

GENERAL information

Fifty-ninth session of
the WHO Regional
Committee for the
Western Pacific



Manila, Philippines
22-26 September 2008



World Health
Organization

Western Pacific Region

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GENERAL information

I. LOGISTICAL ARRANGEMENTS FOR THE WHO REGIONAL COMMITTEE FOR THE WESTERN PACIFIC

Date and place of session

The fifty-ninth session of the World Health Organization Regional Committee for the Western Pacific will be held in Manila, Philippines, from 22 to 26 September 2008.

The opening ceremony will begin at 09:00 on 22 September at the Philippine International Convention Center, CCP Complex, Roxas Boulevard, Pasay City, Metro Manila. It will be sponsored by the Department of Health, Philippines.



The plenary session will commence on 22 September at 14:00 at the Conference Hall of the WHO Regional Office located on United Nations Avenue corner Taft Avenue, Ermita, Manila.

Subsequent meetings from Tuesday, 23 September, to Friday, 26 September, are scheduled from 09:00 to 12:00 and from 14:00 to 17:00, with a 15-minute coffee break in each period.

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Contact information

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
or
P.O. Box 2932
1000 Manila
Philippines
Tel.: (+63 2) 528 8001; 303 1000
Fax: (+63 2) 521 1036; 526 0279; or 526 0362
E-mail: rcm59@wpro.who.int

Languages of the Regional Committee

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

Identification

For identification and security reasons, representatives are requested to wear identification badges at all times during sessions and social functions. These will be provided at the hotel prior to the commencement of meeting.

Travel and transportation arrangements



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 and south-west of the Central Business District of Makati City.

WHO will assist all representatives on their arrival at the Ninoy Aquino International Airport and will provide transport to the designated hotels. If representatives are unable to give advance notice to WHO of their expected arrival time and are therefore not met at the airport, they can take the "Yellow Airport Metered Taxis" available at the main arrival area. The fare is 70 pesos (flag-down rate for the first 500 metres) plus 4 pesos for every 300 metres - roughly 250 pesos to any of the designated hotels.

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

It is important for representatives to send to the WHO Regional Office for the Western Pacific their completed Travel and Accommodation Details form (Annex A), indicating their expected time of arrival and passport details.

Online registration is also available at:

www.wpro.who.int/rcm/register.aspx



Departure



WHO will provide transportation to representatives scheduled to depart from designated hotels to the Ninoy Aquino International Airport. The departure time from the designated hotels to the airport will be posted at the WHO Desk located at the lobby of each hotel.

Upon reconfirmation of flights, travellers will be given an embarkation card (for international travel only). The completed embarkation card should be submitted upon clearing the Immigration Counter.

All passengers embarking for international travel will be levied terminal and security fees of 750 pesos payable at the airport.

Hotel accommodations

The following hotels have been designated as official hotels for representatives:

Hotel name and address	Star rating	Distance to conference site	Type of room	Daily room rates (in US\$ and net of tax)
 <p>Sofitel Philippine Plaza CCP Complex, Roxas Boulevard Pasay City, 1300 Manila, Philippines Tel.: +63 2 551 5555 Fax: +63 2 551 5621 Web site: www.sofitel.com/asia</p>	5-star	15 minutes by car	Deluxe - Single Corner suite Bayview	135 335
 <p>Manila Diamond Hotel Roxas Boulevard cor. Dr. J. Quintos St., 1000 Manila, Philippines Tel.: +63 2 528 3000 Fax: +63 2 338 0915 Web site: www.diamondhotel.com</p>	5-star	10 minutes by car	Superior - King - Twin Executive suite - King - Twin Executive suite (inclusive of breakfast) - King - Twin	110 120 225 235 235 255
 <p>Manila Pavilion Hotel United Nations Avenue Ermita, 1000 Manila, Philippines Tel.: +63 2 526 1212 Fax.: +63 2 526 0027 Website: www.manilapavilion.com.ph</p>	4-star	3-minute walk	Deluxe - Single - Double } Ambassador suite (inclusive of buffet breakfast)	70 120

Hotel accommodations (continued)

WHO will provide shuttle buses from the hotels to WHO, as appropriate.

