



International Organization for Standardization
Organisation internationale de normalisation
Международная организация по стандартизации

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Reference: ISO/TMB IWA 30

2018-07-25

Invitation to an international workshop on Competence for Standards Professionals: in Companies (part1) and in Standards-Specialty Organizations (part2)

Dear ISO Members,

Following approval by the Technical Management Board of a proposal from the Korean Agency for Technology and Standards (KATS) and the Korean Standards Association (KSA), we are pleased to enclose the draft program and registration information for a workshop to develop an *International Workshop Agreement on Competence for Standards Professionals: in Companies (part1) and in Standards-Specialty Organizations (part2)*.

Workshop dates: 25-26 October 2018

Location: Busan, Korea

We ask that you register for the workshop not later than **30 August 2018** using the [link](#) in the attached invitation.

We would be grateful if you could publicize this event in your country.

Yours sincerely,

Sophie Clivio
Secretary to the Technical Management Board

Encl.:

- Invitation, including a [link](#) to the registration form
- Background information on the proposal
- Logistical information

Invitation and Registration

***The First Workshop of ISO IWA 30
on Competence for Standards Professionals:
in Companies (part1) and in Standards-Specialty Organizations (part2)***

October 25-26

BEXCO Convention Hall Room 104-105, Busan, Korea

Korean Agency for Technology and Standards (KATS)

Korean Standards Association (KSA)

1. Workshop Overview

1.1 Dates & Venue of the workshop

The first IWA workshop will be held at **BEXCO in Busan, Korea from 25 to 26 October 2018** in connection with the 82nd IEC General Meeting.

- Date: 25(Thur)-26(Fri) October 2018
- Venue: Meeting Room 104/105, 1st Floor, BEXCO Convention Hall, Busan, Korea
(please note that BEXCO Exhibition Centers and Auditorium are different buildings)

1.2 About BEXCO

1.2.1 BEXCO Address and Websites



BEXCO(Busan Exhibition and Convention Center)

55 APEC-ro, Haeundae-gu, Busan, Republic of Korea, 48060

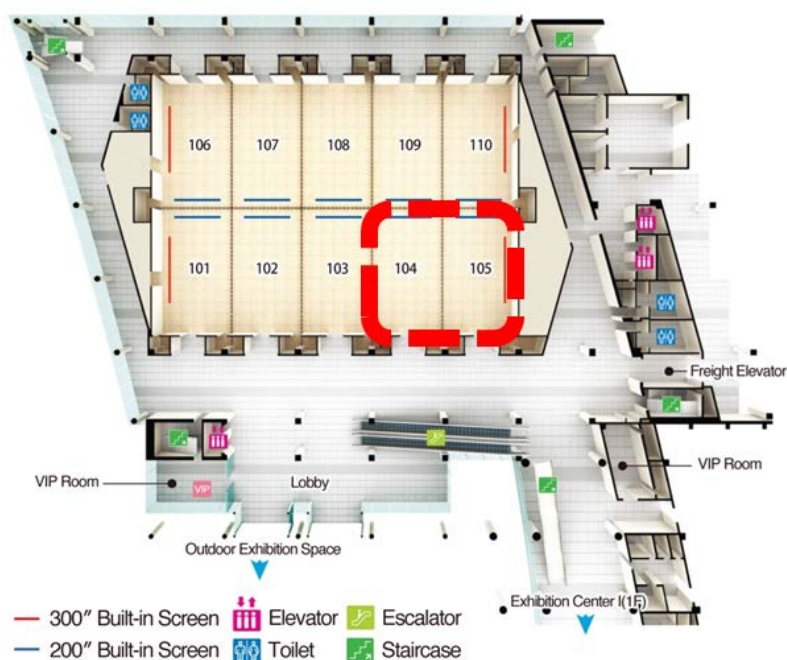
Tel +82 51 740 7300

Fax +82 51 740 7320

E-mail bexco@bexco.co.kr

www.bexco.co.kr/eng/Main.do

1.2.1 BEXCO Convention Building Layout



2. Workshop Registration (until 30th Aug 2018)

2.1 How To Register

The workshop participation will be open to the registered participants only. Official registration is available online at <https://goo.gl/ezeqx2> no later than 30th August 2018. Registrants for ISO IWA workshops are not required to be appointed by ISO national member body, but it is advised that they notify their participation to its ISO national member body before they register.

If you have difficulty in accessing the online registration, please send a mail directly to the IWA Workshop Secretary below. An official list of participants will be made available to attendants.

