



# Sixty-fifth session of the World Health Organization Regional Committee for the Western Pacific



General information

13–17 October 2014 • Manila, Philippines



World Health  
Organization  
Western Pacific Region



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

## Date & Place

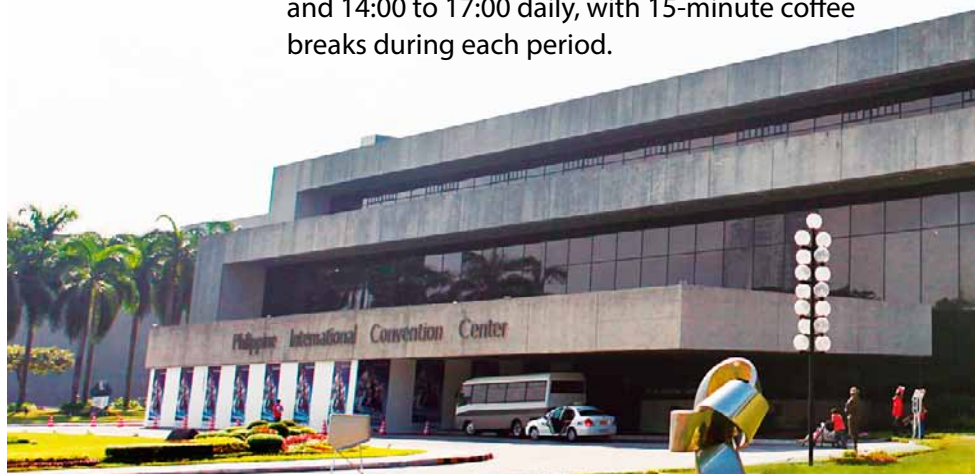
13–17 October 2014

Philippine International Convention Center (PICC)

The sixty-fifth session of the World Health Organization Regional Committee for the Western Pacific will be held in Manila, Philippines, from 13 to 17 October 2014, at the Philippine International Convention Center (PICC), located at the CCP Complex, Roxas Boulevard, Pasay City, Manila.

The opening ceremony will begin at 09:00 on 13 October 2014 at the PICC. The plenary session will commence at 14:00 at the same venue.

Subsequent sessions will run from 08:30 to 12:00 and 14:00 to 17:00 daily, with 15-minute coffee breaks during each period.



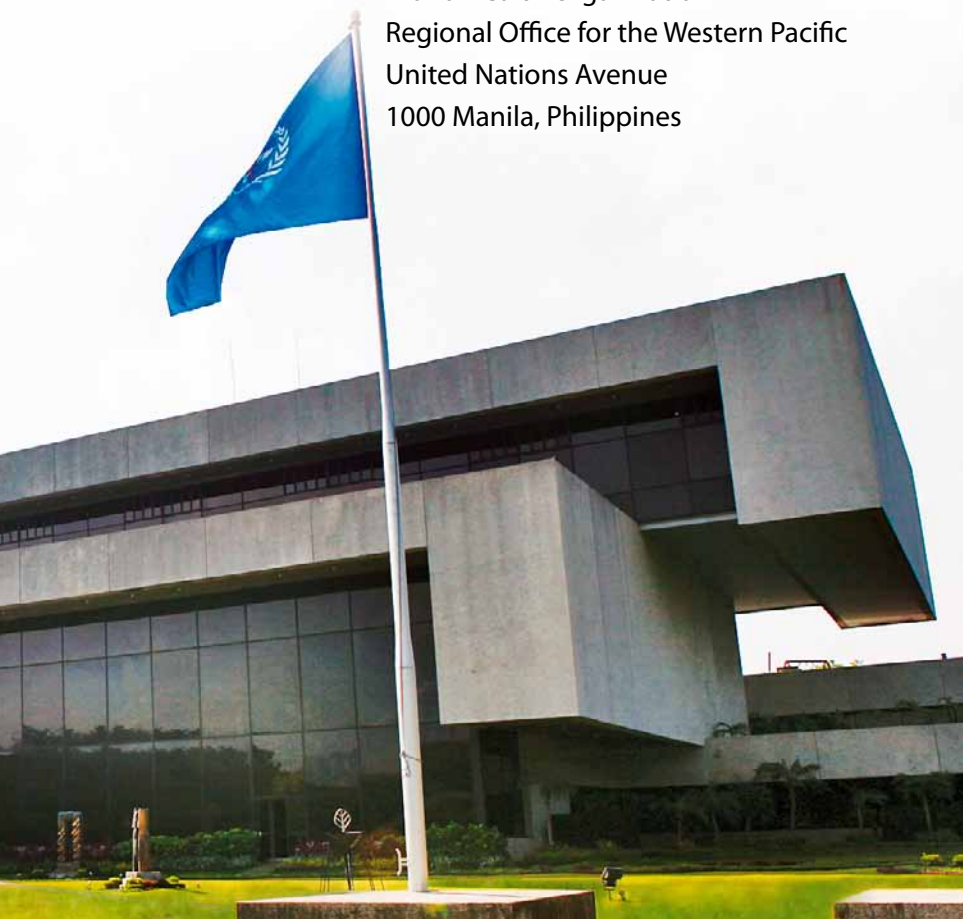
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# Contact information