To enable us to reserve enough rooms, we need to receive completed **Travel and Accommodation Details form (Annex A)** not later than **31 July 2008**. The form is also available online at:

<http://www.wpro.who.int/rcm/register.aspx>

II. WHO REGIONAL OFFICE FOR THE WESTERN PACIFIC AND ITS SERVICES

Location

The WHO Regional Office for the Western Pacific is situated on United Nations Avenue corner Taft Avenue, Ermita, Manila.

Telephone, facsimile and e-mail facilities are available in the Regional Office during office hours (08:00-17:00). Postage stamps and phone cards can also be purchased in the office.

The WHO Regional Office is a smoke-free area. The policy includes no smoking during all WHO meetings and associated functions.



Postal address: WHO Regional Office for the Western Pacific
P.O. Box 2932, 1000 Manila, Philippines

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

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

E-mail: rcm59@wpro.who.int

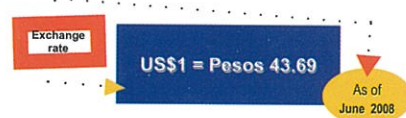
Banking facilities

Marsman Drysdale Travel Inc., the WHO Regional Office's in-plant travel agency, will assist in the encashment of traveller's checks. The Bank of the Philippine Islands is a short walk from WHO.

Peso is the unit of currency. Bank notes are in denominations of 20, 50, 100, 200, 500 and 1000 pesos. Coins are in denominations of:

- Pesos: 1, 5 and 10
- Centavos: 1, 5, 10, and 25.

International credit cards are accepted by the majority of tourist establishments. Automated teller machines (ATMs) are available 24 hours a day. ATMs are available along U.N. Avenue, in malls and at the Guard House at the United Nations Avenue entrance to WHO.



Information technology service

The Regional Office has a wireless network in place, which provides representatives and guests with access to the Internet. The wireless network can be accessed from multiple hot spots on the premises and supports 802.11a, 802.11b and 802.11g wireless technology, with WPA2 personal as the wireless authentication and encryption standard. This provides increased security and will enhance the overall user experience. Upon request to the Enquiry Desk located at the foyer of the WHO Conference Hall, a time-limited user ID and password will be provided.

Medical service

A nurse is on duty to give first aid, prescribed injections and simple treatments in the clinic of the WHO Regional Office, Room 202-A of the main building, telephone number (+63 2) 528 9621, from 08:00 to 17:00. In addition, a Regional Staff Physician is on duty every Monday and Friday from 12:30 to 13:30, and every Tuesday from 13:30 to 15:30.

Hospitals in very close proximity to the WHO Regional Office are:



Manila Doctors Hospital
667 United Nations Avenue, Manila
Telephone: (+63 2) 524 3011

Medical Center Manila
General Luna Street, Manila
Telephone: (+63 2) 523 8131

Cafeteria

The WHO cafeteria serves breakfast and lunch, as well as coffee, tea and soft drinks, snacks and hot meals. It is open from 06:30 to 17:30.

Library

The WHO Library is situated on the second floor of Building 2 of the Regional Office and is open from 08:00 to 17:00, Monday to Friday.

III. INFORMATION ON THE PHILIPPINES AND MANILA

Entry requirements



Representatives and other participants are required to have a passport valid for at least six months and an entry visa (if required) for the Philippines.

Nationals of countries represented in the Regional Committee, with the exception of those listed below, are allowed to enter the Philippines without visas for a stay not exceeding 21 days, provided they hold valid tickets for their return journey to their port of origin or next port of destination.

Nationals of the following countries in the Region are required to secure entry visas to the Philippines:

- China (if holding normal passport)
- Nauru
- Tonga
- Vanuatu

The following nationals are allowed to enter the Philippines without a visa for a stay not exceeding seven days.