2.2 IWA Workshop Host

The first IWA workshop on Competence for Standards Professionals will be hosted by the Korean Agency and Technology and Standards (KATS) and Korean Standards Association (KSA).

Korean Standards Association (KSA)
20F, Korea Technology Center Bldg., 305 Teheran-ro
Gangnam-gu, Seoul, Korea, 06512
Tel. +82 2 6009 4843 / Fax. +82 2 6009 4819
www.ksa.or.kr

2.3 IWA Workshop Chair

Dr. Mr. Donggeun Choi
Principal Researcher, KSA
Tel. +82 2 6009 4850 / E-mail dchoi@ksa.or.kr

2.4 IWA Workshop Secretary

Ms. Sunghyun Park
Senior Researcher, KSA
Tel. +82 2 6009 4843 / E-mail soylinda@ksa.or.kr

3. Approved Proposal of the ISO IWA

**approved version by ISO TMB as of 14 May 2018*

Competence for Standards Professionals in Companies (part1) and in Standards-Specialty Organizations (part2)

Submitted by KATS and KSA

3.1 Proposer

The following two organizations are proposing the development of ISO IWA:

- 1) KATS, Korean Agency for Technology and Standards, Republic of Korea (www.kats.go.kr)
- 2) KSA, Korean Standards Association, Republic of Korea (www.ksa.or.kr)

3.2 Title of the proposed deliverable

International Workshop Agreement: Competence for Standards Professionals

- Part 1. In Companies
- Part 2. In Standards-Specialty Organizations

3.3 Purpose and Justification

Capacity building and education is important for work-forces in companies, standards developing committees and national standards bodies. Effective capacity building should be based on the needs of companies, standards developing committees and organizations -- *Competence Requirements*.

This is the reason why similar efforts has been made to develop knowledge or skill set and qualifications programs for standards professionals in ISO Member countries. Also, ISO TMB TF11 has endeavored to develop capability requirements for Chairs, Secretariats, and Project Editors. The IWA may support such capacity building such activities of ISO TMB, and ISO in general.

This ISO IWA proposal is designed to collect such common efforts at national, regional, and international levels and to develop commonly agreed competence requirements. The output will be a useful asset for companies and national bodies in capacity building of standards professionals. **The IWA will be based on the APEC project report on “Inspiring Next Generation of Standards Professional Development”** which has been proposed by Korea and co-sponsored by China, Indonesia, Japan, Malaysia, Peru, the Philippines, Thailand, the US, Viet Nam.

**Note: The scope of this proposed IWA does NOT include ‘personnel certification’ issue.*

3.4 Relevant Documents and Activities

3.4.1 Relevant Documents (on why and what to develop the IWA)

- 1) APEC (2008) Case Studies of How to Plan and Implement Standards Education Programs and Strategic Curriculum Model (edited by Donggeun Choi)
<https://www.apec.org/-/media/APEC/Publications/2008/3/Education-Guideline-1-Case-Studies-of-How-to-Plan-and-Implement-Standards-Education-Programs-and-Str/TOC/Summary-Conclusions.pdf>
- 2) APEC (2015) Inspiring the Next Generation of **Standards Professionals - Towards Job Profiling** in Today's Global World (by Donggeun Choi)
<http://www.standards-education.org/home/apec-survey-to-develop-standards-professional-development>
- 3) APEC (2018) Inspiring Next Generation of **Standards Professionals Development: Phase 2. Developing Career Path & Career Map** (by Donggeun Choi, Interim Report)
- 4) CEN, CENELEC, ETSI (2011) Policy on Education about Standardization (increasing the competency of those persons seeking to participate in the standards-making process)
(by Joint Working Group on Education about Standardization)
<ftp://ftp.cencenelec.eu/EN/EuropeanStandardization/Education/Policy%20on%20EaS.pdf>
- 5) EC(2017) European market needs for education in **standardization and standardisation-related competence** (by Knut Blind and Sandra Drechsler)
<https://publications.europa.eu/en/publication-detail/-/publication/c013b068-e084-11e7-9749-01aa75ed71a1/language-en>
- 6) IFAN(2014) Education and Training about Standardization - Different needs for different roles
<http://www.ifan.org/IFAN-GUIDE%204-Education-2014-09.pdf>
- 7) ISO (1985) Development Manual 3. Training of technical staff – National level and company level
Education and Training about Standardization - Different needs for different roles
<http://www.ifan.org/IFAN-GUIDE%204-Education-2014-09.pdf>
- 8) ISO (2018) Project Management Methodology – Roles, responsibilities, and capability requirements (by ISO TMB TF11 on Project Management)
- 9) IIEEJ(2015) Skill Standard: Evaluation for Skills of Human Resource Required for Standardization (by Yushi Komachi, Toshiaki Kurokawa, Shigeki Takahashi)
https://www.jstage.jst.go.jp/article/iieej/44/4/44_680/article
www.y-adagio.com/public/ccommt/temp/skill-std-hrrs_eng_v0.98.pdf (2013 version)
IIEEJ: Institute of Image Electronics Engineers of Japan
- 10) UNECE(2012) Recommendations on regulatory cooperation and standardization policies - Education standards related issues (by START-Ed Group)
https://www.unece.org/fileadmin/DAM/trade/wp6/Recommendations/Rec_1.pdf

