



United Nations
Framework Convention on
Climate Change

Logistics note

Experts Meeting on Assessing and Determining the Needs of Developing Countries

10 – 11 July 2019, Metro Manila, Philippines



Time & Place

The Experts Meeting will take place 10-11 July 2019 in Metro Manila, Republic of the Philippines.

All meetings will take place at the Auditorium A, B and C, Asian Development Bank Headquarters, which is located at 6 ADB Avenue, Mandaluyong, 1550 Metro Manila, Philippines.

The registration desk will open at 08:00 AM on Wednesday 10 July 2019. Please register as early as possible to avoid long queues.

Visa

Participants must have a valid passport to travel to the Philippines and are responsible for all necessary arrangements for the application of an entry visa.

For visa information, please visit <https://www.dfa.gov.ph/>.

Please bring with you the invitation letter, this information note, and your return ticket to show to the Bureau of Immigration (BI) officer at the point of entry (e.g. airport) to the Philippines. Please cooperate and be courteous with the BI officers when you go through immigration control, including picture taking, and presenting the above documents, together with your passport, entry visa, and other documentation. Refusal to cooperate or lack of politeness to BI officers may result in denial of entry to the Philippines.

Accommodation



All rates including service charge and VAT. As soon as you contact the hotel focal person, please inform them that you will attend the Expert Meeting. Rates will only be extended to participants of the workshop.

A. Crowne Plaza Manila Galleria (350m from ADB Headquarters)

Room Type	Price per night	Remarks
Deluxe room	PHP 4,800 (Approx. USD 93)	Inclusive of breakfast for 1 person
Contact: Gayle Calub (gayle.calub@ihg.com ; Gayle.Calub@ihg.com)		

B. Discovery Suites Manila (260m from ADB Headquarters)

Room Type	Price per night	Remarks
Junior Suite Deluxe (single bed)	PHP 4,500 (Approx. USD 89)	Rates are all inclusive of all other charges.
Junior Suite Premier (double bed)	PHP 4,500 (Approx. USD 89)	Inclusive of breakfast for 1-2 persons

Bedroom Suite	PHP 5,000 (Approx. USD 96)	
Contact: Paola Roxas (Email: paola.roxas@discovery.com.ph ; Contact number: +63 917 840 1605 reservations@ds.discovery.com.ph)		

C. Edsa Shangri-la Plaza (1.0km from ADB Headquarters)

Room Type	Price per night	Remarks
Tower Deluxe Room	PHP 5,850 – Single Occupancy (Approx. USD 113)	Inclusive of breakfast for 1 person Free in-room wired internet and wifi access Rates are net, inclusive of 10% service charge
Horizon Club Room	PHP 7,500 – Single Occupancy (Approx. USD 145)	
Horizon Executive Room	PHP 8,500 – Single Occupancy (Approx. USD 164)	
Contact: Doris Tiu (Email: doris.tiu@shangri-la.com ; Contact number: +632 6338888 / +63 9176201705)		

D. Joy-Nostalg Hotel and Suites (81m from ADB Headquarters)

Room Type	Price per night	Remarks
Studio Executive (44sqm):	PHP 5,400 Nett with breakfast for 1	Rates are inclusive of 10% service charge
One Bedroom Deluxe (88sqm):	PHP 5,800 Nett with breakfast for 1	
Two Bedroom Suite (130sqm):	PHP 8,600 Nett with breakfast for 2	
Contact: Anna Adea (Email: anna.adea@accor.com ; Contact Number: +63 908 872 7292 / +63 2 637 7888 loc 8124)		

Travel and other transportation arrangements

There will be no airport transfer (from airport to hotel and return) provided for participants. Participants will need to make their own arrangement. See attached maps of Ninoy Aquino International Airport (NAIA) Terminal 1, 2 and 3 (Annex I).

Taxi

A taxi from NAIA to the above-mentioned hotels should take around an hour or more most especially during rush hour. It costs roughly PHP 650 (Approx. 13 USD).

