



UN

Statistics Division



Technical Seminar on Legal Framework for Civil Registration, Vital Statistics and Identity Management Systems

17-19 July 2017

Asian Development Bank
Manila, Philippines

INFORMATION NOTE FOR PARTICIPANTS

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
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Operations Assistant
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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).

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

¹ Rates are inclusive of breakfast and wi-fi.

Address: Bank Drive, Mandaluyong City Tel: +63-2-632-1010 loc 271 Fax: +632-2-10-10 loc 273 & 59 Email: ehrell.condotels@gmail.com ehrelldesagun.condotels@stfrancissquare.com.ph Website: www.bsatwintowersortigas.com Contact Person: Ehrell de Sagun		Studio Prime and Premier One Bedroom Executive Suite Two Bedroom Executive Suite	PhP3,000 PhP3,900 PhP5,500
Oakwood Premier Joy-Nostalg Center Manila Address: 17 ADB Avenue, Ortigas Center, Pasig 1600 Philippines Tel: +63-2-637-7888 Fax: +63-2-719-1157 Email: Francis.Tongson@oakwoodasia.com Website: www.OakwoodAsia.com Contact Person: Francis Tongson	1 min	Studio Executive One Bedroom	PhP5,000nett (Single) PhP5,300nett (Double) PhP5,300nett (Single) PhP5,600nett (Double)
The Malayan Plaza Hotel Address: ADB Avenue corner Opal Road, Ortigas Center, Pasig City Tel: 706 0055, 634 6534 Fax: 635 2969 Email: malayansales@quantumsuites.com Website: themalayanplazahotel.com Contact person: Maileen Liao Rochelle Magbitang	5 min	Studio Superior (one queen bed) One Bedroom Deluxe (one queen bed)	PhP3,300.00 net per night (Single and Double) PhP3,900.00 net per night (Single and Double)
Linden Suites Address: 37 San Miguel Avenue, Ortigas Center, Pasig City, Metro Manila Tel no: 63-2-638-7878 Fax no: 638-7877 Email: kmdimasuhid@lindensuites.com Website: www.thelindensuites-ortigas.com Contact Person: Karren Giah Elnar	10 min	Deluxe One Bedroom Suite	PhP3,500 (Single) PhP3,900 (Double) PhP4,000 (Single) PhP4,500 (Double)

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

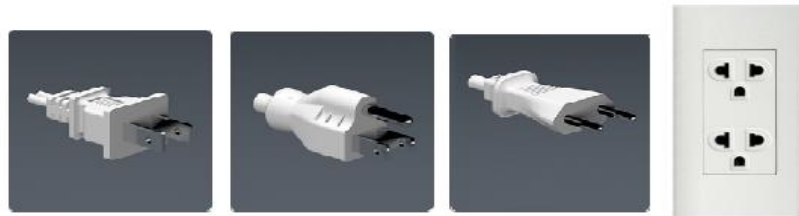
The climate of the Philippines is tropical and maritime. The month of July is characterized by essentially constant daily high temperatures, with daily highs around 31°C throughout the month, exceeding 34°C, or dropping below 28°C. Rains also usually come around July through November.

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.



Type A

Type B

Type C

Hybrid Socket

17. Souvenir shop

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