

**JOINT WMO-IOC TECHNICAL COMMISSION
FOR OCEANOGRAPHY AND MARINE
METEOROLOGY (JCOMM)****FOURTH SESSION**Yeosu, Republic of Korea
23 to 31 May 2012

Submitted by:

Date:

Original Language:

Status:

JCOMM-4/INF.1WMO Secretary-General
and UNESCO/IOC
Executive Secretary

19.3.2012

English

Draft 1

MATERIAL ARRANGEMENTS FOR THE SESSION**Venue**

1. At the kind invitation of the Government of the Republic of Korea, the fourth session of the Joint WMO-IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM-4) will be held in Yeosu, Republic of Korea, from 23 to 31 May 2012 in conjunction with the Living Ocean and Coasts Expo 2012. The opening ceremony will take place at 9:30 a.m. on Wednesday 23 May 2012 at the Conference hall in the International Pavilion of Expo 2012 in Yeosu, followed by an information session on activities and achievements. The plenary session of JCOMM-4 will resume on Monday 28 May after a two-day Scientific and Technical Conference on 24 and 25 May. The closure of the session is scheduled on Thursday 31 May at lunch time.

2. The main conference room will be equipped for simultaneous interpretation. Other rooms not equipped for simultaneous interpretation will also be available.

Registration of participants

3. **Participants to JCOMM-4 and to the Scientific and Technical Conference are invited to register and make hotel reservation online on the session website at <http://www.jcomm.info/jcomm4> at their earliest convenience.** This service is provided and maintained by the host country. The information collected on line will help to better anticipate the services provided to participants. Information will be also be requested to prepare special Entry Badge to the Expo Site where the Conference hall is located.

4. A Registration, Information and Documents Desk will be established close to the Conference hall and will be responsible for the registration of participants, distribution of documents (one set of documents per delegation) and provision of general information at the request of participants.

5. Formal registration of the participants in the fourth session of JCOMM and in the Scientific and Technical Conference will take place at the Registration, Information and Documents Desk on Wednesday, 23 May 2012 from 8 a.m. to 10 a.m. and will continue throughout the session. Participants will receive identification cards at the time of registration. Members and the heads of delegations to the fourth session of JCOMM will be acknowledged upon receipt of an official credential letter by the relevant secretariat of WMO or IOC, preferably in advance of the session.

Credentials

6. By agreement between WMO and UNESCO/IOC, the fourth session of JCOMM is being conducted in accordance with WMO Regulations regarding sessions of technical commissions. Pursuant to Regulation 20 of the WMO General Regulations, prior to a session of a constituent body other than the Executive Council, each WMO Member/Member State of UNESCO/IOC

should, if possible, communicate to the Secretary-General of WMO and/or the Executive Secretary of UNESCO/IOC, the names of the persons composing its delegation to that body, indicating which of these shall be regarded as its principal delegate. Besides this communication, a letter giving these particulars and otherwise conforming with the relevant provisions of the WMO Convention and of the WMO General Regulations and signed by, or on behalf of, an appropriate governmental authority of the Member/Member State shall be sent to the Secretary-General of WMO and/or the Executive Secretary of UNESCO/IOC, or handed to his/her representative at the session and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activities of the constituent body.

List of participants

7. A provisional list of participants to JCOMM-4 will be distributed shortly after the commencement of the session. This list will be revised as soon as all participants have registered, and a new list will be distributed, if necessary.

Submission of documents

8. Delegations wishing to submit documents before the session are invited to send them to the WMO and/or UNESCO/IOC Secretariats, as soon as possible, but not later than sixty days before the opening of the session, i.e. **24 March 2012**, according to the provisions of Regulation 189(b) of the WMO General Regulations to allow time for translation and reproduction. According to Regulation 188 of the WMO General Regulations, session documents should be distributed as soon as possible and preferably not later than forty-five days before the opening of the session, i.e. 8 April 2012. Any document presented by a delegation should be submitted in the name of the Member of WMO or Member State of UNESCO/IOC and not by an individual person. For documents that contain extensive appendices or graphics, photographs, tables, etc., it would be preferable for a sufficient number of copies to be sent, so as to speed up reproduction efforts.

Working languages

9. Simultaneous interpretation in English, Arabic, Chinese, Spanish, French and Russian will be provided at the intergovernmental plenary meetings from 28 to 31 May 2012.

