A. Meeting-Related Information

1. Meeting venue and dates

The Technical Seminar on Legal Framework for Civil Registration, Vital Statistics and Identity Management Systems will be held on 17-19 July 2017 at the Multi-Function Hall 2 of the Asian Development Bank Headquarters (ADB HQ) located at 6 ADB Avenue, Ortigas Center, Mandaluyong City, Metro Manila, Philippines.

2. Registration and identification badges

Participants will be registered as official visitors in ADB’s VISREG system prior to the workshop. On the 1st day of the workshop, 17 July 2017, participants are requested to register at any Visitors Registration Center (VRC) inside the ADB HQ to obtain events pass for the entire duration of the workshop. Please present valid photo identification documents. There are three VRCs in ADB, located at: (i) ADB Avenue, Main Lobby; (ii) Bank Drive, West Core Lobby; and (iii) Guadix Drive. As a security requirement, participants are requested to wear their events pass at all times in the ADB premises.

3. Working language of the workshop

The meeting will be conducted in English and all documentations will be in English. No translation/interpretation services will be provided.
4. Officers to be contacted on meeting matters

Ms. Maria Isabel Cobos
Statistician
Department of Economics and Social Affairs
United Nations
Tel: +1 (917) 367 3072
Email: cobos@un.org

Mr. Kaushal Joshi
Principal Statistician
Asian Development Bank
Tel: +632 632 5969 / Fax: 632 636 2361
Email: kioshi@adb.org

Ms. Roanele Odina
Administrative Assistant
Department of Economics and Social Affairs
United Nations
Tel: +1-(212)-963-7679
Email: odinar@un.org

Ms. Melissa Pascua
Associate Economics and Statistics Officer
Asian Development Bank
Tel: +632 632 6439 / Fax 632 636 2361
Email: mpascua@adb.org

Ms. Oth Marulou Gagni
Operations Assistant
Asian Development Bank
Tel: +632 632 6690 / Fax 632 636 2361
Email: ogagni@adb.org

B. Travel

5. Immigration and Entry Visa

Participants are requested to carefully check the visa requirements for entry to the Philippines and arrange their own eligible entry visas to the Philippines. For more information on visa, please visit http://www.dfa.gov.ph/guidelines-requirements. Please also refer to the Administrative Instructions sent by UNSD along with the invitation letter (UNSD funded participants).

6. Air tickets/Airline reservations

For participants funded by UNSD, please refer to the Administrative Instructions sent by UNSD along with the invitation letter.
For participants whose air travel is funded by ADB, a round-trip air ticket by the most direct and economical route will be arranged by ADB. ADB will communicate directly to the participants as soon as official nomination is received.

For participants whose air travel is funded by OSCE, a round-trip air ticket by the most direct and economical route will be arranged by OSCE. OSCE will communicate directly to the participants as soon as official nomination is received.

### 7. Hotel accommodation in Manila

The following hotels located relatively close to ADB and which offer discounted rates for the participants are recommended. Room rates are indicated below (inclusive of service charge and value-added tax). Participants can directly contact the hotels for booking mentioning about their participation in the Technical Seminar. Should participants need assistance for booking their choice of hotel at the rates given below, please fill up the hotel booking form (Annex 1) and email to the hotel’s email address with copy to Ms. Oth Marulou Gagni (email: ogagni@adb.org), and Ms. Melissa Pascua (mpascua@adb.org).