- Hong Kong (SAR China)
- Macao (SAR China)

For a stay of more than seven days, a visa is required.

Representatives having difficulty obtaining visa may kindly communicate immediately with:

Administrative Services Officer
World Health Organization
Regional Office for the Western Pacific
United Nations Avenue
12000 Manila, Philippines
Telephone: (+63 2) 528 9608
Facsimile: (+63 2) 521 1036
E-mail: rcm59@wpro.who.int

Health Regulations

Yellow fever vaccination is needed for visitors arriving from infected areas, except children under 1 year of age, who may be subject to isolation if this is determined to be necessary.

Customs

Visitors may bring in a laptop and other IT equipment for personal use and up to two bottles of duty-free alcoholic beverages.

Climate and clothing

The climate is tropical with temperatures ranging from 21°C to 38°C (70°F to 100°F). The rainy season extends from mid-May to mid-November, when 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 fully air-conditioned and visitors may sometimes feel the need for a light jacket or equivalent.

For representatives attending the opening ceremony and plenary session on the first day of the Regional Committee, a business suit or equivalent attire is expected. However, on succeeding sessions, informal attire may be worn (in light of the green initiatives being practiced in the Regional Office).

Electricity and water

The common standard power supply in Manila is 220 volts; however, 110 volts are also available in most hotels. The frequency of electrical current is 60 kilohertz.

Main water is chlorinated. Bottled water is also available.

Local time

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

Business hours in Manila are as follows:

Business	Weekdays	Saturdays	Sundays/ National Holidays
Banks	09:00 to 16:30	Closed	Closed
Government offices	08:00 to 17:00	Closed	Closed
Post office	08:00 to 17:00	Closed	Closed

Local transport

Manila's public transportation system consists of buses, taxis, jeepneys, Light Railway Transit 1 (LRT 1) with routes from Monumento to Baclaran, LRT 3 with routes from Claro M. Recto to Marikina, and the Metro Railway Transit 2 (MRT 2) with routes along Epifanio delos Santos Avenue (EDSA).

Most taxi drivers understand and speak English.

There are several car-for-hire companies operating in the city. For security reasons, when possible, request the hotel concierge to arrange for your transport by taxi.

It is recommended never to use horse-drawn carriages (*calesa*) and bicycle carts (pedicabs).

Security in the Philippines

As in all large cities, it is essential to observe reasonable security precautions and to guard against the danger of falling victim to any of the fraudulent practices to which tourists may be exposed to, for example, spurious requests for financial assistance, offers of goods and services, exchange of foreign currency, etc. Thus, prudence and sound judgment should be practised at all times, whether in the hotel, on the street, in a taxi or simply telephoning.

In case of any emergency, the Regional Office's 24-hour telephone numbers are (+63 2) 528 8001 and (+63 2) 303 1000.

Shopping and entertainment

Times Plaza, a small shopping centre, is located along United Nations Avenue corner Taft Avenue, across the Regional Office. It has restaurants and stores.

Robinson's Place, a shopping mall within walking distance from the Regional Office, has a large variety of shops, boutiques, gift shops, restaurants and specialty stores.

Roxas Boulevard is well known for its large boardwalk, restaurants and night clubs. Many large hotels, as well as the Cultural Center of the Philippines, the Folk Arts Theatre and the Philippine International Convention Center, are located on Roxas Boulevard.

There are modern shopping centres in Makati and Mandaluyong, Metro Manila, which are about 30 to 45 minutes' travel by car or taxi from the Regional Office. These commercial centres have a large number of restaurants, modern air-conditioned cinemas, food and department stores, and assorted outlets for electrical equipment and appliances, furniture, clothing, pharmaceuticals, jewellery, books, etc. The stores are generally open from 10:00 to 21:00.