Numbering, categories and languages of documents

10. JCOMM-4 will introduce a small reform to the current WMO documentation style, as well as provide a forum for comments on documents ahead of the session for delegations who wish to do so. Further information on the document numbering, categories, and languages is detailed in document JCOMM-4/INF.2, which will be available on the meeting website: <http://www.jcomm.info/jcomm4>

Distribution of documents

11. All pre-session documents are to be distributed to WMO Members and Member States of UNESCO/IOC primarily in electronic form. As WMO Members, Member States of UNESCO/IOC and Commission members were informed by mail, the documents issued before the session are available at <http://www.jcomm.info/jcomm4doc>. In order to avoid wastage of paper, which will also mean a reduction in the carbon budget of the session, hard copies of the documents will be sent to participants only upon request.

12. Electronic versions of all of the documents emanating from the session will be posted on the same site above. Delegates are encouraged to use the electronic version of the documents. However, a limited number of paper copies will be available during the session. Each delegation will receive a single print version of each new document in the required language. Additional

copies may be obtained from the Registration, Information and Documents Desk. Nevertheless, as supplies will be limited, some delay in their delivery can be expected.

Provisional abridged report

13. The provisional abridged report consists of the set of texts, resolutions and annexes approved by Plenary in 'FINAL ADOPTED' form. An electronic version of these documents, showing plenary amendments, in English only, will be posted on the above site shortly after the session.

Entry requirements

14. Participants wishing to enter the Republic of Korea should possess valid passports. Most visitors with confirmed round-trip tickets can stay for 30 days without visas, although this does not apply to certain nationalities. Visitors from countries that have no diplomatic relations or no special visa exemption with the Republic of Korea should obtain an entry visa prior to their arrival. If, uncertain as to the entry requirements, please contact the Embassy of the Republic of Korea or the consulate nearest you as early as possible. For more information, please visit the Website of the Ministry of Foreign Affairs and Trade of the Republic of Korea at <http://www.mofat.go.kr/ENG/main/index.jsp>.

15. Participants who need a formal invitation letter for their visa application, please submit the following information to the KMA staffer below via e-mail:

Title (Mr or Ms)*:
Full name (on the passport)*:
Post*:
Organization*:
Passport No.:
Date of birth:
Date of issue:
Date of expiry:
Tel.*:
Fax:
E-mail*:
Postal address*:
*: *Mandatory*

Mr. Yong-Seong Kang
Meteorologist, International Cooperation Division
Korea Meteorological Administration
E-mail: yongsung@kma.go.kr
Tel.: +82 2 2181 0376, Fax: +82 2 836 2386:

Currency

16. The currency unit of the Republic of Korea is the South Korean Won (KRW). Most businesses, tour operators, airlines and hotels accept major credit cards and traveller's cheques. Banking hours are generally from 9 a.m. to 4 p.m. on weekdays. All the banks are closed on Saturday and Sunday. Anyone who arrives at Incheon International Airport can exchange money directly at the airport, profiting from better conversion rates than banks.

Bank information within the EXPO site:

Kwangju Bank: located at International Pavilion B
Industrial Bank of Korea: located at International Pavilion C

Delegations can exchange at these banks.
Operating Hours: 09:00~16:00

The average exchange rate in January 2012 was as follows:

1 € = 1461.59 KRW
1 US\$ = 1129.34 KRW

Health requirements/Medical Services

17. Up-to-date information on international travel and health is provided by the World Health Organization (WHO) at the following Website: <http://www.who.int/countries/kor/en>.

18. Medical services are of a high standard and most international prescription drugs are readily available through retail pharmacies. It is suggested that you take out personal medical insurance for the duration of the trip.

Electricity and mobile phone connections

19. Electrical systems are 220-240 Volts and 60 Hz. The socket style is compatible with the 'Europlug' style two-prong plug.

20. Mobile telephone

- (a) Mobile telephones on the CDMA standard are most common
- (b) Cell-phone Rental Service

Mobile rental services are available at the **Incheon and Gimpo Airports**. Online reservations are accepted through each service provider's website. Additional discounts and condition may be offered to those making reservations online. However, reservations are not required in order to use cell phone rental services.

To rent a mobile telephone you must produce your **passport and credit card**.

Many areas of the Republic of Korea are covered by the GSM 3G standard, but this varies according to region and the roaming agreements of your home mobile phone service provider. For more details, please visit the websites of, or contact your mobile phone service provider.

(c) Useful Websites

Phone calls / Mobile Phones / Internet

http://english.visitkorea.or.kr/enu/AK/AK_EN_1_5_7.jsp

Mobile Phone Rentals

KT <http://roaming.kt.com/eng/index.asp>

S roaming <http://www.sroaming.com/eng/main.asp?kind=1>

SK Telecom <http://www.skroaming.com/en/benefit/ttkevent.asp>

Internet facilities

21. Provision has been made in the main conference hall for wireless Internet connection. Internet connections will be also available in the hotel and an Internet corner with wired Internet will be available.

