



REGIONAL THEMATIC CONFERENCE ON

## Managing a Statistical Organization in Times of Change

12–14 February 2020, ADB Headquarters, Manila, Philippines

### ***Venue, date, and time of the conference***

The conference will be conducted at the Asian Development Bank (ADB) Headquarters in Manila, Philippines on 12 February and 14 February, and at the Joy-Nostalg Hotel on 13 February 2020.

Asian Development Bank  
Multifunction Halls 2 and 3 (12 February 2020)  
First Floor, New Atrium  
6 ADB Avenue, Mandaluyong City, Philippines

Joy-Nostalg Hotel (13 February 2020)  
Nostalg 2 and 3 Function Rooms  
5F, 17 ADB Avenue, Ortigas Center, Pasig City, Philippines

Asian Development Bank  
Auditoriums A and B (14 February 2020)  
First Floor, 6 ADB Avenue, Mandaluyong City, Philippines

The present note is intended to provide participants with necessary information for attending the conference. The organizers of the conference are also available to answer any additional questions regarding the logistics or content of the conference.

The conference will start at 9:00 am daily, with registration starting at 8:30 am.

### ***Working language of the conference***

The conference will be conducted in English and all communication will be in English. No translation/interpretation services will be provided.

Secretariat of the conference

The conference is jointly organized by ADB, United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), and the United Nations Statistics Division (UNSD).

Contact details of focal points are as follows:

**[ADB]**

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## Financial support for participation in the conference

Travel-related costs, including (economy) air travel if needed, daily subsistence allowance (DSA) for the duration of official stay in Manila, and terminal fees if needed will be provided to the participants, based to information shared with the participants earlier.

### Travel

#### Hotel Accommodation

Accommodation of majority of participants has been pre-arranged by conference organizers. On the other hand, separate communication was made to participants who need to make their own reservations. In such case, participants are requested to book their reservations by **Friday, 31 January 2020**, in view of that the demands on the hotels in the vicinity of ADB are very high at any given time due to their location. When making a reservation, participants are also recommended to have a look at major online booking websites such as [booking.com](http://booking.com), [expedia.com](http://expedia.com), [airbnb.com](http://airbnb.com), [trivago.com](http://trivago.com), [agoda.com](http://agoda.com), bearing in mind that the closest railway station is Ortigas station on MRT3 line.

### Daily Subsistence Allowance (DSA) and Miscellaneous Travel Expense Allowance (MTE)

Participants will be provided with DSA and MTE, in accordance with the rules and regulations of the respective funding organisations. If, for any reason, a participant fails to attend the conference or is unable to attend the full duration of the conference, the appropriate portion of the allowance must be returned to the respective funding organisations. Participants are requested to carry sufficient funds with them to cover expenses for transit/stopover and stay in Manila until they receive their DSA.

Participants are requested to bring their valid passports and boarding passes to the conference venue on the first day of the conference (12 February 2020) for verifying their identities and processing of DSA payment. As a general rule, passport should have at least six (6) months of validity when traveling internationally.

Additional details are provided in the information note shared with participants through email.

### Travel arrangements

Details are provided in the information note shared with participants through email.

### Visa requirements

**It is the responsibility of each participant to obtain a visa.** Participants are requested to check with the Embassy of the Philippines accredited to the country of residence **IN PERSON** on visa requirements and where required, promptly obtain an appropriate entry visa which allows to enter the Philippines and participate in the conference. Information on entry visa requirements can be found on the website of the Embassy of the Philippines accredited to the country of residence as well as on the website of the Department of Foreign Affairs of the Philippines (<https://consular.dfa.gov.ph/visainformation>). Participants who need to stopover in other countries should also obtain appropriate transit visa(s).

### Arrival at International Airports in Manila

For participants whose hotel accommodation has been pre-arranged by conference organizers, the hotels where they will stay are situated near ADB and are accessible via taxi/Grab. Please proceed to the taxi queue outside the arrival area.

Accredited transfer services on a pre-paid coupon may be taken from the airport to Ortigas Center (where ADB is located) for an approximate rate of Philippine Peso (PhP) 700 (about US\$15.00). Accredited Ninoy Aquino International Airport (NAIA) metered taxis (an alternative to prepaid coupon taxis) generally fetch lower rates than pre-paid transfer services.

Each participant is responsible for his/her own travel between airport and hotel or between hotel and meeting venue (if needed).

## **Other Information**

Weather and clothing: The average temperature during February in Manila, ranges from 21 to 31 degrees Centigrade. Participants are advised to check the Internet on the weather forecast of Manila two days before departure. Participants are also encouraged to bring their own rain gear, in case of rain.

Electricity voltage: The voltage for all electric appliances used in the Philippines is 220 Volts.

Location of restaurants: A map with information on locations of restaurants around the vicinity of ADB is provided below for reference. Supermarkets are located inside the malls around ADB.

**Foreign exchange:** Foreign currency exchange tellers are available at the NAIA Terminals. Exchange facilities are also available at the big commercial banks. They are open from 09:00 to 15:00 hours, without lunch break, from Monday to Friday (except for bank holidays). The current exchange rate is approximately PhP50 to one USD.

Money changers are available in the malls, banks, or major hotels (exclusively serving hotel guests only). A couple of banks within the ADB provide foreign exchange services during weekdays from 09:00 to 15:00 hours that participants may visit during lunch breaks. A visit to a bank outside ADB premises would take approximately 30 to 45 minutes.

Participants should convert adequate funds in Philippine peso before departure or upon arrival at airports in Manila to cover local transportation fees between airports and hotel, meals and other expenses until they receive their DSA.