



Joint UNSD ADB EU-ASEAN Arise Plus Regional Training Workshop on SDMX for Economic Statistics

24-28 February 2020

Asian Development Bank
Manila, Philippines

INFORMATION NOTE FOR PARTICIPANTS

A. Meeting-Related Information

1. Meeting venue and dates

The joint regional training workshop on Economic Statistics SDMX will be held on 24-28 February 2020 at the Auditoriums C and D 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, 24 February 2020, 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

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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.

7. Hotel accommodation in Manila

The following hotels located relatively close to ADB and which offer discounted rates¹ for the participants are recommended. Participants can directly contact the hotels for booking mentioning about their participation in the training workshop. 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. Ma. Roselia Babalo (email: mrbabalo@adb.org), and Ms. Melissa Pascua (mpascua@adb.org).

¹ Rates do not cover airport transfers. Hotels in the list that offer airport transfers are for a fee.

Asian Development Bank
2019 Hotel Program for Manila, Philippines (valid until 31 Dec. 2019)
Manila ceiling rate: P5,850

	Name of Hotel	2018 ADB Rate (nett)	Room Category	Address	Phone No.	Breakfast (Single)	High Speed Internet Access/ Wi Fi	Cancellation Policy	Distance to ADB
1	EDSA Shangri-la Hotel	PHP 5,850.00	Tower Deluxe	1 Garden Way, Mandaluyong City	(632) 8633-8888	Y	Y	24Hour prior to day of arrival	~2 km (10mins by car/ 15mins walking distance)
		PHP 7,500.00	Horizon Club						
		PHP 8,500.00	Horizon Club Executive						
2	Crowne Plaza Manila Galleria	PHP 4,800.00	Deluxe	Ortigas Ave., cor ADB Ave., Quezon City	(632) 8633-7222	Y	Y	24 hours prior to the day of arrival	~350m (5mins walking distance)
		PHP 5,300.00	Club Deluxe						
		PHP 6,487.00	Executive Suite						
3	Citadines Millennium Ortigas	PHP 3,700.00	Studio Bedroom	11 Ortigas Ave., Ortigas Center, Pasig City	(632) 8814 6888	Y	Y	6 PM on day of arrival	~450m (7mins walking distance)
		PHP 4,800.00	1 BR Executive						
		PHP 7,000.00	2 BR Deluxe						
4	Discovery Suites	PHP 4,800.00	Junior Suite	25 ADB Ave., Ortigas Center, Pasig City	(632) 8719 8888; 8719 6931 - reservations	Y	Y	6 PM on day of arrival	~270m (3mins walking distance)
		PHP 5,300.00	1 BR Suite						
		PHP 8,600.00	2 BR Suite						
		PHP 9,600.00	3 BR Suite						
5	Joy Nostalg Manila by Accor	PHP 5,400.00	Studio Executive	#17 ADB Avenue, Ortigas Center, Pasig City	(632) 8637 7888 / (632) 910 8888	Y	Y	24 hours prior to the arrival date.	~270m (3mins walking distance)
		PHP 5,800.00	1 BR Executive						
		PHP 8,600.00	2 BR Executive						
6	Marco Polo Ortigas	PHP 5,200.00	Superior	Meralco Ave. cor. Sapphire St. Ortigas Center, Pasig City	(632) 8720-7777	Y	Y	24 hours prior to the arrival date.	~700m (5mins by car/ 10mins walking distance)
		PHP 5,400.00	Deluxe						
		PHP 5,800.00	Premiere						
7	Mercure Hotel Ortigas	PHP 3,544.00	Standard	45 San Miguel Avenue, San Antonio, Pasig City	(632) 8317-4000	Y	Y (wireless only)	6 PM on day of arrival	~1.6 km (6mins by car/ 20mins walking distance)
		PHP 4,540.75	Superior						
		PHP 5,052.50	Deluxe						

There are other nearby hotels that offer corporate rates for ADB that can be considered. Participants can check latest rates from their respective websites.

Hotel Details	Rate	Proximity to ADB
The Malayan Plaza Hotel Address: ADB Avenue corner Opal Road, Ortigas Center, Pasig City Tel: (632) 8706 0055 Email: malayansales@quantumsuites.com Website: themalayanplazahotel.com	Single: PhP3,100	~280 m (3 mins walking distance)
BSA Towers Address: Bank Drive, Mandaluyong City Tel: (632)-8632-1010 loc 271 Email: ehrell.condotels@gmail.com ehrelldesagun.condotels@stfrancisquare.com.ph Website: www.bsatwintowersortigas.com Contact Person: Ehrell de Sagun	Studio Deluxe: PhP2,800 Studio Prime: PhP3,000 1 Bedroom Suite: PhP3,900 2 Bedroom Suites: PhP5,500	~ 220 m (2 mins walking distance)

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

NAIA Terminal 1: serves international flights from several airlines. It has 16 gates: 1-7, 9-12 and 14-16.

NAIA Terminal 2: Currently houses international and domestic flights of the country's flag carrier: Philippine Airlines, PAL Express and other airlines. The building has an arrowhead design with six-storays. It is divided into two wings: North wing for International Flights, South wing for Domestic Flights.

NAIA Terminal 3: serves the international flights not served at Terminal 1 and some domestic flights. Is the newest and largest terminal in NAIA Airport.

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 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 would be provided 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. Cooler days are usually felt in the month of January with temperature averaging at 25.5 °C (77.9 °F).

15. Foreign exchange and banking facilities

The local currency is Philippine Peso and the exchange rate as of 4 November 2019 is US\$1=PhP50.495. 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.