Telephone and facsimile

The country code in the Republic of the Philippines is 63 and the city code of Manila is 2. Phone booths are located at the Conference Hall. International prepaid cards will be available for sale at the Enquiry Desk. Calls made using these phone cards are about 40% cheaper than operator-assisted calls. Instructions on the use of the phone cards are posted inside the phone booths.

International direct dialling (IDD) is available in Manila and other major cities. Outgoing international code is 00.

Fax services are available at the Registry Unit (Room 112-G) of WHO and at major hotels and business centres.

Tipping

Tipping is expected for many services. The standard practice is 10% of the total bill when dining. Tipping is optional on bills that already include a 10% service charge.

IV. OTHERS

Spouse programme

The spouse programme will be arranged by the Department of Health, Philippines. Details will be provided upon arrival in Manila.

FIFTY-NINTH SESSION OF THE WHO REGIONAL COMMITTEE FOR THE WESTERN PACIFIC
22–26 September 2008, Manila, Philippines
TRAVEL AND ACCOMMODATION DETAILS
(Please complete the entire form)

Dr ☐ Professor ☐ Mr ☐ Ms ☐ Mrs ☐

Family name: _____

Other names: _____

Sex: Male ☐ Female ☐

Title: (e.g. Minister of Health) _____

Address: (Please indicate complete address as this will be included in the List of Representatives.)

☐ Representative ☐ UN agencies ☐ NGO/IGO ☐ Observer

Telephone: _____

Fax: _____

E-mail: _____

Please print how you wish your name to appear on the name badge.

My passport number is: _____

Date of birth: _____

Date and place of issue: _____

Date of expiry: _____

Nationality: _____

I shall be accompanied by:

Name: _____

Passport number: _____

Date of birth: _____

Date and place of issue: _____

Date of expiry: _____

Nationality: _____

	Date	Airline and flight number	Time
Arrival details			
Departure details			

Please check your preference below:

Name of hotel	Daily room rates (in US\$ and net of tax)		
	Superior	Deluxe	Suite
Sofitel Philippine Plaza (5 star)		<input type="checkbox"/> 135.00 (single)	Corner (Bayview) <input type="checkbox"/> 335.00
Manila Diamond Hotel (5 star)	<input type="checkbox"/> 110.00 (king) <input type="checkbox"/> 120.00 (twin)		Executive <input type="checkbox"/> 225.00 (king) <input type="checkbox"/> 235.00 (twin) Executive (inclusive of breakfast) <input type="checkbox"/> 235.00 (king) <input type="checkbox"/> 255.00 (twin)
Manila Pavilion Hotel (4 star)		<input type="checkbox"/> 70.00 (single/double)	Ambassador (inclusive of buffet breakfast) <input type="checkbox"/> 120.00

All rooms will be nonsmoking unless advised otherwise.

If you wish to share a room with another participant, please provide his/her name.

NOTE:

- This form should be completed and returned to the WHO Regional Office for the Western Pacific **by 31 July 2008**. We cannot guarantee hotel rooms and rates beyond this date.
- You may also register at our website (www.wpro.who.int/rcm).

Please return this form to:

The Administrative Services Officer, World Health Organization, Regional Office for the Western Pacific,
 United Nations Avenue, P.O. Box 2932, 1000 Manila, Philippines.

Fax: (+63 2) 521 1036; (+63 2) 526 0279; (+63 2) 526 0362
 Telephone: (+63 2) 528 8001; (+63 2) 303 1000

E-mail: rcm59@wpro.who.int



ANNEX B

FIFTY-NINTH SESSION OF THE WHO REGIONAL COMMITTEE FOR THE WESTERN PACIFIC 22-26 September 2008, Manila, Philippines