Airport Transfers

A. Crowne Plaza Manila Galleria

Transportation	Vehicle Type / Model	Seating Capacity	Rate
Limousine Service	Toyota Vios	03 – without luggage	PHP 1,550.00 nett per way
	Toyota Innova	06 – without luggage	PHP 2,095.00 nett per way
Van Service	Toyota Grandia	10 – without luggage	PHP 3,114.00 nett per way

B. Discovery Suites Manila (260m from ADB Headquarters)

PHP 1,265.00 nett – one-way transfer via Toyota Vios for a maximum of three persons

PHP 2,800.00 nett – one-way transfer via Toyota Grandia for a maximum of five to six persons

PHP 2,900.00 nett – one-way transfer via Toyota Camry for a maximum of three persons

C. Edsa Shangri-la Plaza

Toyota Vios at PHP 2,400 net per car per way

Toyota Camry at PHP 3,500 net per car per way

Hotel van at PHP 3,750 net per car per way

BMW 7 / Mercedes Benz S'Class at PHP 4,100 net per car per way

D. Joy-Nostalg Hotel and Suites

Vehicle Type:	Rate
Toyota Vios	PHP 1,750.00 nett per way
Toyota Innova	PHP 1,950.00 nett per way
Toyota Hi-Ace	PHP 2,980.00 nett per way

NOTE: Above rates are subject to change without prior notice.

Travel and Medical insurance

Participants are strongly advised to obtain international travel and medical insurance to cover the period of their departure to the Experts Meeting until the time of their return to their home country.

The United Nations, the UNFCCC secretariat and the other organizers 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 UNFCCC meeting.

Daily Subsistence Allowance

Funded participants are eligible for DSA in accordance with UNFCCC rules. The DSA for Manila is USD 250 per day (effective 1 June 2019; may change before event).

DSA is calculated from the official arrival day of the meeting depending on the flight schedule through to the conclusion of the meeting, plus Terminal Expenses (USD 188) to cover miscellaneous travel expenses including visa and airport taxes.

Funded participants have two options for receiving the DSA.

- Option 1: The DSA for funded participants will be disbursed at the venue in local currency (PHP).
- Option 2: The DSA for funded participants will be transferred via electronic fund transfer to their bank accounts after the meeting.

Please make sure to present your passport, flight ticket and boarding passes at registration on the first day to avoid delays in receiving your DSA payment.

Participants funded by other bodies are advised to check with the respective institutions for the arrangements concerning DSA.

Access to ADB Headquarters

Registered participants will be required to present valid photo identification (passport, driver's license, etc.) in order to receive their ADB-issued building access ID. Participants are requested to always wear their ID/badges while inside the ADB premises.

This will be valid throughout the duration specified by participants in their online registration and will allow them to enter/exit ADB Headquarters through any of its gates.

Hospitality Arrangements

Meals during the Experts Meeting such as morning and afternoon snacks and luncheons will be arranged accordingly. Please refer to the program for the schedule of breaks.

Internet Services

Inside ADB, guests can access internet via Wi-Fi. They can connect their devices by selecting “ADB Guest” from the list of wireless networks. The passcode is indicated on the events pass issued upon registration on the 1st day of the meeting.

General information

Language

The official language of the meeting will be English.

Currency

The local currency is Philippine Peso and the current exchange rate (as of 03 June 2019) is approximately USD1 = PHP 51.90. Banking services are available at the Banco de Oro (BDO), Bank of the Philippine Islands (BPI), Citibank, and Metrobank, located at the ground floor of ADB and are open from 9:00 am to 3:30 pm during weekdays. International credit cards such as Visa, Mastercard, Diners Club, and American Express are accepted in major establishments.

Regular banking hours are Mondays to Fridays from 09:00 to 15:00. Most banks have 24-hour automated teller machines.

Weather

June to November is the rainy season in the Philippines. It is best to bring an umbrella whenever you leave your hotel. Please go to <https://www.wunderground.com/> for weather updates in Manila.

Electricity

The standard voltage in the Philippines is 220 volts. The power sockets are of type A and B (see photos below):



Type A: This socket has no alternative plugs



Type B: This socket also works with plug A

Time Difference

Philippine Standard Time is eight hours ahead of Coordinated Universal Time (UTC+8).

Emergency Phone Numbers

National Emergency Hotline in the Philippines: 911

Philippine National Police Hotline: 117 or (02) 722-0650

Please see attached document for a detailed list of other emergency numbers (Annex II).

For information about the local weather, currency, transport, business hours, and more visit:
<http://www.tourism.gov.ph/>.

Focal person

For information regarding the experts' meeting, you may contact:

UNFCCC Secretariat

Ms. Samah van Lengerich, Associate Programme Officer, Climate Finance Policy and Analysis Unit, Climate Finance Sub-programme, Finance, Technology and Capacity-Building, UNFCCC; Phone (+49) 228 815-13 14; E-mail: SvanLengerich@unfccc.int.