Telephone: (+63 2) 528 8001; (+63 2) 303 1000  
Facsimile: (+63 2) 521 1036; (+63 2) 526 0279; (+63 2) 526 0362  
Email address: [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



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# Languages

Chinese, English, French

The official languages of the Regional Committee are Chinese, English and French.

Simultaneous interpretation will be provided in the official languages. English and French are the working languages.

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# Identification & Security

Badges are provided at designated hotels

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

## Sofitel Philippine Plaza & Traders Hotel



Hotel	Sofitel Philippine Plaza		Traders Hotel
	CCP Complex Roxas Blvd Pasay City 1300 Philippines Tel.: (+63 2) 551 5555 Fax: (+63 2) 832 6932 Website: <a href="http://www.sofitelmanila.com">www.sofitelmanila.com</a>		3001 Roxas Blvd Pasay City 1305 Philippines Tel.: (+63 2) 708 4888 Fax: (+63 2) 708 9856 Website: <a href="http://www.shangri-la.com/manila/traders/">www.shangri-la.com/manila/traders/</a>
Star rating	***** (5 stars)		**** (4 stars)
Distance to/ from PICC	walking distance: 5 minutes		by car: 10 minutes
Rooms' rates	Superior Room		Deluxe Room
	– single 5 500 PhP (124 US\$)	– double 6 500 PhP (146 US\$)	– single / double 4 500 PhP (101 US\$)
	Sofitel Suite		Executive Suite
	– single 14 000 PhP (315 US\$)	– double 15 000 PhP (337 US\$)	– single / double 9 000 PhP (202 US\$)

Rate of exchange is 44.49 Philippine peso (PhP) to 1 US dollar (in May 2014).

Room rates inclusive of buffet breakfast.

The Sofitel Philippine Plaza and Traders Hotel offer complimentary shuttle service to/from PICC.

In order for WHO to hold a sufficient number of rooms, representatives are advised to register online no later than 15 September 2014. Rooms are subject to availability and rates cannot be guaranteed beyond this date.

Please register online at: <http://www.wpro.who.int/rcm/register>

# Travel & Transport

## Ninoy Aquino International Airport



### ARRIVAL

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.

Representatives will be assisted upon arrival at the Ninoy Aquino International Airport and will be provided with 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 — approximately 250 to 300 pesos to any of the designated hotels. Fares may be higher in heavy traffic.

Luggage tag



Lapel label



For easy identification upon arrival at the airport, representatives are requested to wear the lapel labels provided with this booklet. Luggage tags also have been provided.

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

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## Travel & Transport (continued)

### Ninoy Aquino International Airport

#### DEPARTURE

Representatives will be provided with transport from designated hotels to the airport for their scheduled departures. Departure times from designated hotels will be posted at WHO desks located 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.

Please note that all passengers embarking for international travel must pay a terminal and security fee of 550 pesos at the airport.

