



United Nations



Framework Convention on
Climate Change

**LEG Regional training workshop on National Adaptation Plans (NAPs)
for Asia**

Mercure Hotel Manila, The Philippines

13 to 16 June 2017

INFORMATION FOR PARTICIPANTS

1. VENUE OF THE WORKSHOP

The workshop will be held at Mercure Hotel, Ortigas, Pasig City, The Philippines. The hotel is located within the city centre, about 5 to 10 minute-drive from most of the other hotels and lodges suggested below, and 13 kilometres (45 minutes) away from Manila International Airport.

The full contact details of Mercure Hotel are as follows:

Mercure Manila Ortigas
45 San Miguel Ave, San Antonio,
Pasig, Metro Manila
The Philippines
Tel: +63 2 317 4000
Fax: +6323174088
E-mail : Ronileen.BAUTO@accor.com
Website: <http://www.mercure.com/de/hotel-8072-mercure-manila-ortigas/index.shtml>

2. NOTE FROM THE SECRETARIAT

Registration

Participants are requested to be at the venue on Tuesday, 13 June 2017 at 8.30 a.m. (at the latest) for registration. The secretariat staff will be available at the venue starting on Monday, 12 June 2017, from 10.00 a.m.

Information for funded participants

Funded participants are kindly requested to bring their passports and boarding passes with them on the first day of the workshop to facilitate DSA payment. Travel for eligible funded participants to and from Manila will be arranged at the lowest cost and most direct economy fare. The UNFCCC secretariat will not be responsible for costs associated with any changes that the funded participants may wish to make to their tickets, for example: upgrading, re-routing or stopovers.

Insurance

Participants are strongly advised to obtain international travel and medical insurance to cover the period of their departure for the workshop until the time of their return to their home country. The United Nations and the UNFCCC secretariat disclaim all responsibility for medical accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation at the workshop.

3. REQUIREMENTS FOR ENTRY INTO THE PHILIPPINES

Passport

Participants are required to hold an original passport valid for six months beyond their stay in the Philippines.

Visa

Many countries can enter the Philippines without a visa for a period of stay of thirty (30) days or less. Please find the latest information on visa requirements under the following official website:

<https://www.dfa.gov.ph/list-of-countries-for-21-day-visa>

Visas are required for travellers from the following countries:

Afghanistan, Armenia, Azerbaijan, Bangladesh, China, Georgia, India, Iran, Iraq, Jordan, Lebanon, North Korea, Pakistan, Palestine, Sri Lanka, Syria, Timor-Leste, Yemen

The Philippines Diplomatic missions abroad can be found here:

https://en.wikipedia.org/wiki/List_of_diplomatic_missions_of_the_Philippines

The list of embassies and diplomatic mission in the Philippines can be found here:<http://www.gov.ph/directoryorig/embassies-and-diplomatic-missions>

Visa on arrival

For countries without a diplomatic mission of the Philippines and whose nationals require a visa in advance, the government is arranging visa on arrival, provided that you have sent a valid passport to the secretariat before **5 June 2017**.

Nationals from countries with Visa Exemption are allowed to enter the Philippines without visas for a stay not exceeding thirty (30) days, provided they hold valid tickets for their return journey to port of origin or next port of destination and their passports valid for a period of at least six (6) months beyond the contemplated period of stay.

Nationals from countries who will process their visa must secure the requirements listed in the website: <http://www.immigration.gov.ph/visa-requirements/special-visa/applications-for-visa-upon-arrival>

VUA/Visa Fee	\$ 25.00
Legal Research Fee (LRF) for each immigration fee	PHP 10.00

**Memorandum Order No. MCL-07-015 dated 16 August 2007*

***Fees may change without prior notice*

***The Climate Change Commission is in coordination with the Bureau of Immigration for the issuance of Visa Upon Arrival and the possible waiving of visa fees, for those countries requiring visa to enter the Philippines

FURTHER RELEVANT INFORMATION**Health requirements**

We recommend that you consult the appropriate health authorities in your country in connection with possible vaccinations and health precautions for the Philippines. However, the following vaccines are the most recommended for the Philippines:

Hepatitis A: You can get hepatitis A through contaminated food or water in The Philippines, regardless of where you are eating or staying.

Typhoid: You can get typhoid also through contaminated food or water

Yellow fever: A yellow fever vaccination may be required, if you are coming from a country where yellow fever is present.

For further information on health requirements, please visit:
<https://wwwnc.cdc.gov/travel/destinations/traveler/none/philippines> and
<https://www.passporthealthusa.com/destination-advice/philippines>

Language

English and Filipino are the main official languages. The official language of the meeting will be English.