3.4.2 Relevant Documents (on how to design the structure of the IWA)

- 1) ILO: International Labor Organization(2008), International Standard Classification of Occupations (ISCO)-88 <http://www.ilo.org/public/english/bureau/stat/isco/isco08/index.htm>
- 2) ISO/IEC TS 17027(2014) Conformity assessment -- Vocabulary related to **competence** of persons used for certification of persons <https://www.iso.org/standard/62024.html>
- 3) ISO/TS 17969(2015) Petroleum, petrochemical and natural gas industries -- Guidelines on **competency** for personnel (by ISO/TC67) <https://www.iso.org/standard/69919.html>
- 4) ISO/TR 21102(2013) Adventure tourism -- Leaders -- Personnel **competence** <https://www.iso.org/standard/54859.html>
- 5) ISO 22222(2005) Personal financial planning -- **Requirements** for personal financial planners (by ISO TC222) <https://www.iso.org/standard/43033.html>
- 6) CEN Guide 14(2010) Common policy guidance for addressing standardisation on qualification of professions and personnel ftp://ftp.cen.eu/BOSS/Reference_Documents/Guides/CEN/CEN_14.pdf

3.4.3 Relevant Activities

1) ISO, IEC, and ITU

(ISO 2020) Capacity building, Education, INS/developing countries, Strengthening NSB
(ISO TMB TF11) PM - Roles, responsibilities, *capability requirements* (TC, WG, Project)
(IEC YP, Academy) Career path, Generation change, Young professionals
(WSC Academic Day) The Value of standards and education about standardization (2017)

2) Regional and National Activities

(APEC) Inspiring Next Generation of Standards Professionals Development (2014-2017)
(CEN/CENELEC) Joint Working Group on Education about Standardization (2008-2016)
(China) CNIS (2011-17): *Knowledge System* of Standard Science (2017)
(EC) EC COM (2016)358 European Standards for the 21st Century
(Japan) KIT (2013): *Skill standard* of human resource required for standardization
(Korea) KSA (2013-2017): Personnel *competency requirements* and qualification programs
(USA) ANSI Committee on Education, IEEE Standards University, SES certification for standards professionals, NIST education challenge grants for curricula development.

3) ICES (International Cooperation about Standardization) Annual Conferences

(2014 Ottawa) Developing standards professionals across borders
(2015 Seoul) Towards developing common *competency requirements* for standards professionals
(2016 Frankfurt) What industry needs from education on standardization?
(2017 Chicago) Standards in context: *skill requirements*, pedagogy and research

3.5. Interested Stakeholders

National standards bodies, companies and learning/training institutes, and related stakeholders are invited to participate in:

- National Standards Bodies,
- Standards Developing Organizations
- Universities, Training Institutes
- Companies and Trade Associations, Research Institutions, Academic Societies

Also, other international and regional standards organizations and liaison organizations of ISO are also invited to contribute.

The following organizations have already indicated **their support and participation** in the IWA:

- 1) BSN(The National Standardization Agency of Indonesia), Indonesia
- 2) DIN(German Institute for Standardization), Germany
- 3) DSM(Department of Standards Malaysia), Malaysia
- 4) ESA(Ethiopian Standards Agency), Ethiopia
- 5) ICONTEC(Colombian Institute of Technical Standards and Certification), Colombia
- 6) INEN(Ecuadorian Service for Standardization), Ecuador
- 7) ISS(Institute for Standardization of Serbia), Serbia
- 8) JISC(Japanese Industrial Standards Committee), Japan
- 9) KATS(Korean Agency for Technology and Standards), Republic of Korea
- 10) RSB(Rwanda Standards Board), Rwanda
- 11) SA(Standards Australia), Australia
- 12) SPRING Singapore, Singapore
- 13) STAMEQ(Directorate for Standards, Metrology and Quality of Viet Nam), Viet Nam
- 14) UNE(Spanish Association for Standardization), Spain
- 15) ARSO(African Organisation for Standardisation)
- 16) GSO(GCC Standardization Organization)

3.6 Secretariat and Convenor

As the Korea's member body to ISO, Korean Agency for Technology and Standards (KATS) is willing to serve as as the Secretariat for this IWA work, together with Korean Standards Association (KSA).