Hotel reservation

22. Participants are responsible for their own hotel reservations. The Korean Meteorological Administration will provide special discounted rates. As rooms will be reserved on a first-come, first served basis, once room blocks at a hotel have been filled, we may be unable to secure further rooms with hotel at the special rates quoted. Please therefore make an early hotel reservation.

Participants are advised to make their hotel reservation on line at the JCOMM-IV website (www.jcomm.info/JCOMM4) or by completing and sending the attached Hotel Reservation Form provided in the Appendix (available in English only) to the agency by e-mail jcomm4@naver.com at their earliest convenience.

23. Reservation procedure:

- (a) Any problem with on-line hotel reservation or any change in booking must be indicated in writing to the LEE Convention at jcomm4@naver.com, NOT directly to the hotel.
- (b) The application for advance hotel reservation should be made no later than **25 March 2012**. For those who did not apply for advance accommodation during the above mentioned periods, we cannot be guarantee availability.
- (c) 100% of the total amount of the reservation (including VAT) should be paid by **8 April 2012 in the event of bank transfers and 15 April 2012 in the event of credit card payments**.
- (d) Standard check-in time of 3:00pm and check-out time of 12:00am apply to all hotels.
- (e) Method of Payment
Payments should be made in Korean won (KRW).

Bank Transfer

Bank name and branch	Busan Bank, Marinecity Branch
Bank address	2F, Byeoksan E-orange Building, 1435, U-dong, Haeundae-gu, Busan, Korea
Swift code	PUSBKR2P
Account number	171-13-000143-0
Account name	LEE Convention Co., Ltd.

Credit Card

- Only Visa, Master and JCB cards are accepted.
 - If you want to pay by credit card you have to authorize payment by card with the downloading authorization form on the site.
 - Your credit card information is secure.
 - HotelNJoy, the EXPO2012-designated hotel booking agency, will be indicated on your sales slip.
 - Your credit card account will be charged at **15 April, 2012**.
- (f) Cancellation Policy
Credit card information is required to guarantee reservation of your room.
Any cancellations should be sent in writing to the LEE Convention at jcomm4@naver.com
- No-Show: 100% total room charge
 - Cancellation 1-2 days before arrival: 100% total room charge
 - Cancellation 3-4 days before arrival: 70% total room charge
 - Cancellation 5-6 days before arrival: 50% total room charge
 - Cancellation 7-15 days before arrival: 30% total room charge
 - Cancellation 16-29 days before arrival: 25% total room charge

(g) Contact for hotel reservation

LEE Convention

- Name: Ms. Minjung Kim
- E-mail: jcomm4@naver.com
- Tel: +82-51-711-0048
- Fax: +82-51-747-7030
- Address: Room 415 Ace-High Tech 21, 1470 Woo-dong, Haedundae-gu, Busan, Korea
(Postcode: 612-020)

LEE Convention, the JCOMM-4 hotel booking agency, will provide participants with all the necessary information and services for accommodation reservations.

If participants request any changes in their reservations after these are confirmed, LEE Convention will inform the participants of available accommodations nearby and offer booking services after consultation with the participants.

24. Hotel information and room rates

Hotel Map



Yeosu MVL Hotel (Main Hotel) / Highly Recommended
Located within the Expo site

★★★★★

(1 km away from the Conference hall)

Maximum 130 guest rooms are available for JCOMM-4

www.mvlhotel.com

Scheduled to be completed in March 2012, the MVL Hotel is located within the Expo site and is a 25-story hotel.

The MVL Hotel offers a variety of facilities and amenities, including restaurants, banquet halls, a karaoke club, a sauna and a gym.

This hotel is highly recommended, because it is located nearby Conference hall and within the EXPO site, thereby you can avoid the problem due to traffic congestion and stick to a schedule smoothly. Also you can enjoy the diverse exhibitions and performances that EXPO 2012 Yeosu offers. We recommend this hotel especially for the JCOMM Secretariat, Officer and International Organization.

Room Rate (Unit : KRW)

Room Type	Rack Rate	JCOMM-4 Rate	Breakfast	Amenities
	(Incl. VAT)			
Standard Double	333,000	175,300	33,880	2 bottles of water, A/C, Satellite TV, Mini-bar, Personal safe, Etc.
Standard Twin	333,000	175,300		
Deluxe Twin	466,000	204,600		
Suite Double	679,000	306,200		
Suite Twin	679,000	306,200		



The Ocean Hotel

★★★★★

30 minutes by car from the Expo site
(12 km away from the Conference hall)

www.theoceanresort.co.kr

The Ocean Hotel's available check-in date is after 26 May, 2012.