COUNTRY/AREA	VISA NOT REQUIRED	VISA REQUIRED	APPLICABLE PASSPORT	NEAREST EMBASSY/CONSULATE
Australia	x (21 days)		Normal passport	
Brunei Darussalam	x (21 days)		Diplomatic, Official, Service, Normal passport	
Cambodia	x (21 days)		Diplomatic, Official, Service, Normal passport	
China	x (30 days)		Diplomatic and official passport	Embassy of the Philippines 23 Xiu Shui Bei-Jie, Jian guo Men Wai, Beijing, China Tel. no. (8610) 6532-2518; 8610 6532-2451 Fax no. (8610) 6532-3761
Cook Islands	x (21 days)		If holding New Zealand normal passport	
Fiji	x (21 days)		Normal passport	
France	x (21 days)		Normal passport	
French Polynesia	x (21 days)		If holding French passport	
Guam	x (21 days)		If holding U.S.A. normal passport	
Hong Kong (SAR China)	x (7 days)		If holding Hong Kong SAR China passport	
Japan	x (21 days)		Normal passport	
Kiribati	x (21 days)		Normal passport	
Korea, Republic of	x (21 days)		Diplomatic, Official, Service, Normal passport	
Lao People's Democratic Republic	x (21 days)		Diplomatic, Normal passport	
Macao (SAR China)	x (7 days)		If holding Macao SAR China passport	

ANNEX B



**FIFTY-NINTH SESSION OF THE
WHO REGIONAL COMMITTEE FOR THE WESTERN PACIFIC**
22-26 September 2008, Manila, Philippines

COUNTRY/AREA	VISA NOT REQUIRED	VISA REQUIRED	APPLICABLE PASSPORT	NEAREST EMBASSY/CONSULATE
Malaysia	x (21 days)		Normal passport	
Marshall Islands	x (21 days)		Normal passport	
Micronesia, Federated States of	x (21 days)		Normal passport	
Mongolia	x (21 days)		Normal passport	
Nauru		x (Varies)	Any passport	Embassy of the Philippines 1 Mona Place Yarralumla A.C.T. 2600 Canberra, Australia Tel. no. (612) 6273-2535/2536 Fax no. 00 (612) 6273-3984
New Caledonia	x (21 days)		Normal passport	
New Zealand	x (21 days)		Normal passport	
Niue	x (21 days)		New Zealand passport holder	
Northern Mariana Islands, Commonwealth of the	x (21 days)		If holding U.S.A. passport	
Palau	x (21 days)		Normal passport	
Papua New Guinea	x (21 days)		Normal passport	
Philippines	Not applicable			
Samoa	x (21 days)		Normal passport	



ANNEX B

FIFTY-NINTH SESSION OF THE
WHO REGIONAL COMMITTEE FOR THE WESTERN PACIFIC
22-26 September 2008, Manila, Philippines

COUNTRY/AREA	VISA NOT REQUIRED	VISA REQUIRED	APPLICABLE PASSPORT	NEAREST EMBASSY/CONSULATE
Singapore	x (21 days)		Diplomatic, Official, Service, Normal passport	
Solomon Islands	x (21 days)		Normal passport	
Palau	x (21 days)		Normal passport	
Tonga		x (Varies)	Any passport	Embassy of the Philippines 50 Hobson Street, Thorndon Wellington, New Zealand Tel. no. (644) 4729-848; (644) 4729-921 Fax no. (644) 4725 170 or Philippine Honorary Consulate Level 1, 27-33 Wentworth Avenue Sydney NSW, 2000 Australia Tel. no. (612) 9262 7377 Fax no. (612) 9262 7355
Tuvalu	x (21 days)		Normal passport	
United Kingdom of Great Britain and Northern Ireland	x (21 days)		Normal passport	
United States of America	x (21 days)		Normal passport	
Fiji		x (Varies)	Any passport	Embassy of the Philippines 1 Moonah Place Yarralumla A.C.T. 2600 Canberra, Australia Tel. no. (612) 6273-2535; (612) 6273-2536 Fax no. (612) 6273-3984
Viet Nam	x (21 days)		Normal passport	
Wallis and Futuna	x (21 days)		If holding French passport	