

Logistics Note

Forty-first Meeting of the Green Climate Fund Board 17–20 February 2025

VENUE

The Forty-first Meeting of Green Climate Fund (GCF) Board (B.41) will be held at **IBS Tower and G-Tower** in Songdo, Republic of Korea.

Main venue for the Board:
25th floor, IBS Tower, 263 Central-ro, Yeonsu-gu, Incheon 22006, Republic of Korea

Main venue for the Observers:
12th & 17th floors, G-Tower, 175 Art center-daero, Yeonsu-gu, Incheon 22004, Republic of Korea



Please note the location of [IBS Tower](#) and [G-Tower](#) on Google maps.

SEQUENCE OF MEETINGS

Saturday, 15 February	Constituency meetings/Board Consultation
Sunday, 16 February	Constituency meetings/Informal meeting of the Board
Monday, 17 February – Thursday, 20 February	Forty-first Meeting of the GCF Board

MODALITY

B.41 will be held as an in-person meeting. In accordance with paragraph 10 of the Governing Instrument for the GCF, if a Board member cannot attend all or part of a meeting of the Board, his or her alternate will attend on his or her behalf, serving as the Board member. In accordance with the Information Disclosure Policy, B.41 will be webcast.

REGISTRATION

Participants can register through the **Online Registration System (ORS) from 18:00 KST on Wednesday, 15 January to 23:59 KST on Friday, 31 January**. For Board members, alternate Board members, and advisers, the ORS is available on the **Board portal**. Other participants will receive an email with details on how to log into the system separately.

Registration is required to attend B.41 in person. Those who wish to watch the meeting virtually through the webcast are not required to register.

For any queries regarding registration, please contact registration@gcfund.org.

Letter of invitation

Participants who select the option to receive a letter of invitation will receive it via email once their registration in ORS is confirmed. For any queries regarding the letter of invitation, please contact registration@gcfund.org.

VISA

K-ETA

Participants from eligible visa-exempt countries may obtain a short-term Korea Electronic Travel Authorization (K-ETA) instead of a visa for attendance at B.41. K-ETA can be obtained electronically, negating the need to submit a visa application at the Korean Embassy or Consulate. However, visa fee exemption, applicable to those indicated in the table below, cannot be applied through the K-ETA process. **Please note: If you have already applied for and been granted a K-ETA for previous meetings in 2023 or 2024, you may wish to check if that K-ETA is still valid before applying for another.**

Further information about eligibility and the online application are available at: <https://www.k-eta.go.kr/portal/apply/index.do>.

Visa

Participants who are required to have a visa (i.e., those who are not from visa-exempt countries) or who **choose to obtain a visa** to benefit from fee exemption (where applicable) are advised to consult the nearest Korean Embassy or Consulate for guidance on the documentation required for the associated application. The table below provides a summary of the appropriate visa type and estimated processing time for each category of participant:

	Board members/ alternate Board members/advisers/ active observers	Other participants	K-ETA (Visa- exempt countries only)
Visa type	A-type visa	C-type visa	Short-term visa
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	May vary depending on applicant's nationality	Currently KRW 10,000

Visa Application Process

Letters of invitation and the GCF Business Registration Certificate, both issued by the Secretariat, should be submitted with visa applications. For assistance, please contact registration@gcfund.org. Visa applications should be initiated at least **three weeks before departure** and promptly notify the Secretariat of any issues encountered in the application process.

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 to support visa applications, including transit visas. For assistance with invitation letters, please contact registration@gcfund.org.

FLIGHTS

The Secretariat will arrange flights for developing country constituency Board members, alternate Board members, and their respective funded advisers. These participants should

submit their travel requests after registration through the ORS. The Secretariat kindly requests that all travel requests be submitted via Concur by **31 January 2025**.

All other participants are responsible for booking their flights.

ACCOMMODATION

All participants are responsible for arranging their own accommodation and should contact the hotel of their choice directly. A list of hotels with special rates for GCF event participants is provided below.

Holiday Inn	KRW 121,000 – Standard King/Twin KRW 143,000 – Premium King/Twin	Breakfast KRW24,000 p.p.
	Contacts: reservation.songdo@ihg.com ; +82 32 250 0000	
Central Park Hotel	KRW 110,000 – Deluxe Double/Twin KRW 110,000 – Sky Deluxe KRW 210,000 – Park Suite	Breakfast KRW24,000 p.p.
	Contacts: rsvn@cphotel.co.kr ; +82 32 310 5000	
Orakai Songdo Park	KRW 106,000 (weekday) / KRW 136,000 (weekend) – Deluxe Dbl/Twin KRW 204,600 (weekday) / KRW 248,600 (weekend) – Premier Deluxe	Breakfast KRW25,300 p.p.
	Contacts: rsvn@ohmckorea.com ; +82 32 210 7000	
Oakwood Premier	KRW 190,000 – Studio Superior KRW 240,000 – 1 Bedroom Superior	Breakfast KRW42,300 p.p.
	Contacts: Reservations.incheon@oakwoodpremier.co.kr ; +82 21 726 2001	

All rates are subject to relevant government tax and service charges.

Please specify that you are attending a GCF event when making a reservation.

ARRIVAL IN THE REPUBLIC OF KOREA

Health Questionnaire and Q-code system

When entering the Republic of Korea after staying in or passing through a '[Quarantine Inspection Required Area](#),' travellers are obliged to submit a Health Questionnaire to quarantine officials. To expedite your entry, this may be performed [electronically](#) three days before your departure.

Ground transportation on arrival

Participants will arrive in the Republic of Korea by air at Incheon International Airport. Accommodation in Songdo is most conveniently accessed by taxi or bus 6777, available from Incheon International Airport. Participants are advised to check with their hotels for airport transfer options if available.

GENERAL INFORMATION

GCF is moving to eliminate the use of disposable plastic water bottles at Board meetings. We 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

The Republic of Korea has a continental climate with four distinct seasons. Temperatures in February vary from -9°C to 8°C. The levels of air pollution may be expected to be above average.

Dress code

The dress code for the event is smart casual.

Language

All meetings will be conducted in English.

Currency

The Republic of Korea unit of currency is the Korean won (KRW).

Electricity

The standard voltage in the Republic of Korea is 220 volts. The outlet is the same type used in continental Europe and many other countries.

**Emergency telephone numbers**

Ambulance	119
Fire	119
Police	112

Getting around

Taxis are safe and convenient, and they 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, and deluxe black. 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.

Travellers are advised to have the destination name written in Korean for convenience.

Insurance

The organizers cannot accept liability for personal accident, loss, or damage to private property, which may be incurred during travel for the meetings. Participants are advised to arrange appropriate insurance coverage prior to their travel.

Visiting the Republic of Korea

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

Contacts

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