An additional 17-story hotel, slated to open in February 2012 will include a grand ballroom, a mid-sized conference room, restaurants and business center on the 1st floor. The guest rooms from the 4th floor upward will offer spectacular views of the ocean, downtown Yeosu at night, and the morning sunrise. In the Grand Ballroom is a seminar room with its capacity of 1,000 connected to the resort and other facilities.

Room Rate (Unit : KRW)

Room Type	Rack Rate	JCOMM-4 Rate	Breakfast	Amenities
	(Incl. VAT)			
Double	220,000	161,700	25,000	2 bottles of water, A/C, hair dryer, telephone(IP phone), refrigerator, satellite TV
Twin	242,000	176,400		
Ocean Twin	264,000	194,000		



Hidden Bay Hotel

10 to 20 minutes by car from the Expo site

★★★★★

(7 km away from the Conference hall)

<http://hiddenbayhotel.co.kr>

With its three sides surrounded by water, the Hidden Bay Hotel gives the guests an opportunity to enjoy the beautiful coast up close.

The hotel is near major tourist destinations in Yeosu, including Odong Island and Geomun Island, the Manseong-ri black sand beach, and the Dolsan Bridge to name only a few.

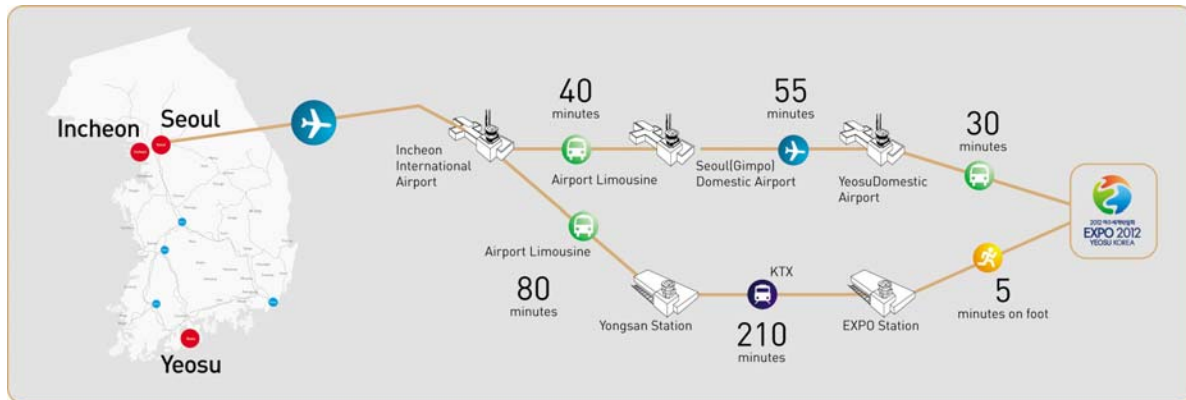
Designed to embody the pristine South Coast and its beautiful bays, all of the rooms face the sea.

The hotel is equipped with a swimming pool, a sauna, a business center, meeting rooms and banquet halls.

Room Rate (Unit : KRW)

Room Type	Rack Rate	JCOMM-4 Rate	Breakfast	Amenities
	(Incl. VAT)			
Standard	264,000	166,300	22,000	A/C, satellite TV, Mini-bar, Refrigerator, Personal safe, Etc.
Deluxe Twin	308,000	194,000		
Family Twin	396,000	228,700		
Corner Suite	660,000	277,200		

Transport and transfers



25. By Air

Incheon Int'l Airport - (a) Gimpo Int'l Airport - (b) Yeosu Airport - (c) EXPO2012

(a) Incheon Int'l Airport → Gimpo Int'l Airport

	Limousine Bus	AREX Train	International Taxi		Taxi	
Location	Bus Stop 10A, 11A	Passenger terminal 1 st floor	Passenger terminal 1 st floor		Passenger terminal 1 st floor	
Interval	30 mins	10-20 mins	40 mins		10-20 mins	
Fare	KRW 7,000	KRW 3,300	Medium	KRW 55,000	Standard	KRW 34,000
			Luxury/ Large	KRW 80,000	Deluxe	KRW 52,000
Remark	Passengers can get information about Limousines, Premium Buses, and ticketing at the following ticket booths: Exit 4 and 9(indoors) & Exit 4, 6, 7, 8, 11, 13, and 9C(outdoors).	Stations Incheon International Airport ↔ Incheon International Airport Cargo Terminal ↔ Unseo ↔ Geomam ↔ Gyeyang ↔ Gimpo Airport	foreigners only International taxi Tel.1644-2255 Web. www.intltaxi.co.kr		Basic fee Standard KRW 2,400 Deluxe KRW 4,500	