KATS nominates *Dr. Donggeun Choi* in KSA as *convenor* who has led relevant APEC projects on standards education and professionals and *Ms. Sunghyun Park* in KSA as *secretary* of the IWA.

3.7. Time Plan for ISO IWA Proposal in 2018-2019

Given an approval of ISO TMB, the following steps from the tentative plan to develop IWA

1) Introductory WebEx Meeting (July 2018)

Depending on the need and interest, a WebEx meeting for introduction will be organized among interested stakeholders in order to inform and plan the workshop.

2) IWA Workshop (1st: Oct 2018 in Busan, 2nd: May-June 2019 in Europe)

The IWA workshop(s) will aim at building consensus for the draft text of an IWA. It is envisioned that this can be achieved through one workshop. However, it might be deemed necessary to hold second meetings. A draft discussion text will be sent out ahead of the first workshop.

The first workshop will be open to all stakeholders nominated by their respective NSB or, alternatively, by an international organization that would fulfil the criteria of an international liaison set out in the ISO Directives for TCs. There will be no participation fees for this IWA but participants will be expected to cover their own travel expenses.

The first IWA workshop will be held **tentatively on 25-26 October 2018 in Busan in Korea** and the workshop language will be English.

If a second meeting is deemed necessary, it would be **proposed to organize it together with ICES 2019 conference to be held in May-June 2019 in Europe**. KATS and KSA would further cooperate with the ICES Board and NSB of the host country for second possible workshop.

3) Publication and Distribution (Aug-Nov 2019)

The final text of IWA from its workshop(s) will be submitted to ISO for publication after the workshop. ISO members may market and promote the document through their regular channels. ISO will hold the copyright to the document.

3. Annex.1. Draft Outline of the IWA 30-1 on “Competence for Standards Professionals – part 1. In Companies”

Introduction

1. Scope

This document provides international reference guide on competence requirements and development of standards professionals **in companies**. This document addresses and classifies their **tasks and sub-tasks** of and presents required **competence** including **(K) knowledge, (S) skills and (A) attributes** per tasks.

2. Normative References

There are no normative references in this document.

3. Terms and definitions

No terms and definitions are listed in this document.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

4. Tasks and Sub-Tasks (in Companies)

This section provides what tasks and sub-tasks are mainly conducted by standards professionals in companies.

5. Competence (in Companies)

This section describes what kind of competence -- knowledge, skills, and attributes are needed to perform standards-related tasks and sub-tasks in companies.

5.1 Knowledge

5.2 Skills

5.3 Attributes

6. Career Roadmap (in Companies)

This section describes how individual workforces in companies may develop their career in conducting their tasks and sub-tasks.

Annex A (Informative) Informative Guidance on Tasks and Competence

Annex B (Informative) Career Path Examples from Individual Interviews

Annex C (Informative) Workshop Contributors

Bibliography

3. Annex.2. Draft Outline of the IWA 30-2 on “Competence for Standards Professionals – part 2. In Standards-Specialty Organizations”

Introduction

1. Scope

This document provides international reference guide on competence requirements and development of standards professionals in ***standards specialty organizations -- national standards bodies, standards development organizations and related regulatory authorities***. This document addresses and classifies their **tasks and sub-tasks** of and presents required **competence** including **(K) knowledge, (S) skills and (A) attributes** per tasks.

2. Normative References

There are no normative references in this document.

3. Terms and definitions

No terms and definitions are listed in this document.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

4. Tasks and Sub-Tasks (in Standards-Specialty Organizations)

This section provides what tasks and sub-tasks are mainly conducted by standards professionals in standards-specialty organizations.

5. Competence (in Standards-Specialty Organizations)

This section describes what kind of competence -- knowledge, skills, and attributes are needed to perform standards-related tasks and sub-tasks in standards-specialty organizations.

