

# The sixty-seventh session of the World Health Organization Regional Committee for the Western Pacific



## General information

10 — 14 October 2016 • Manila, Philippines

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# 1. Preparations for the WHO Regional Committee for the Western Pacific

## Date and place

10 – 14 October 2016  
WHO Regional Office  
for the Western Pacific  
Manila, Philippines

The sixty-seventh session of the World Health Organization Regional Committee for the Western Pacific will be held in Manila, Philippines, from 10 to 14 October 2016, at the main Conference Hall of the WHO Regional Office for the Western Pacific, located at the corner of United Nations and Taft avenues, Ermita, Manila.

The meetings will run from 09:00 to 12:00 and 14:00 to 17:00 daily, with 15-minute coffee breaks during each period.



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# Contact information

Tel.: (+63 2) 528 8001

(+63 2) 303 -1000

Fax: (+63 2) 521- 1036

(+63 2) 526 -0279

(+63 2) 526 -0362

E-mail: [rcm@wpro.who.int](mailto:rcm@wpro.who.int)

All correspondence to the Secretariat should be addressed to:

WHO Regional Committee Secretariat Office  
World Health Organization

Regional Office for the Western Pacific

United Nations Avenue

1000 Manila

Philippines

Tel.: (+63 2) 528 8001, (+63 2) 303 1000

Fax: (+63 2) 521 1036, (+63 2) 526 0279,  
(+63 2) 526 0362

Email: [rcm@wpro.who.int](mailto:rcm@wpro.who.int)





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# Languages

The official languages of the Regional Committee are Chinese, English and French. Simultaneous interpretation will be provided in the official languages during the sessions. English and French are the working languages.

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## Identification and security

For identification and security, representatives should wear identification badges at all times during sessions and social functions. Badges will be provided at designated hotels prior to the session.



# Hotels

The Manila Hotel and Waterfront Pavilion Hotel and Casino Manila have been designated as official hotels for representatives. Details are below:

		
<b>Hotel</b>	<b>The Manila Hotel</b>	<b>Waterfront Pavilion Hotel and Casino Manila</b>
	One Rizal Park 0913 Manila, Philippines Tel.: (+63 2) 527 0011 Fax: (+63 2) 527 9467 Website: <a href="http://www.manila-hotel.com.ph">www.manila-hotel.com.ph</a>	United Nations Avenue corner Maria Orosa Street Manila 1000, Philippines Tel.: (+63 2) 526 1212 Fax: (+63 2) 526 2552 Website: <a href="http://www.waterfront-pavilionmanila.com/">http://www.waterfront-pavilionmanila.com/</a>
<b>Star rating</b>	★★★★★ (5 stars)	★★★★ (4 stars)
<b>Rooms rates</b>	Superior deluxe	Deluxe premium room
	Twin/King PhP 5 500.00 (US\$ 117.43)	Single/double PhP 4 200.00 (US\$ 89.67)
	Sunset/Sunrise suite	Executive suite
	PhP 14 935.00 (US\$ 318.87)	PhP 9 000.00 (US\$ 192.16)

Rate of exchange is 46.837 Philippine pesos to 1 US dollar (May 2016). Room rates include buffet breakfast. The Manila Hotel offers complimentary shuttle service to/from WHO.

In order for WHO to hold sufficient rooms, representatives are advised to register online no later than 31 August 2016. Rooms are subject to availability, and rates cannot be guaranteed beyond this date. Please register online at: <http://www.wpro.who.int/rcm/register.aspx>

# Travel and transport

## ARRIVAL



Lapel label



Luggage tag



Ninoy Aquino International Airport is the main international gateway to the Philippines. The airport is located between Pasay City and Parañaque City, about 7 kilometres south of Manila.

WHO will assist all representatives upon arrival at Ninoy Aquino International Airport and will provide transport to designated hotels. Representatives who do not notify WHO of their arrival time to be met at the airport should take only airport taxis. These official yellow airport metered taxis are available in front of the main arrival area. The fare is 70 pesos (flag-down rate) plus four pesos for every 300 metres — for a total of about 400 pesos to any of the designated hotels. Fares may be higher in heavy traffic.