For logistical arrangements, you may contact:

UNFCCC Secretariat

Ms. Mary Katherine Laekemaeker, Programme Assistant, Climate Finance Policy and Analysis Unit, Climate Finance Sub-programme, Finance, Technology and Capacity-Building, UNFCCC; E-mail: climatefinance@unfccc.int.

ADB

Ms. Zarah Zafra, Operations Analyst, Climate Change and Disaster Risk Management Division, Sustainable Development and Climate Change Department, ADB; Phone (632) 632 4444 ext. 6585; E-mail zmzafra@adb.org.

Ms. Jennifer A. Vicedo, TA Consultant, Climate Change and Disaster Risk Management Division, Sustainable Development and Climate Change Department, ADB; Phone (632) 632-4444 ext. 70441; E-mail jvicedo.consultant@adb.org.

Annex I: Maps of Ninoy Aquino International Airport (NAIA) Terminal 1, 2 and 3

Figure 1: Terminal 1

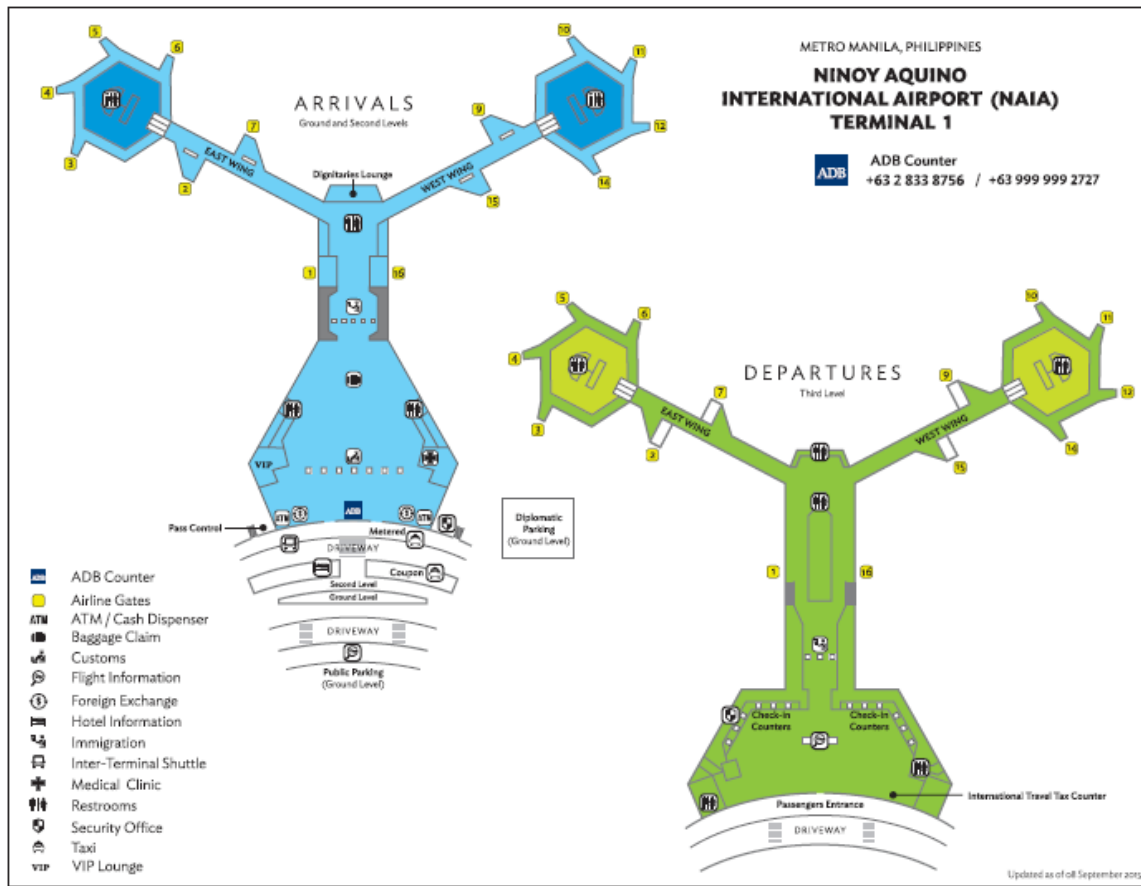


Figure 2: Terminal 2

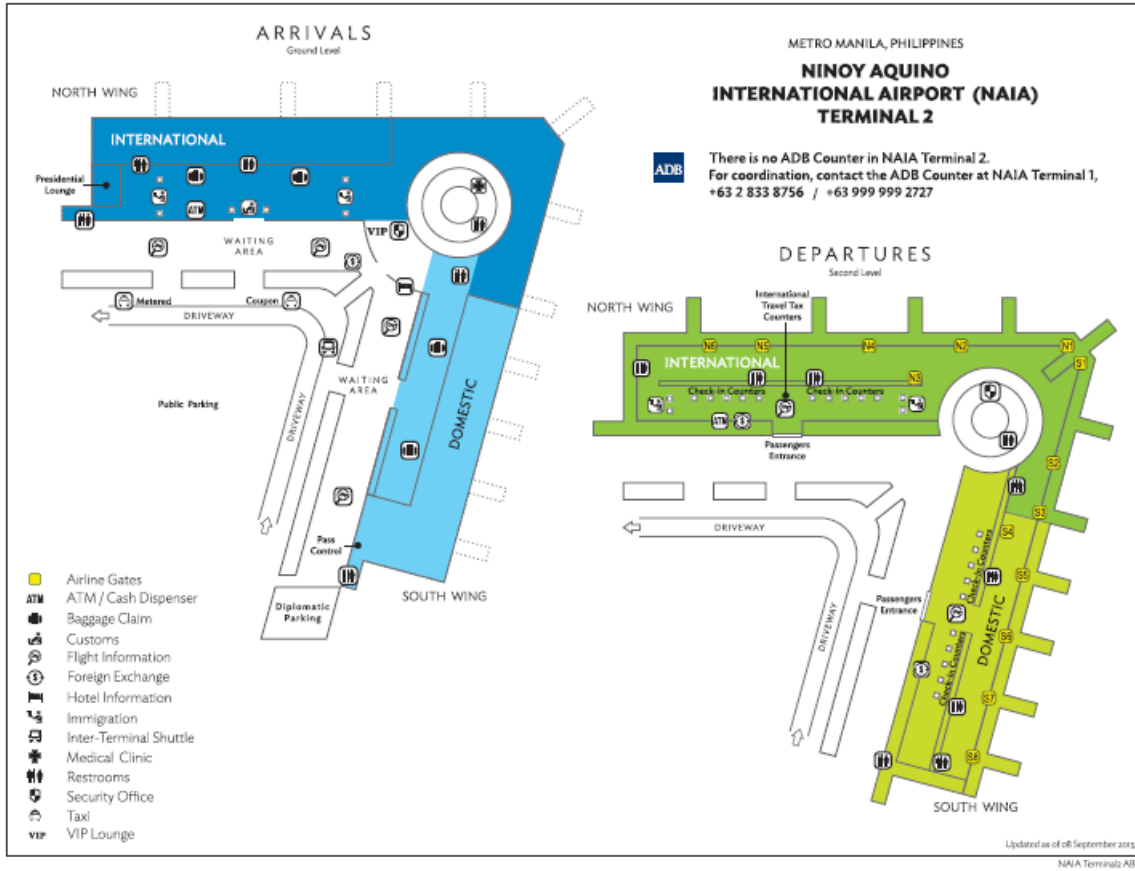
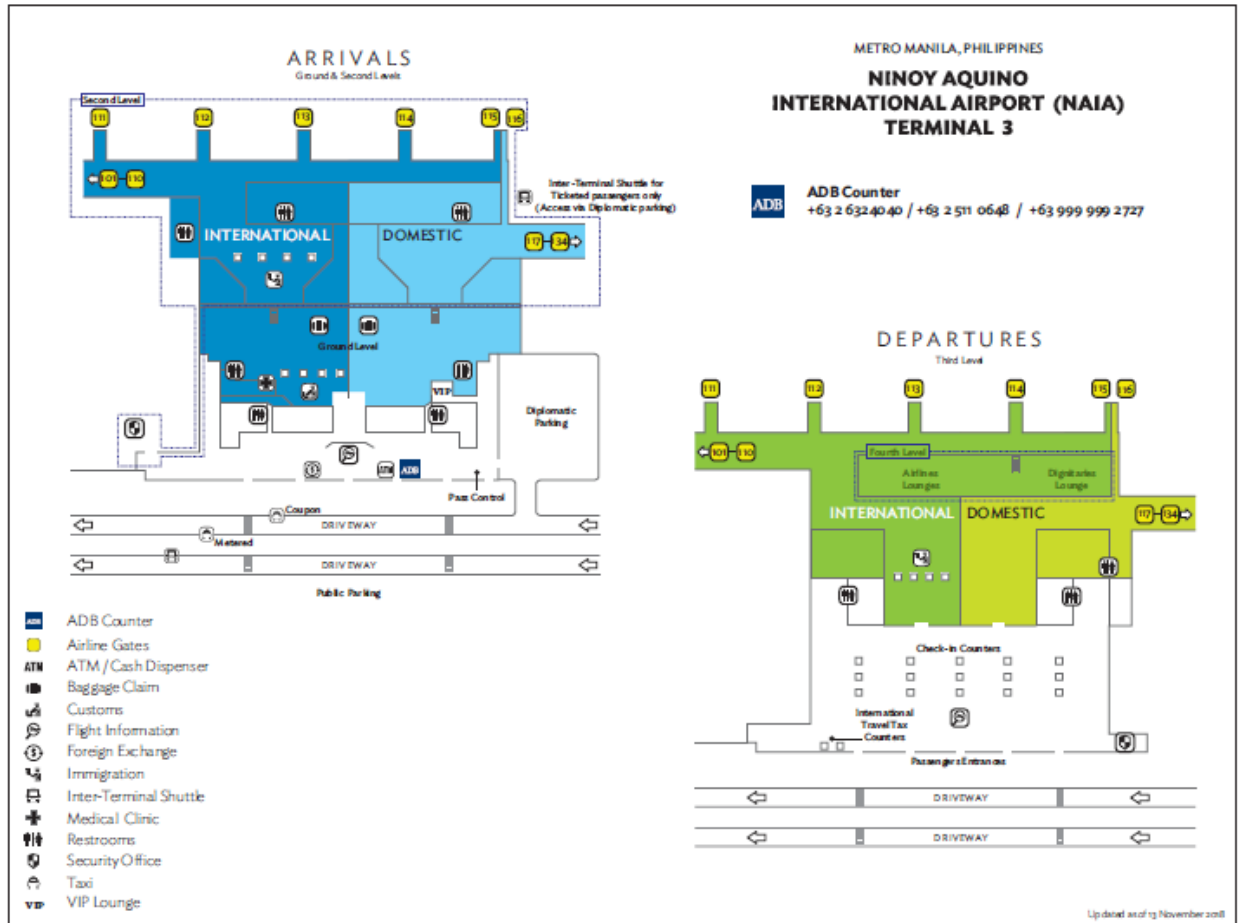