5.1 Knowledge

5.2 Skills

5.3 Attributes

6. Career Roadmap (in Standards-Specialty Organizations)

This section describes how individual workforces in standards-setting organizations may develop their career in conducting their tasks and sub-tasks.

Annex A (Informative) Informative Guidance on Tasks and Competence

Annex B (Informative) Career Path Examples from Individual Interviews

Annex C (Informative) Workshop Contributors

Bibliography

4. About Busan

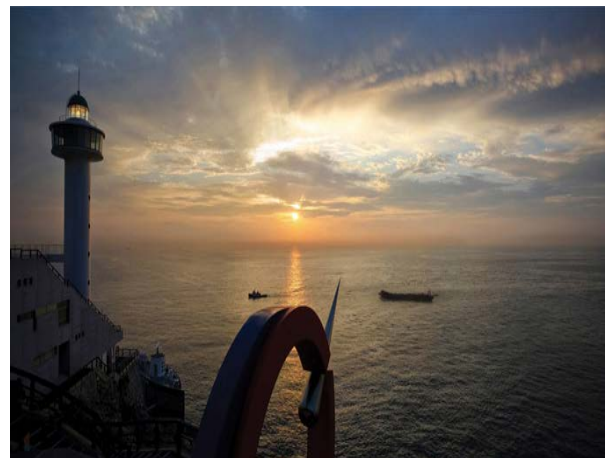
Busan is the second most-populous city after Seoul with a population of over 3.5 million inhabitants. It is the economic, cultural and educational center of southeastern Korea, with its port—Korea's busiest and the 9th-busiest in the world.

Busan is a center for international conventions, hosting APEC in 2005. It is also a center for sports tournaments in Korea, having hosted the 2002 Asian Games and FIFA World Cup. It is home to the world's largest department store, the Shinsegae Centum City.

- **Haeundae Beach** : Haeundae boasts an ideal wide, sandy beach and shallow waters with gentle ripples. At the mention of 'Busan', 'Haeundae' is the first to spring to mind, and it surely is the city's representative spot. In particular, with the buildings and upscale hotels along the shoreline, the beach is well-known for its modern feel.
- **Taejongdae Resort Park** : Taejongdae was named after the 29th king of Silla Dynasty King Taejong Muyeol (Kim Chun-chu). While traveling around the country, King Taejong had been attracted to this spot with its rugged cliffs surrounded by dense pine forests and the sea and he enjoyed shooting arrows here. Taejongdae is abundant in its cliffs, which seem as if they have been trimmed by the sea, and uniquely-formed rocks, believed to have been formed during the 4th interglacial period 120,000 years ago. The breathtaking views here enable visitors to appreciate Busan's natural history.



< Haeundae Beach >



<Taejongdae Resort Park>

- **Nurimaru APEC House** : Since the APEC Summit Meeting in 2005, the Nurimaru APEC House has been the host of high quality international conferences and today the popular

tourist spot still sees a daily 4000-5000 visitors. The Korean name 'nurimaru' means 'summit of the world' and the building is modelled on the traditional Korean jeongja, or pavilion. Visitors can feel the presence of the summit meeting inside the building.

- **Gwangang Bridge** : Gwangang Bridge stretches over 7.4km and is the largest bridge over the ocean in South Korea. The bridge showcases wonderful night views and the upper part of the bridge captures the scenery of the sea and nearby cities.



< Nurimaru APEC House >



< Gwangang Bridge >

- **Dalmaji Hill** : Located just beyond Haeundae, Dalmaji Road is a small, serene walkway on the corner to Songjeong Beach (on the slope of Wausan, or Mount Wau) and has a treasure of beautiful cherry blossoms and pine trees. On the nights of the full moon the moon gently reflects off the sea, offering perfect views. The many modern art galleries and pretty cafes give the place its nickname of 'Culture Street'.
- **Jagalchi Market** : A place where freshly caught fish is bought and sold. The first floor of the building is the fish market while the second floor has a raw fish center and a dried seafood section. Fresh fish can be bought for comparatively low prices, and an economical meal can be enjoyed by buying the fish from the market and then taking it upstairs to the raw fish center where it can be prepared for just a small additional cost to cover seasonings and maeuntang(spicy fish soup).