For easy identification upon arrival at the airport, representatives are requested to wear the lapel labels provided with the WHO luggage tags with your registration materials.

If flight plans change after having registered online, representatives should provide revised itineraries to the WHO Regional Office and reschedule airport pick up.

## DEPARTURE

WHO will provide transportation from designated hotels to the Ninoy Aquino International Airport for departing flights. Departure times from designated hotels will be posted at WHO desks in the lobby of each hotel.

Upon reconfirmation of flights, travellers will be provided with a transport flier indicating the pick-up arrangement to the airport.

## 2. WHO Regional Office for the Western Pacific and its services

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### Location



Please see contact information on page 5.

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### Smoke-free policy



The Regional Office is a smoke-free environment. The policy stipulates no smoking on the premises during all WHO meetings and related functions.

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### Banking facilities



Marsman Drysdale Travel Inc., the Regional Office's on-site travel agency, will assist in the encashment of US dollar notes. Its office is open from 08:00 to 17:00.

Foreign currency can be exchanged at banks, airports and exchange desks of designated hotels. The Bank of the Philippine Islands (BPI) and Banco de Oro (BDO) are a short walk from WHO. Banks are open from Monday to Friday: BPI from 09:00 to 16:30; BDO from 08:30 to 17:30.

International credit cards are accepted at most tourist establishments. Automated teller machines (ATMs) are available 24 hours a day. There is an ATM at the guard house at the United Nations Avenue entrance to WHO. An ATM is also accessible at The Manila Hotel, and many are located along United Nations Avenue near WHO.



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## Information technology services



The Regional Office has a Wi-Fi network, which allows representatives and guests to access the Internet.

Upon request to the Enquiry Desk located at the foyer of the WHO Conference Hall, a user ID and password will be provided.

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## Internet lounge

The Regional Office has a free Internet lounge on the second level adjacent to the Conference Hall. The lounge has a limited number of computers and is open during the session.

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## Medical services



A nurse is on duty to provide first aid, prescribed injections and simple treatments in the clinic of the Regional Office, room 202-A of the main building from 08:00 to 17:00 (telephone +63 2 528 9621). In addition, a staff physician will be on duty from Monday to Friday, from 08:00 to 17:00.

For more extensive medical services, you may visit:

### **Manila Doctors Hospital**

667 United Nations Avenue, Manila

Telephone: (+63 2) 524 3011

(located across the street from WHO)

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## Cafeteria

The WHO cafeteria serves breakfast, snacks and lunch, as well as beverages. It is open from 06:00 to 18:00.



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## Library

The WHO Library is on the first and second floors of building 4 of the Regional Office and is open from 08:00 to 17:30, Monday to Friday.



# 3. Information on the Philippines and Manila

## Entry requirements



Representatives and other participants are required to have a passport valid for at least six months from the date of entry to the Philippines, as well as an entry visa, if required. Nationals of some countries and areas may enter the Philippines and stay up to 30 days without a visa.

If you are uncertain about Philippine visa requirements, please check with the nearest consulate or embassy of the Philippines, or check the link below:

<http://www.wpro.who.int/rcm/visa>

Representatives that have difficulty obtaining a visa should communicate immediately with:

Administrative Services Officer  
World Health Organization  
Regional Office for the Western Pacific  
United Nations Avenue  
1000 Manila, Philippines  
Telephone: (+63 2) 528 9608  
Fax: (+63 2) 521 1036  
Email: [rcm@wpro.who.int](mailto:rcm@wpro.who.int)

## Customs

Visitors may enter the Philippines with a laptop computer and IT equipment for personal use.

# Health regulations



The Government of the Philippines requires proof of yellow fever vaccination from travellers from countries with risk of yellow fever. Visitors from areas with risk of yellow fever may be subject to isolation.

No countries in the Western Pacific Region are on the list of risk of countries with risk of yellow fever virus transmission. For complete information on vaccine requirements for travellers, please see: <http://www.who.int/ith/en/>

# Climate and clothing



The climate is tropical with temperatures ranging from 25° to 32°C. The rainy season extends from mid-May to mid-November, during which time it is advisable to have a light raincoat or umbrella. Humidity is high (65-90%) all year.