Figure 3: Terminal 3



Annex II: List of emergency numbers

EMERGENCY HOTLINES		
National Disaster and Risk Reduction and Management Council (NDRRMC)	(02) 911-1406 (02) 912-2665	(02) 912-5668 (02) 911-1873
Philippine National Police (PNP) Hotline Patrol	117 or send TXT PNP to 2920	
Bureau of Fire Protection (NCR)	(02) 729-5166 (02) 410-6319 (Information)	
Metro Manila Development Authority (MMDA)	136 882-0925 (flood control)	(02) 882-4150-77 loc. 337 (rescue)
Department of Public Works and Highways (DPWH)	(02) 304-3713 (02) 304-3904	
Philippines Red Cross	143 (02) 527-0000	(02) 527-8385 to 95
North Luzon Expressway (NLEX)	(02) 3-5000 and (02) 580-8910	
Subic-Clark-Tarlac Expressway (SCTEX)	(0920) 96-SCTEX (72839) (traffic hotline) (045) 459-0522	
Skyway System Hotline	(02) 776-7777 0917-539-8762 (globe) 0999-888-0893 (smart) 0932-854-6980 (sun)	
South Luzon Expressway (SLEX)	0917-6877539 (Globe) (049) 508-7509 (02) 584-4389	
Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)	(02) 433-8526	
Philippine Coast Guard	(02) 527-3877, (02) 527-8481, 0917-724-3682 (globe), 0917-PCG-DOTC (globe)	
PHIVOLCS	Trunkline: (02) 426-1468 to 79, local 124/125 (emergency); Text/call: 0905-313-4077 (globe) Text only: 0918-942-8354	
DSWD	(632)931-81-01 to 07, local 426 (Disaster Response Unit) (02) 951-7119	

Reference: www.gov.ph