< Dalmaji Hill >



< Jagalchi Market >

- **Gukje Market** : This market is a reminder that Busan was once the largest trade city in Korea. Gukje Market is large in scale and including various foreign items, a vast array of goods are offered at bargain prices.
- **BIFF Square** : The first Busan International Film festival in 1996 was the first of its kind in Korea. Since then BIFF has grown to become the world's most dynamic film festival and Asia's largest festival. The BIFF Square is at the center of the 4 movie theaters in Nampo-dong and is a combined entertainment space for movie-watching and shopping. It is also called 'Star Street' for its circular stage and the handprints of famous movie industry celebrities.



< Gukje Market >



< BIFF Square >

Business and Shopping Hours

Category	Monday-Friday	Weekends & Public Holidays	Remarks
Banks	09:00-16:00	Closed	* Exceptions Standard Chartered Bank Mon-Fri, 09:30-16:30 EVERRICH Bank Mon-Fri, 09:00-16:30 Closed on weekend & public holidays

Government Offices and Organizations	09:00-18:00	Closed	-
Post Offices	09:00-18:00	Closed	* Website : www.koreapost.go.kr
Shops and Shopping Centers	Mon-Thu: 10:30-20:00 Fri : 10:30-20:30	10:30-20:30	* Typically department stores are closed one day a month(usually on the first Monday of a month). However, this date as well as opening hours may vary for individual stores. We recommend that you check prior to visiting them.

5. About Korea

5.1 VISA - Entering the Republic of Korea

Before entering the Republic of Korea, please make sure you have a valid passport and visa. However, nationals of countries under visa exemption agreement are allowed to enter Korea without visas. For further information, please check the Republic of Korea visa portal at <http://www.visa.go.kr>.

Should you require a letter of invitation, please send a mail to Secretary.

5.2 Transportation within Republic of Korea

- from Incheon International Airport(ICN)/Seoul to Busan

Incheon International Airport (ICN) is a gateway to the Republic of Korea located 46km west of Seoul. From ICN, take domestic flight to Gimhae International Airport (PUS) in Busan. Alternatively, the KTX high-speed train runs six times a day directly from ICN to Busan Station. It takes less than four hours and costs 72,100 KRW(approx. 61 USD) per person.

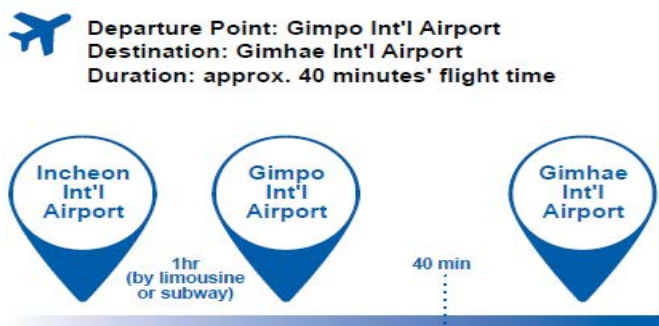
- from Gimhae International Airport(PUS) to BEXCO and hotels

From Gimhae International Airport(PUS) you can reach BEXCO or the official hotels within an hour by taxi for approx. 25,000 KRW (approx. 21 USD).

An airport limousine bus, which departs every 30 minutes from Gimhae airport between 06:50 and 22:20 (7,000 KRW, approx. 6 USD) will bring you to BEXCO.

- from Busan Station(KTX) to BEXCO and hotels

A taxi ride from Busan Station takes around 40 minutes to BEXCO or the official hotels and costs approximately 15,000KRW (approx. 13 USD).



5.3 Climate and Clothing

October is the beginning of the autumn season in the Republic of Korea. The average temperature in Busan is around 14°C to 22°C in October. The weather is very pleasant, however, the temperature is changeable especially in the evening and it might rain during this period. Therefore, we recommend that you bring layers of clothing and an umbrella.

5.4 Electricity Supply

The Standard in the Republic of Korea is 220 volts at 60 hertz. Electrical sockets match the type C and type F plugs and sockets described as follows :

Type C: 220 V, 60 Hz



Type F: 220 V, 60 Hz



5.5 Credit/Debit Cards

Visa, MasterCard, American Express as well as some other credit cards are accepted by most businesses in the Republic of Korea including major hotels, department stores and general shops. However, please double-check before making your purchase.

5.6 Currency/Exchange

The Korean Won is the official currency (₩, KRW). All prices quoted in this document are in KRW. At the time of developing this document, the exchange rate is approximately 1 USD = 1,134 KRW and 1 ERU=1,325 KRW as of July 24, 2018.

Most foreign currency in notes can be exchanged in banks or authorized exchange service centers. Bank notes are in denominations of 1 000, 5 000, 10 000, 50 000 won, and coins

are with a value of 10, 50, 100, 500 won.