Geography

The Philippines is an archipelago in Southeast Asia that consists of 7,107 islands with a total land area of 301,780 square kilometers. The Philippines is part of a western Pacific arc system characterized by active volcanoes. The archipelago is around 800 kilometers (500 mi) from the Asian mainland and is located between Taiwan and Borneo.



Climate

Average temperature in Manila: 26° C or 79 F

Average temperature in June is 28° C or 82,4 F

Please consult the web about likelihood of rain, as June is normally the start of the rainy season.

Time zone

The Philippines is UTC/GMT +8 hours.

Electricity voltage

The power sockets used in the Philippines are of type A, B and C as per the pictures below:



Currency, banking and credit cards

The official currency is the Philippine Peso (PHP). The current exchange rate as of 22 May 2017 is USD 1 = PHP 49.68

Most business establishments in Metro Manila and in other major Philippine cities accept **credit cards**. Some will display an “Accepts VISA or MasterCard” sign at their entrance. Some may also be "offline" so be sure to ask first if they accept credit, especially before consuming.

You won't have a problem finding an **ATM** in major Philippine cities, especially in Metro Manila.

International country code:

The international country code is +63.

Emergency Contacts (to be filled by the Host)

- Police: +63 2 641 0433
- Manila International Airport Authority (MIAA)
 - Text hotline: 0917-8396242
 - Terminals 1, 2, and 4: 877-1109 local 2444
 - Terminal 3: 877-7888 local 8046
- Medical City (Ortigas): +63 2 988 1000

Shopping

Shopping hours in Manila are Monday to Sunday: 10:00am–9:00pm.

4. TRANSPORTATION FROM THE AIRPORT TO THE HOTELS**Airport Metered Taxi Service (Yellow Taxi)**

An airport metered airport taxi service (yellow taxi) is available outside the arrival area. It is a dedicated airport “metered taxi” service for arriving passengers using yellow compact sedans equipped with receipt-issuing meters. Flag-down rate for the first 500 meters is PHP 70 and PHP 4.00 for every succeeding 300 meters and/or every 2 minutes waiting or standing in traffic. The fare rate therefore, depending on the traffic flow may range between Php800.00 to Php1,000.00 from the airport to the designated hotel within Ortigas, Pasig City.

Airport Coupon Taxi Service (Marked Taxi)

Another option is the airport coupon taxi service offered at very economical “fixed” or “coupon” rates from the airport. Drop-off and pick-up are fixed per destination and determined at transaction or reservation time.

5. ACCOMMODATION

Our host in The Philippines has identified some hotels or lodges based on proximity to the venue as per attached information. Unless stated otherwise, the rates included below are published rates, it may vary per night and may change without prior notice. Participants are requested to make their bookings directly with the hotels.

i) Mercure Hotel – Venue of the workshop

ROOM CATEGORY	Corporate Rate (Single Occupancy)	Room rate (Double Occupancy)
Standard Room	USD \$84	USD 96
Superior Room	USD \$104	USD 116
Deluxe Room	USD \$121	USD 133

**these rates include buffet breakfast, and basic hotel amenities (gym facilities and wi-fi internet access)*

Address:

45 San Miguel Ave. Ortigas Center

Pasig City

Tel: +63 23174000

Fax: +6323174088

E-mail: Ronileen.BAUTO@accor.com

Website: <http://www.mercure.com/gb/hotel-8072-mercure-manila-ortigas/index.shtml>

ii) EDSA Shangri-La Hotel

ROOM CATEGORY	Room rate
Deluxe Room	USD 146
Premier Room	USD 172

**these rates include buffet breakfast, and basic hotel amenities (gym facilities and wi-fi internet access)*

Address:

1 Garden Way, Ortigas Centre

Mandaluyong City, 1650, Philippines

Tel: (63 2) 633 8888

Fax: (63 2) 631 1067

E-mail: reservations.esl@shangri-la.com

Website: <http://www.shangri-la.com/manila/edsashangrila/>

iii) The Linden Suites

ROOM CATEGORY	Room rate
Deluxe Room	USD 71
One Bedroom Suite	USD 82
Two Bedroom Deluxe	USD 104
Two Bedroom Suite	USD 113

**these rates do not include buffet breakfast. Basic hotel amenities are provided.*

Address:

37 San Miguel Avenue, Ortigas Center, Pasig City

Tel: +63 2 638 7878

Fax: +63 2 631 1067

E-mail: reservations@lindensuites.com

Website: <http://www.lindensuites.com>

iv) Richmond Hotel

• ROOM CATEGORY	• Room rate
• Superior Room	• USD 71
• Deluxe Room	• USD 75
• Junior Suite	• USD 85

