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**Regional Training Course on  
The New Supply Utilization Account/Food Balance Sheet Methodology  
and Compilation Tool**

**20 – 24 November 2017  
Daejeon, Republic of Korea**

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

(last updated on 10 October 2017)

**I. Regional Course-related Information**

Venue and opening session

1. *Regional Training Course on The New Supply Utilization Account/Food Balance Sheet Methodology and Compilation Tool*, jointly organized by the Statistical Institute for Asia and the Pacific (SIAP) and the Statistics Korea (KOSTAT) of the Government of the Republic of Korea, will be conducted during 20-24 November 2017 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

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

2. The opening ceremony for the Regional Course will be held at 09:00 hours on Monday, 20 November 2017 at the Conference Hall on the first floor of the main building.

Registration and identification badges

3. All participants are requested to register at the Registration Desk in the Conference Hall during 08:50 – 09:00 hours on the first day of the Regional Course.
4. Name badges will be issued upon registration and they are to be worn during the Regional Course. Training sessions will be conducted at the General Lecture room or Computer Lecture Room (subject to change).

Working languages of the Course

5. The Regional Course will be conducted in English and all documentation will be in English. No translation/interpretation services will be provided.

### Contacts of SIAP and Regional Course Coordinators

6. For any information regarding the Regional Course, participants may contact SIAP staff as follows:

Mr. Shuji Fukuyama  
Programme Management Assistant  
Statistical Institute for Asia and the Pacific (SIAP)  
JETRO-IDE Building  
3-2-2 Wakaba, Mihama-ku  
Chiba-shi, Chiba 261-8787 Japan  
Phone: (81-43) 299-9794  
Fax: (81-43) 299-2521 and 299-9780  
E-mail: shuji.fukuyama@un.org

7. For local logistics arrangements, participants may contact the Regional Course Coordinators of KOSTAT as follows:

[Regional Course Coordinators]  
Mr. Jeonghee Rhee  
Deputy Director  
Training Planning Division Statistics Korea  
713, Hanbat-daero(Wolpyeong-dong), Seo-gu,  
Daejeon (35220), Republic of Korea  
Phone: (82-42) 366-6131  
Fax: (82-42) 366-6499  
E-mail: rjhee@korea.kr

Mr. Byungchul Min  
Assistant Director  
Training Planning Division Statistics Korea  
713, Hanbat-daero(Wolpyeong-dong), Seo-gu,  
Daejeon (35220), Republic of Korea  
Phone: (82-42) 366-6132  
Fax: (82-42) 366-6499  
E-mail: mitra35@korea.kr

8. To facilitate the local logistics arrangements, participants are requested to complete and send the “Attendance Information Form” at Annex 1 as soon as possible, but **no later than 10 November 2017**, to the Regional Course Coordinator (mitra35@korea.kr).

## **II. Travel and Accommodation Arrangements**

### Travel arrangements

9. SIAP 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, 19 November 2017 and depart for their respective countries on Saturday, 25 November 2017. Participants are requested to refrain from changing their travel date without prior consent from SIAP. Completed “Attendance Information Form” (Annex 1) should be sent to the Regional Course Coordinator (mitra35@korea.kr).

### Accommodation and meals

10. Accommodation for 6 nights (from 19 to 24 November 2017) and cash for meals during the Regional Course (from 20 to 24 November 2017) will be provided by KOSTAT in accordance with KOICA (Korea International Cooperation Agency) regulations for the overseas participants. Participants from overseas will be staying at the Dormitory (one room with attached bathroom per person), which is located at the Statistical Training Institute. No cooking is allowed in the Dormitory.

### Daily Subsistence Allowance (DSA)

11. SIAP-funded participants will be paid DSA in Daejeon at reduced rate (20% to 50% of standard DSA rate) in accordance to UN regulations. Participants will also be provided additional terminal fee. **Participants are required to submit their bus ticket (from Incheon Airport to Daejeon) to a KOSTAT staff member for reimbursement.** After the Course, KOSTAT will provide a bus ticket from Daejeon to Incheon Airport to the participants.

12. DSA will be paid to the SIAP-funded participants at the Regional Course venue. If for any reason a participant is unable to attend the full duration of the Regional Course, the appropriate portion of the allowance must be returned to the Institute. Participants are requested to carry sufficient fund with them to cover expenses for transit/stopover and stay in Daejeon until they receive their DSA.

13. For SIAP-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 Mr. Shuji Fukuyama, Programme Management Assistant ([shuji.fukuyama@un.org](mailto:shuji.fukuyama@un.org)) and the original receipts must be sent to SIAP (for address, refer to page 2).