We recommend that you check exchange rates before your departure to take advantage of the best rates.

5.7 Taxes

Value added tax(VAT): The Republic of Korea has VAT system, and its 10% rate is applicable to all supplies of goods and services not qualifying for an exemption. The VAT is generally included in the prices of goods and services.

Tax free system: The Republic of Korea's tax free system can largely be divided into 'Duty Free' and 'Tax Refund.' In duty free shops, no tax is applied to the price of the items, including VAT and individual consumption tax. In comparison, a tax refund can be claimed by tourists before they leave the country.

5.8 Internet Connections

Free high-speed WiFi Internet access is guaranteed to all delegates within the meeting room. Internet access at hotels may involve substantial daily charges. We recommend that you check connection rates you your hotel.

5.9 Language

The official of the Republic of Korea is Korean. In business communication, English is common.

5.10 Restaurants and Food

You can find cafes, fast-food chains as well as Korean and Chinese restaurants on B1 floor of Exhibition Center 1 in BEXCO. Also, there are some places to eat near BEXCO. Please ask the concierge in your hotel for recommendations or enquire at the information desk in BEXCO.

5.11 Smoking

Smoking is prohibited in public places. It is permitted only in specially designated and equipped areas.

5.12 Time Zone

Busan Time Zone : GMT +09:00/No daylight saving time.

5.13 Tipping

Tipping is not required nor expected in the Republic of Korea.

5.14 Vaccinations

There is no compulsory vaccination for entering the Republic of Korea.

5.15 Restricted Items

The items listed below are restricted from entry to the Republic of Korea:

- Tobacco: no more than 200 cigarettes or 50 cigars or 250g of other tobacco products per person above 19 years old
- Alcohol: no more than 1 bottle (not over 1L) of liquor per person above 19 years old
- Perfume: no more than 60ml
- All weapons (including replicas & decorations)
- Illegal drugs such as opium, marijuana/cannabis, cocaine, etc.
- Domestic currency (KRW) or won-denominated travelers' cheques exceeding 10,000 USD must be declared to customs upon arrival and departure
- Plants, fruits & vegetables, and agricultural & forestry products
- Animal products (including meat, skin, fur), livestock, and animal fodder

For further information, please consult the website of Korea Customs Service:

<http://www.customs.go.kr/kcshome/site/index.do?layoutSiteId=english>

5.16 Arrival Card

A foreigner entering the Republic of Korea has to go through immigration at the port of entry. Please present your passport along with the completed arrival card (form No. 41-2) that states the purpose of your entry, location of residence, etc. to immigration officials.

The image shows two identical copies of the Korean Arrival Card (Form No. 41-2). The form is titled 'ARRIVAL CARD' and '外国人到着申告書 (外国人用)'. It contains the following fields:

- 1. Family Name / 姓
- 2. Given Name / 名
- 3. Sex / 性別 (Male/Male, Female/Female)
- 4. Date of Birth / 生年月日 (YYYY-MM-DD)
- 5. Passport No. / パスポート番号
- 6. Date of Issue / 発付年月日
- 7. Date of Expiry / 有効期限
- 8. Home Address / 本国住所
- 9. Occupation / 職業
- 10. Address in Korea / 韓国内滞在先住所 (Street / 街名)
- 11. Purpose of visit / 入国目的 (Tour/Tourism, Business/Business, Conference/Conference, Visit/Visit, Employment/Employment, Official/Official, Study/Study, Others/Others)
- 12. Address of forwarding / 送附先
- 13. Signature / 署名
- 14. Official Only / 官用 (Official Seal / 官印)

5.17 Telephones

Country Code: +82 / City Code for Busan: +51 / City Code for Seoul: + 2

In the Republic of Korea, there are three mobile telecommunications service providers: KT, SKT and LG U +.

5.18 Emergency Numbers

- Police: 112
- Fire & emergency medical service: 119
- Travel hotline & complaint center: 1330

6. Designated Hotels for Participants

You have the choice between several hotels at special rates although you are NOT delegates for the IEC General Meeting. To benefit from the preferential rate, please book your hotels through this link: https://www.iec2018.kr/hotel/reg_hotel.asp

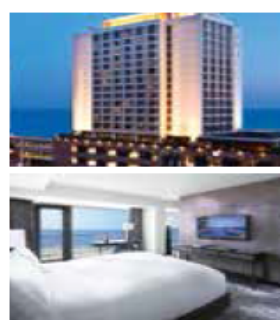
After you successfully complete your hotel booking, you will receive a confirmation and payment information via e-mail. If you would like to modify your hotel booking, please follow the link that is provided at the bottom of your hotel confirmation.