**these rates do not include buffet breakfast. Basic hotel amenities are provided.*

Address:

37 San Miguel Avenue, Ortigas Center, Pasig City

Tel: (63 2) 638 7878

Fax: (63 2) 631 1067

E-mail: rho@richmondehotel.com.ph

Website: <http://www.richmondehotelortigas.com.ph>

v) Red Planet Hotel

ROOM CATEGORY	Room rate
Standard Room	USD 40

**these rates do not include buffet breakfast. Basic hotel amenities are provided.*

Address:

Lot 5, Block 4, Pasig, 1600 Shaw Boulevard, Pasig City, 1600 Metro Manila

Tel: +63 2519 0888

E-mail: philippines@redplanethotels.com

Website: <https://www.redplanethotels.com>

vi) Holiday Inn

ROOM CATEGORY	Room rate
Standard Deluxe	USD 70
Twin Executive	USD 76
King Executive	USD 81
Suite	USD 93
Executive Suite	USD 133

**these rates do not include buffet breakfast. Basic hotel amenities are provided.*

***add Php600 for breakfast*

Address:

One ADB Avenue Ortigas Center, Pasig City

Tel: (63 2) 633 7111

E-mail: higm.reservations@igh.com

Website: www.holidayinn.com/higalleria

vii) Discovery Suites

ROOM CATEGORY	Room rate
Junior Suite	USD 97
One-bedroom Suite	USD 118

**these rates include buffet breakfast, and basic hotel amenities (gym facilities and wi-fi internet access)*

Address:

25 ADB Avenue, Ortigas Center, Pasig City

Tel: (63 2) 719 8888

E-mail: reservations@ds.discovery.com.ph

Website: www.discoverysuites.com

viii) Marco Polo

ROOM CATEGORY	Room rate
Superior Room	USD 183
Deluxe Room	USD 193
Premier Room/Continental Superior Room	USD 220
Superior Suite/Continental Deluxe Room	USD \$233 (includes access to Continental Club)

**these rates include buffet breakfast, and basic hotel amenities (gym facilities and wi-fi internet access)*

Address:

Meralco Ave, San Antonio, Pasig, 1600 Metro Manila

Tel: (+63) 916 110 0189

E-mail: manila@marcopolohotels.com

Website:http://www.marcopolohotels.com/en/marco_polo/hotels/philippines/manila/marco_polo_manila/index.html

ix) Go Hotel

ROOM CATEGORY	Room rate
Standard Room	USD 30

**these rates do not include buffet breakfast. Basic hotel amenities are provided. Rates vary per night and availability is limited.*

Address:

UG/F, Robinsons Cybergate Plaza, EDSA cor. Pioneer Street, Mandaluyong City

Tel: (63 2) 398-8788

E-mail: gohotels.customerservice@robinsonsland.com

Website: www.gohotels.ph

x) Jinjiang Inn Ortigas

ROOM CATEGORY	Room rate
Business Room	USD 60
Business Room (Twin)	USD 60
Triple Room	USD 80

**these rates include breakfast, and basic hotel amenities, wi-fi internet access*

Address:

San Miguel Avenue, corner of Lourdes Dr, Ortigas Center, Pasig, 1605, Philippines

Telephone number: +63(2) 638-1111

Email: reservation-ortigas@jinjianginn.com.ph

Website: <http://www.jinjianginnortigas.com>

6. MEETING CONTACTS IN THE PHILIPPINES

While in Manila, you may call the following person in case you need assistance:

Ms. Sandee Recabar

Tel.: +6325662277

Mobile: +639175018990

E-mail: recabarsg.ccc@gmail.com

Ms. Maricar Palaña

Tel.: +6325662277

Mobile: +639178238525

E-mail: palanams.ccc@gmail.com

For further questions regarding the meeting, please contact the following persons from the UNFCCC secretariat:

i) Ms. Julie Amoroso-Garbin

Associate Programme Officer

National Adaptation Plans & Policy

Adaptation Programme

UNFCCC Secretariat

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53113 Bonn, Germany

Tel.: +49 228 815 1774

E-mail: JAmoroso-Garbin@unfccc.int

ii) Ms. Seraphine Muragijemariya

Team Assistant

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UNFCCC Secretariat

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Tel.: +49 228 815 1387

E-mail: smuragijemariya@unfccc.int

We wish you a successful workshop and a pleasant stay in Manila.