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## Spouse programme

### Tourist attractions



Information on the spouse programme — including visits to tourist attractions and shopping malls — will be provided upon arrival in Manila.

Programme details will also be available at the conference site on the first day of the plenary session.

## 2. Information on the Philippines and Manila

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### 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 having difficulty obtaining a visa should immediately communicate with:

WHO Administrative Services Officer

Telephone: (+63 2) 528 9608

Facsimile: (+63 2) 521 1036

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

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### Customs

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

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# Health regulations



Yellow fever vaccination is required for visitors arriving from infected areas, except children under 1 year of age.

Visitors from infected areas may be subject to isolation if necessary.

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# Banking facilities

Rate of exchange is 44.49 Philippine peso to 1 US dollar (in May 2014)

Most commercial banks operate from 09:00 to 16:30, Monday to Friday. There is an onsite bank in the PICC, Philippine National Bank (PNB) with a foreign currency exchange desk and automated teller machine (ATM) services at designated areas at the venue.

Foreign currency can be exchanged at banks, airports and exchange desks of designated hotels. Traveller's cheques may be cashed at commercial banks.

International credit cards are accepted by the majority of tourist establishments. ATMs are available 24 hours a day at all banks, some shops and designated hotels.

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# Currency & Exchange rate

Exchange rate in May 2014: 44.49 Philippine peso to 1 US dollar



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

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

The exchange rate (in May 2014) was 44.49  
Philippine pesos to 1 US dollar.

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# Electricity & Water

Electricity available: 110 & 220 V; bottled 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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# Climate & Clothing

Temperature: 25–32 °C; humidity: 65–90%



The climate is tropical with temperatures ranging from 25 °C 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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# Languages

Filipino, English

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	Most 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

Buses, taxis, rail systems



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 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 at times in Manila. Please consult traffic updates before outings. There are several reliable websites on traffic in the Manila area.

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# Medical services

Nurse, doctor, hospitals

A nurse is available 24 hours a day at the official hotels for first aid and simple treatments. A doctor is available at scheduled clinic hours.

Please consult the hotel concierge for more information. Representatives are responsible for any medical costs they incur. The nearest hospitals to the venue of the plenary sessions are:

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## San Juan de Dios Hospital

2772-2774 Roxas Boulevard, Pasay City

Telephone: (+63 2) 831 97 31 to 36 ;

(+63 2) 831 5641



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## Manila Doctors Hospital

667 United Nations Avenue, Manila

Telephone: (+63 2) 524 3011

(across the street from the WHO Regional Office for the Western Pacific)



# Safety

Emergency telephone numbers: (+63 2) 528 8001 or (+63 2) 303 1000

As in all large cities, visitors should take reasonable security precautions to guard against theft or fraudulent practices, such as spurious requests for financial assistance or bad-faith offers of goods and services, including foreign currency exchange.

Prudence and sound judgement 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 any emergency, the Regional Office's 24-hour telephone numbers are:**

**(+63 2) 528 8001**

**(+63 2) 303 1000**

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# Smoke-free policy

WHO has a no-smoking policy



WHO has a no-smoking policy for all WHO meetings and related functions.

Metro Manila prohibits smoking in public places, such as health facilities, educational institutions and recreational facilities, elevators and stairwells, public transportation and public facilities—airports, ship terminals and bus stations, government buildings, gasoline stations, restaurants and conference halls, with the exception of designated smoking rooms.

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# Shopping & Entertainment

Stores are generally open from 10:00 to 21:00.



SM Mall of Asia is the closest mall to the venue (about 10 minutes by car), offering a wide variety of shopping, leisure, entertainment and dining options.

There are also modern shopping centres in Makati, Mandaluyong and Manila, which are 30 to 45 minutes by car from PICC. 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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## Telecommunications facilities

The country code for the Philippines is **63**.

The city code for Manila is **2**.

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

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





## WHO REGIONAL COMMITTEE SECRETARIAT OFFICE

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United Nations Avenue  
1000 Manila, Philippines

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



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