List of hotels

★ ★ ★ ★ ★	1. Park Hyatt Busan 2. Paradise Hotel Busan 3. The Westin Chosun Busan 4. Haeundae Grand Hotel
★ ★ ★ ★	5. Shilla Stay Haeundae
★ ★ ★	6. Centum Premier Hotel 7. Kunoh Seacloud Hotel 8. Ibis Budget Ambassador Busan Haeundae



- 1. Park Hyatt Busan**
 Address: 51, Marine City 1-ro, Haeundae-gu, Busan
 Tel: +82 51 990 1234
 Distance to BEXCO: 10 minutes by car
 Website: <https://busan.park.hyatt.com/en/hotel/home.html>
15–26 October 2018:
 Park King (single): 253 000 KRW
 Park Deluxe King/Twin (single/twin): 286 000 KRW
 Breakfast: 35 200 KRW (not included)



- 2. Paradise Hotel Busan**
 Address: 296, Haeundaehaebyeon-ro, Haeundae-gu, Busan
 Tel: +82 51 742 2121
 Distance to BEXCO: 15 minutes by car
 Website: www.busanparadisehotel.co.kr/main.do?lang=en
15–26 October 2018:
 Deluxe City (single/twin): 242 000 KRW
 Deluxe Ocean Side (single/twin): 266 200 KRW
 Breakfast: 32 670 KRW (included)



3. The Westin Chosun Busan

Address: 67, Dongbaek-ro, Haeundae-gu, Busan

Tel: +82 51 749 7000

Distance to BEXCO: 15 minutes by car

Website: twcb.echosunhotel.com/main.do?locale=en

15–26 October 2018:

Deluxe Park (single/twin): 229 900 KRW

Deluxe Beach (single/twin): 278 300 KRW

Breakfast: 31 460 KRW (included)



4. Haeundae Grand Hotel

Address: 217, Haeundaehaebyeon-ro, Haeundae-gu, Busan

Tel: +82 51 740 0114

Distance to BEXCO: 10 minutes by car

Website: www.haeundaegrandhotel.com/main.asp

15–26 October 2018:

Deluxe City View (single/twin): 193 600 KRW

Deluxe Ocean View (single/twin): 242 000 KRW

Breakfast: 26 620 KRW (not included)



5. Shilla Stay Haeundae

Address: 46, Haeundae-ro 570 beon-gil, Haeundae-gu, Busan

Tel: +82 51 912 9000

Distance to BEXCO: 10 minutes by car

Website: www.shillastay.com/haeundae/index.do

15–26 October 2018:

Standard/Deluxe City View (single/twin): 154 000 KRW

Standard/Deluxe Ocean View (single/twin): 176 000 KRW

Breakfast: 18 000 KRW (not included)



6. Centum Premier Hotel

Address: 17, Centum 1-ro, Haeundae-gu, Busan

Tel: +82 51 755 9000

Distance to BEXCO: 5 minutes on foot

Website: www.premierhotel.co.kr/

15–26 October 2018:

Single: 76 000 KRW

Superior Double: 109 000 KRW

Breakfast: 14 300 KRW (not included)



7. Kunoh Seacloud Hotel

Address: 287, Haeundaehaebyeon-ro, Haeundae-gu, Busan

Tel: +82 51 933 4300

Distance to BEXCO: 10 minutes by car

Website: www.seacloudhotel.co.kr/eng/index.html

*Kunoh Seacloud Hotel's check-in desk is located on the 6th floor.

15–26 October 2018:

Superior (single/twin): 110 000 KRW

Breakfast: 14 300 KRW (not included)



8. Ibis Budget Ambassador Busan Haeundae

Address: 8, Haeundaehaebyeon-ro 209beon-gil, Haeundae-gu, Busan

Tel: +82 51 901 1111

Distance to BEXCO: 10 minutes by car

Website: www.ambatel.com/ibisbudget/haeundae/en/main.do

15–26 October 2018:

Standard City (single/twin): 99 000 KRW

Standard Ocean (single/twin): 115 500 KRW

Breakfast: 14 300 KRW (not included)

Note> All room rates are per room per night including VAT & SVC. Exchange rate is 1 USD = 1,075 KRW as of 2 February 2018.