14. Participants are requested to bring their passports with them to the Regional Course venue on the first day of the training (20 November 2017) 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 SIAP after the participant returns back to his/her country. Please send the return boarding passes to Mr. Shuji Fukuyama, Programme Management Assistant ([shuji.fukuyama@un.org](mailto:shuji.fukuyama@un.org))

15. SIAP and KOSTAT will not assume responsibility for any expenditure, such as:

- (i) Salary and related allowances for participants during the period of the Regional Course;
- (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 course;
  - KOSTAT will be able to provide participants with travel insurance if
    - (1) the participant purchases travel insurance within the limit of US\$50;
    - (2) the participant submits a copy of travel insurance policy and the receipt (hard copy) of the purchase to KOSTAT; and
    - (3) the cost is written in US dollars on the purchase receipt.
- If all the above-mentioned conditions are met, the cost of the travel insurance will be reimbursed in Korean Won currency during the Regional Course.
- (iii) Compensation in the event of death or disability of participants in connection with their attending the course;
- (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

16. 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.

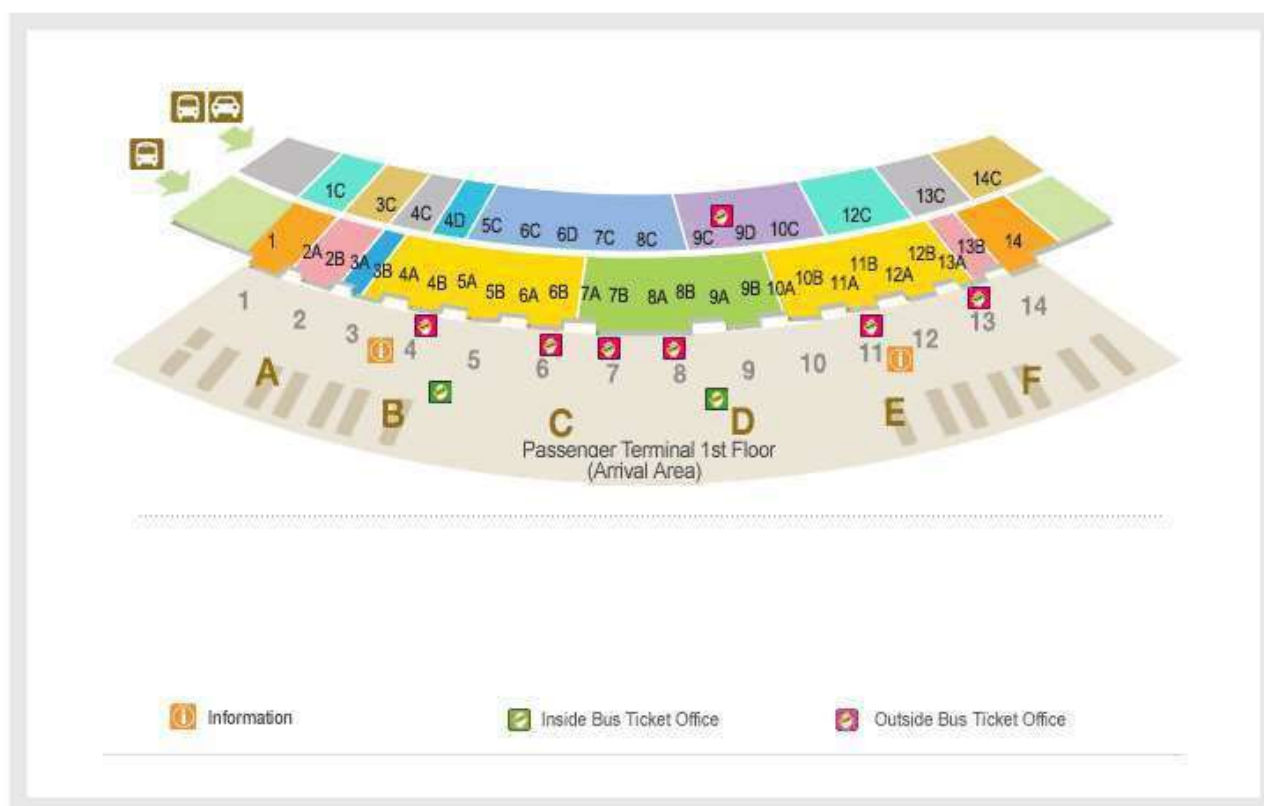
17. It is your own responsibility to check whether your country has a VISA Waiver Agreement with the Republic of Korea or is allowed for visa-free entry. Further information on this matter can be obtained at [http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m\\_40\\_10](http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10). If your country is not listed on the above-mentioned link, you are requested to obtain an appropriate entry visa from the Republic of Korea diplomatic or consular mission at the point of origin or en route prior to entering the Republic of Korea.

18. A Note Verbale file copy has been/will be sent to you via email (if the original Note Verbale is needed please contact Ms. Akiyo Shibuya, Staff Assistant ([staff@unsiap.or.jp](mailto:staff@unsiap.or.jp))).