<table>
<thead>
<tr>
<th>Hotel Details</th>
<th>Approx. walking distance time to ADB (min.)</th>
<th>Room Type</th>
<th>Daily room rates’ (PhP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discovery Suites</td>
<td>3 min.</td>
<td>Serendipity Junior Suite</td>
<td>PhP4,000 nett (Single)</td>
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<tr>
<td></td>
<td></td>
<td>Serendipity 1 Bedroom Suite</td>
<td>PhP4,500 nett (Double)</td>
</tr>
<tr>
<td>Address: 25 ADB Avenue, Discovery Center Building, Ortigas Center, Pasig City 1605</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: (02) 719-8888</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: (02) 719-6928</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:proxas@discovery.com.ph">proxas@discovery.com.ph</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Website: <a href="http://www.discoverysuites.com">www.discoverysuites.com</a></td>
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<tr>
<td>Contact Person: Paola Roxas</td>
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<tr>
<td>Holiday Inn Manila Galleria</td>
<td>5 min.</td>
<td>Deluxe</td>
<td>PhP4,500 nett (Single)</td>
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<tr>
<td>Address: 1 ADB Avenue, Ortigas Center, Pasig City 1655, Philippines</td>
<td></td>
<td></td>
<td>PhP5,000 nett (Double)</td>
</tr>
<tr>
<td>Tel: 63-2-633-7222 local 7280</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +63-2-636-0413</td>
<td></td>
<td></td>
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<tr>
<td>Email: <a href="mailto:JanelleBianca.Icasiano@ihg.com">JanelleBianca.Icasiano@ihg.com</a></td>
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</tr>
<tr>
<td>Website: <a href="http://www.crowneplaza.com/galleriamanila">www.crowneplaza.com/galleriamanila</a></td>
<td></td>
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<tr>
<td>Contact Person: Bianca Icasiano</td>
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<tr>
<td>Crowne Plaza Manila Galleria</td>
<td>5 min.</td>
<td>Deluxe</td>
<td>PhP4,500 (Single)</td>
</tr>
<tr>
<td>Address: Ortigas Ave. corner Asian Development Bank</td>
<td></td>
<td></td>
<td>PhP5,000 (Double)</td>
</tr>
<tr>
<td>Tel: 63-2-633-7222 local 7280</td>
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<tr>
<td>Contact Person: Bianca Icasiano</td>
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<tr>
<td>BSA Towers</td>
<td>1 min</td>
<td>Studio Deluxe</td>
<td>PhP2,800</td>
</tr>
</tbody>
</table>

1 Rates are inclusive of breakfast and wi-fi.
**8. Payment of hotel accounts**

Before departure from Manila, **participants should settle directly with their respective hotels all accounts** including room charges and other expenses such as local and long distance telephone calls, internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which adequate prior notice was not given.

**9. Arrival at the airport and transport to the hotel**

Participants should make their own transportation arrangements from Ninoy Aquino International Airport (NAIA) to their respective hotels. Limousine and metered taxi services are readily available at the airport. **Take only official, metered or pre-booked taxis. Do not accept rides from people that approach you in the terminal.** An International Organization Reception Desk
is available in Terminals 1 and 3 to help participants locate metered taxis and other assistance while at the airport.

International flights arrive at the following three terminals:

- NAIA Terminal 1: serves international flights except for those operated by Cebu Pacific Air, PAL Express, Delta Air Lines, Philippine Airlines, All Nippon Air (ANA), KLM Royal Dutch Airlines, Singapore Airlines, Emirates Airline and Cathay Pacific Airways.

- NAIA Terminal 2: currently houses international and domestic flights of the country’s flag carrier Philippine Airlines.

- NAIA Terminal 3: International Terminal - International flights not served at Terminal 1.

For more information about the airport, please visit http://www.manila-airport.net/.

10. Transport to attend meetings

Participants must make their own transport arrangements in order to attend meetings. They can take taxi, train (MRT), bus, or contact Uber or Grab Service. Please ask assistance from respective hotels on the most appropriate and convenient mode of transport.

11. Internet services

Inside ADB, participants 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 workshop.

12. Communication

Subscriber Identity Module (SIM) cards may be purchased from the ADB employees’ cooperative store located at the Ground Floor or at nearby shopping malls.

13. Catering services

There are several food options in the ADB cafeteria located at the 1st floor (with mezzanine): e.g., Vietnamese, South Asian, Japanese, Korean, Indonesian, Chinese, Italian, Filipino, Western cuisines. It is open for lunch from 11:30 a.m. to 1:30 p.m., Monday through Friday.

C. OTHER INFORMATION

14. Weather

The climate of the Philippines is tropical and maritime. The month of July is characterized by essentially constant daily high temperatures, with daily highs around 31°C throughout the month, exceeding 34°C, or dropping below 28°C. Rains also usually come around July through November.

15. Foreign exchange and banking facilities
The local currency is Philippine Peso and the exchange rate as of 14 April 2017 is US$1=PhP49.490000. Banking services are available in the ground floor of ADB: Banco de Oro (BDO), Bank of the Philippine Islands (BPI), Citibank, and Metrobank, open from 9:00 am to 3:30 pm during weekdays. All major credit cards are readily accepted in the Philippines.

16. Electric Plug and Socket

The plug types used in the Philippines are either type A, type B, or type C (see images below). A hybrid socket is almost universally found which accepts a combination of the above plug types. Participants are encouraged to carry their own adapters for use with laptops and mobile phones as the Secretariat will not be able to provide these. In the venue, there may be extra sockets but may be limited. In case of need, adapters can be purchased from electrical shops.

![Plug and Socket Images](image)

17. Souvenir shop

ADB souvenir items are available at the Public Information Center (PIC) of ADB, located at the 1st floor along ADB Avenue.