirmed, Logistical Support Team will individually inform the delegation of the meeting point (number of the exit gate in the Airport and the route) at which the logistical staff will meet the delegation.

Before proceeding to hotel, delegations will have a COVID-19 test at a designated testing site located nearby the airport. (See 11-3. COVID-19 Test)

## 2) Hotel (Courtyard Marriott Suwon)

After having the COVID-19 test, delegations will move to designated accommodation (Courtyard by Marriott Suwon) and required to stay in the hotel until the test result is released. Liaison officers would assist delegations since their they arrive at the hotel until departing to home country.

## 12. General Information

### 12.1. Host City Information

- Suwon City (Suwon-si) (official website: <http://trans.suwon.go.kr:7000/etgi/>)

Suwon is located in southern middle of Gyeonggi Province. It is 40km away(50min by car) from Seoul, capital city of Korea and 71km away(1hr by car) from Incheon International Airport.



- Suwon as an Environmental City



Suwon is known as representative “Environmental City” of Korea which contains both sightseeing of modern city and nature. Accordingly, local government and citizen organizations of Suwon has continued their movement for environment conservation and carbon neutral. Also, eco-friendly parks such as Gwanggyo Lake Park and environmental institutions like Resource Circulation Center and Environmental Education Center are being organized actively.

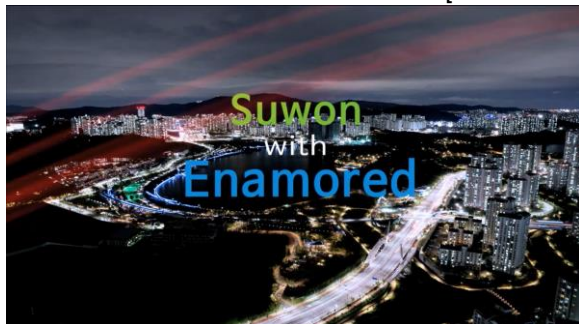
■ Suwon as a Historical City



Suwon has a lot of well-reserved historical heritages of Chosun Dynasty (1392~1910). Especially Suwon Hwaseong (World Heritage Site, 1997~) and Hwaseong Haenggung Palace represent beauty of historical tradition of Korea and amazing scenery according to season. For traditional reservation and succession, diverse education programs and experiences are being organized and operated very actively. You can discover beautiful combination of modern city and tradition of Korea in here, Suwon.

■ Promotional Video of Suwon

[ Suwon with Enamored ]



[http://tv.suwon.go.kr/index\\_link.do?ocode=20190806171406236](http://tv.suwon.go.kr/index_link.do?ocode=20190806171406236)

## **12.2. Traveler's Insurance**

Each participant is encouraged to buy international traveler's insurance covering the entire duration of their stay in Korea. The host organization will not be responsible for personal accidents or damage to the private property of participants. It is highly advisable for participants to make their own arrangements with respect to personal insurance in advance of attending the conference.

## **12.3. Climate**

Korea has four distinct seasons: spring (March-May), summer (June-August), fall (September-November), and winter (December-February). During the fall, once the muggy heat and rains of summer have passed, South Korea once again bursts into colour and festivals come to the fore. Stunning shades of orange and red pepper the autumnal landscapes. The mild temperatures (avg temp: 19-21°C, highest temp : 23°C, lowest temp : 14°C), low rainfall and natural beauty make autumn a strong rival to spring as the best time of year to visit South Korea. ( <http://web.kma.go.kr/eng/index.jsp> )

## **12.4. Currency**

The won (KRW) is the official currency of Korea. Banknotes are denominated in 1,000 won, 5,000 won, 10,000 won, and 50,000 won, and coins in 10 won, 50 won, 100 won, and 500 won. The major currencies as well as traveler's checks drawn on major banks can be converted into Korean won at the airport or local banks. As of 13th August 2021, the exchange rate is as follow: USD1 = 1,169.00 KRW. (Source: Korea Exchange Bank) For more detailed information, please visit the KEB exchange rate site. ([https://www.kebhana.com/easyone\\_index\\_en.html](https://www.kebhana.com/easyone_index_en.html))

## **12.5. Time Zone**

Korea's time zone is 9 hours ahead of Greenwich Mean Time. "GMT + 9:00" (Standard Time)

## **12.6. Credit Card**

Foreign credit cards with VISA, Master Card, American Express, Diners Club, and JCB are accepted in most places. They can also be used for cash advances at local ATMs.

## **12.7. Electrical Plug and Outlet**

The supply voltage in Korea is 220 volts. If you would like to use other kinds of volts, please bring your adaptor yourself or borrow from Hotel.

## **12.8. Internet**

Free Wi-Fi connection is available for the 4<sup>th</sup> AP Forum participants at SCC. You can find Wi-Fi name and password on the back side of your Badge.

## **12.9. Country and City Dialing Codes**

International country code for Korea: +82  
Regional area code for Seoul: 02 / Suwon : 031

## **12.10. Emergency Calls**

For medical emergency, press 119. Press 112 for other emergencies.

## **12.11. Tourist Information**

For tourist information, please visit <http://english.visitkorea.or.kr/enu/index.kto>

## 13. Contacts

For registration, program, documents, financial support and substantive matters

**Ms. Nonglak KASEMSANTA**

Secretariat (UNEP)

Email: [unep-apmf@un.org](mailto:unep-apmf@un.org)

For visa, quarantine, domestic transport, venue, accommodation and logistical matters

**Ms. LEE Ji-hyang**

Logistical Support Team (Korea)

Tel: +82 2 2152 5061

Mob: +82 10 9987 3435

Email: [4thAPMF@gmail.com](mailto:4thAPMF@gmail.com)