### Local transport

19. Daejeon City where STI is located is 215 km away south of the airport. Participants should use the public airport bus. The bus ride between Incheon International Airport and Daejeon will take approximately 3 hours. The airport bus which goes to Daejeon is located outside the Entrance No. 9 (9D) of the airport. The bus ticket box is also outside the Entrance No. 9 D on the left side (please refer to [www.airport.kr/eng](http://www.airport.kr/eng)). Bus fare is 23,100 Korea won (after 10 pm: 25,400 KRW).

### Map on Bus Stops



20. The bus from Incheon International Airport to Daejeon runs every 20 or 40 minutes. Please refer to the timeline of departing buses below.

Daejeon(Deluxe)		
Direction	Airport - Dongboo Cross-Country Bus Terminal Center	
Route	Daejeon(Deluxe)	
Bus type	Limousine (Deluxe)	
Interval	20~40min.	
Travelling Time	180~200 min	
First Bus	to Airport	03:20
	to Dongboo Cross-Country Bus Terminal Center	06:00
Last Bus	to Airport	19:10
	to Dongboo Cross-Country Bus Terminal Center	23:30
Fees	KRW 23,100(night KRW 25,400)	
Vendor Name	Geumnam Express	
Contact	042-584-7770	
Time line of departing Buses		
06:00, 06:20, 06:40, 06:50, 07:00, 07:10, 07:20, 07:30, 07:40, 07:50, 08:00(Se-Jong city), 08:10, 08:25, 08:40, 08:50, 09:10, 09:30, 09:40, 09:50, 10:10, 10:20, 10:40, 11:00, 11:20, 11:40, 12:00, 12:20, 12:40, 13:00, 13:20(Se-Jong city), 13:40, 14:00, 14:20, 14:40, 15:00, 15:20, 15:40, 16:10, 16:30, 16:50, 17:10, 17:30, 17:40, 17:50, 18:10, 18:30(Se-Jong city), 18:40, 19:00, 19:10, 19:20, 19:30, 19:40, 20:00, 20:20, 20:40, 21:00, 21:20, 21:50, 22:10(Late-night Bus), 22:30(Late-night Bus), 22:50(Late-night Bus), 23:10(Late-night Bus), 23:30(Late-night Bus),		

21. 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.

22. From Jeongbu Daejeon Cheongsa bus stop (“정부대전청사” in Korean) in Daejeon, participants can come to STI located in the Statistical Center (**Tong-Gye Center, “통계센터”** in Korean) on foot. It takes about 10 minutes from Jeongbu Daejeon Cheongsa bus stop to STI. A staff member from KOSTAT will meet participants at the dormitory of STI. The mobile phone number of KOSTAT staff member (Mr. Byungchul Min) is +82 10 33042400.



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



<Statistical Center>



Restrictions

23. 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**

24. 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, "CITI bank" is located nearby the Statistical Center. Foreign Exchange service is available from 10:00 to 16:00 hours.

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

26. 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.

27. 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.

28. Meals will not be provided to participants. Instead, cash for meals will be provided to all participants by KOSTAT. Participants who have dietary restrictions, especially vegetarians, Hindus and Moslems, are strongly encouraged to bring their own foods to STI.

29. Further supplementary information will be provided on the first day of the Regional Course.

**Annex 1**

**Regional Training Course on The New Supply Utilization Account/Food  
Balance Sheet Methodology and Compilation Tool**

**20 - 24 November 2017  
Daejeon, Republic of Korea**

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**ATTENDANCE INFORMATION FORM**

*(Please type or print)*

1. GIVEN (FIRST) NAME: \_\_\_\_\_
2. FAMILY (LAST) NAME: \_\_\_\_\_
3. SEX: \_\_\_\_\_
4. FUNCTIONAL TITLE: \_\_\_\_\_
5. ORGANIZATION: \_\_\_\_\_
6. OFFICIAL MAILING ADDRESS: \_\_\_\_\_

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Mobile phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

7. ARRIVAL IN INCHEON:  
Date: \_\_\_\_\_ Flight number: \_\_\_\_\_ Time of arrival: \_\_\_\_\_
8. DEPARTURE DATE  
Date: \_\_\_\_\_ Flight number: \_\_\_\_\_ Time of departure: \_\_\_\_\_
9. FOOD PREFERENCE: \_\_\_\_\_  
(such as Vegetarian, No Pork, No beef, etc.)

Please send this attendance information to:

Mr. Byungchul Min  
Assistant Director  
Training Planning Division  
Statistics Korea  
Daejeon, Republic of Korea

Fax No.: (82-42) 366-6132  
e-mail: mitra35@korea.kr

with copy to:

Mr. Shuji Fukuyama  
Programme Management Assistant  
Statistical Institute for Asia and the Pacific  
Chiba, Japan

Fax No.: (81-43) 299-9780  
e-mail: shuji.fukuyama@un.org