- (b) Gimpo Int'l Airport → Yeosu Airport
 - Transfer to the domestic flight to Yeosu Domestic Airport.
 - Interval: 55mins

- (c) Yeosu Airport → EXPO2012
 - Airport limousine bus
 - Interval: around 30~40 mins

26. By Train (KTX)

Incheon Int'l Airport - (a)Yongsan Station - (b)Yeosu EXPO Station - (c) EXPO2012

- (a) Incheon Int'l Airport → Yongsan Station

	Limousine Bus	International Taxi		Taxi	
Location	Bus Stop 6A,12B	Passenger terminal 1 st floor		Passenger terminal 1 st floor	
Interval	1 hrs 20mins	1 hrs		1 hrs	
Fare	KRW 14,000	Medium	KRW 65,000	Medium	KRW 42,000
		Luxury/Large	KRW 95,000	Deluxe	KRW 68,000
Remarks	Passengers can get information about Limousines, Premium Buses, and ticketing at the following ticket booths : Exit 4 and 9(indoors) & Exit 4, 6, 7, 8, 11, 13, and 9C (outdoors)	Foreigners onlyInternational taxi Tel.1644-2255 Web. www.intltaxi.co.kr		Basic fee StandardKRW 2,400 DeluxeKRW 4,500	

- (b) Yongsan Station → Expo2012 Station
 - Taking a KTX
 Interval: 3 hrs 30 mins
 Fare: KRW42,800 (standard), KRW59,900 (special)

- (c) Expo2012 Station → Expo2012
 5 minutes distance on foot

27. Useful web links

Korea Airports Corporation:www.airport.co.kr/doc/www_eng

KORAIL (KTX): http://info.korail.com/2007/eng/eng_index.jsp

Korea Tourism Organization (about transportation):
http://english.visitkorea.or.kr/enu/TR/TR_EN_5_1_1.jsp

International Taxi(foreigners only):www.intltaxi.co.kr

The city of Yeosu

28. The name *Yeosu* means "Beautiful Water". Yeosu is located midway along the south coast of the Korean. The city is about 350km southwest of Seoul and is surrounded by 317 jewel-like islands and 915 km of coastline.

Local climate

29. Thanks to consistent ocean breezes and warm currents, Yeosu enjoys milder summers and winters than other regions of Korea. The city also boasts longer spring and autumn seasons than

other areas. The average annual temperature is 14.5°C and annual precipitation averages

959.8 mm.

Climate Data for the Month of May in Yeosu

Feature	First 10-day period	Second 10-dayperiod	Third 10-day period
Average Temperature(°C)	16.4	17.2	18.9
Maximum Temperature(°C)	20.3	21.0	22.7
Minimum Temperature(°C)	13.1	14.1	15.7
Average Precipitation(mm)	52.9	49.9	43.7
Average wind speed(m/s)	3.6	3.5	3.2
Average humidity(%)	69.5	69.9	69.2
Sunshine(hr)	68.1	69	83.1

Information and contact details of the Local Organizing Committee

30. For any further local information, please contact the Local Organizing Committee as per the address details below:

Director/Dr. Jang Won Seo
TEL: +82-2-2181-0742
FAX: +82-2-2181-0749
E-mail: jwseo@kma.go.kr
Marine Meteorology Division
Observation Infrastructure Bureau / KMA

Assistant Director/Ms. Ji Eun Seo
TEL: +82-2-2181-0751
FAX: +82-2-2181-0749
E-mail: marssram@kma.go.kr
Marine Meteorology Division
Observation Infrastructure Bureau / KMA

Deputy Director/Dr. Sung Hyup You
TEL: +82-2-2181-0743
FAX: +82-2-2181-0749
E-mail: shyoun@kma.go.kr
Marine Meteorology Division
Observation Infrastructure Bureau / KMA

Korea Meteorological Administration
61 Yeouidaebang-ro 16-gil
Dongjak-gu
Seoul 156-720
Republic of Korea

Useful web links

Information on EXPO 2012 Yeosu is available on the official site in five languages (Korean, English, French, Chinese, Japanese)

- Korean site address : <http://www.expo2012.kr/main.html>
- English site address : <http://eng.expo2012.kr/main.html>
- French site address : <http://fra.expo2012.kr/main.html>
- Chinese site address : <http://cha.expo2012.kr/main.html>
- Japanese site address: <http://jap.expo2012.kr/main.html>

International Visitor Information Centre Website :<http://www.tour2korea.com/>