Light clothing is recommended. Offices, hotels and shops are air-conditioned, and visitors sometimes may feel the need for a light jacket or a sweater. For official functions, a business suit or national costume is suggested.

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## Currency and exchange rate



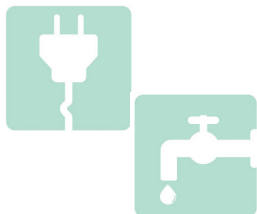
Peso (₱) is the Philippine currency. Corresponding denomination include:

- Coin centavos: 5, 10 and 25
- Coin Pesos: 1, 5 and 10
- Bank notes: 20, 50, 100, 200, 500 and 1000 pesos

Exchange rate as of May 2016 is 46.837 Philippine peso to one US dollar.

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## Electricity and water



The standard power supply in Manila is 220 volts, but 110-volt outlets are available in the official designated hotels. The frequency of electrical current is 60 kilohertz.

Although Manila tap water is generally potable, bottled water is recommended for drinking.

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## Languages spoken

Filipino is the national language.

English is the business language and widely spoken.

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## Local time

Local time is eight hours ahead of Greenwich Mean Time (GMT). Manila does not use daylight saving time.



# Public facilities

Business	Weekdays	Saturdays	Sundays/ national holidays
Banks	09:00-16:30	Mostly closed	Closed
Government offices	08:00-17:00	Closed	Closed
Post offices	08:00-17:00	Closed	Closed
Shopping malls	10:00-21:00	Open	Open

# Local transport



Manila’s public transportation system consists of buses, taxis, jeepneys, and light rail systems.

Most taxi drivers understand and speak minimal English. The minimum flag-down rate is 40 pesos and 3.50 pesos per succeeding kilometre. Fares are higher during heavy traffic times.

Several car-for-hire companies (including UBER and GRAB) operate in Manila. For maximum security, please request assistance from the hotel concierge in arranging transport. Avoid bicycle carts (pedicabs), horse-drawn carriages (calesas) or jeepneys.

Traffic can be quite heavy in Manila. Please consult traffic updates before outings. There are several reliable websites on traffic in the Manila area.

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# Safety



Visitors should take reasonable security precautions to guard against theft or fraudulent practices, such as spurious requests for financial assistance and bad-faith offers of goods and services, including currency exchange. Prudence and sound judgment should guide your actions at all times, whether in the hotel, on the street, in a taxi or simply talking on the telephone.

In case of emergency, the Regional Office's 24-hour telephone numbers are:

(+63 2) 528 8001

(+63 2) 303 1000

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# Shopping and entertainment



Robinson's Place Manila is the closest mall within walking distance from the Regional Office, offering a wide variety of shopping, leisure, entertainment and dining options.

There are also modern shopping centres in Makati, Mandaluyong and Manila, which takes 30-45 minutes to reach by car from the Regional Office, depending on traffic. These commercial centres also offer a wide variety of restaurants, modern cinemas, department stores and outlets for electrical equipment, appliances, furniture, clothing, pharmaceuticals, jewellery, books, etc.

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## Tipping

The standard practice is at least 10% of the bill when dining. Smaller tips are optional (but recommended) on bills that already include a 10% service charge.

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## Telecommunication facilities



The country code for the Philippines is (63), and city code for Manila is (2).

The international direct dialling (IDD) code for outgoing calls is 00.

Facsimile (Fax) services and Wi-Fi are available in major hotels and business centres.

## WHO REGIONAL COMMITTEE SECRETARIAT OFFICE

World Health Organization  
Regional Office for the Western Pacific  
United Nations Avenue  
1000 Manila, Philippines

Telephone: (+63 2) 528-8001; (+63 2) 303-1000

Facsimile: (+63 2) 521-1036; (63 2) 526-0279; (+63 2) 526-0362

Email: [rcm@wpro.who.int](mailto:rcm@wpro.who.int)

Website: [www.wpro.who.int](http://www.wpro.who.int)



World Health  
Organization  
Western Pacific Region

