



**Asia-Pacific
Economic Cooperation**

ADMINISTRATIVE BULLETIN

APEC Land International Security Commuters' Advocacy Protocol Project Plenary Conference

Makati, Philippines
15-16 July 2009

Organized by
Office for Transportation Security
Department of Transportation and Communications
Government of the Philippines

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1. INTRODUCTION

This Bulletin provides general information on arrangements and other relevant information for the Plenary Conference of the APEC Land International Security Commuters' Advocacy Protocol (ISCAP) Project.

Information in this Bulletin is current as of 22 May 2009. Any amendments to information contained in this document will be issued by the Project Management Office (PMO) and updated on the APEC Land-ISCAP Project Website:

<http://www.apec-landiscap.org/>

Further information supporting this Bulletin and project information can be found in the website.

2. MEETING VENUE AND DATES

The Plenary Conference will be held in Makati, Philippines on 15-16 July 2009.

The meeting venue for the Conference is:

Dusit Thani Manila, Philippines
Ayala Centre, Makati City
Metro Manila,
Philippines

Tel. No: +63 (2) 867 3333

Fax No: +63 (2) 867 3888

Website: http://www.dusit.com/hotels/philippines/manila/dusit_thani/index.html

3. PROGRAM

The draft program and conference agenda will be circulated later.

4. CONTACTS

The PMO led by the Office for Transportation Security (OTS), Department of Transportation and Communications (DOTC), in collaboration with the project consultant are in charge of technical and substantive matters. The OTS is also in charge of logistical arrangements, including registration, documentation, transportation, accommodation, etc.

4.1 For information on substantive matters (technical papers and presentation materials), please contact:

Director Miguel FF. Oraa

Assistant Project Overseer, APEC Land-ISCAP Project

Assistant Administrator

Office for Transportation Security

CMC Building, Andrews Avenue cor. Aurora Boulevard,

Pasay City 1300, Philippines

Email: oraa@ots.gov.ph / migueloraa@yahoo.com

Telefax: +632 854-5083

And

Mr. Samuel Custodio

Project Consultant

Email: samccustodio@yahoo.com

- 4.2 For information on general administrative and logistics matters, please contact:

Atty. J.B. Roselle G. Gayona

Legal Officer IV

Office for Transportation Security

CMC Building, Andrews Avenue cor. Aurora Boulevard,

Pasay City 1300, Philippines

Email: jbgayona@gmail.com

Telefax: +632 854-5083

- 4.3 For public information matters, please contact

Dr. Leticia Z. Gorospe

OIC-Executive Director

Office of Transportation Cooperatives

Email: otc@pacific.net.ph

Tel: +632 929-8839

- 4.4 For information on documentation, please contact:

Ms. Elizabeth V. Espina

Security Officer V

Office for Transportation Security

CMC Building, Andrews Avenue cor. Aurora Boulevard,

Pasay City 1300, Philippines

Email: beth.espina@yahoo.com

Telefax: +632 854-5083

- 4.5 For information on registration procedures, please contact

Mr. Aldrin O. Pelicano

Legal Researcher

Office for Transportation Security

CMC Building, Andrews Avenue cor. Aurora Boulevard,

Pasay City 1300, Philippines

Email: aldrin.pelicano@gmail.com

Telefax: +632 854-5083

- 4.6 For information on transportation, please contact:

Mr. Reynaldo T. Gatchalian

Senior Transport Development Officer

Road Transport Division

Department of Transportation and Communications

Tel: +632 727-7956

Email: reytg@yahoo.com

And

Mr. Lemar L. Jimenez

Senior Transport Development Officer
Road Transport Division
Department of Transportation and Communications
Tel: +632 727-7956
Email: lljimenez@yahoo.com

- 4.7 For information on security, please contact:

Director Artemio B. Gabriel
Assistant Administrator, Intelligence and Operations Bureau
Office for Transportation Security
CMC Building, Andrews Avenue cor. Aurora Boulevard,
Pasay City 1300, Philippines
Telefax: +632 853-7964

5. REGISTRATION PROCEDURES

5.1 Registration Procedure

Participant registration form is included in Annex A. All participants (APEC- and self-funded) are requested to fill out the registration form completely as these data will be used by the hotel and all working committees. Please send it to Mr. Aldrin O. Pelicano on or before **5 June 2009** (for APEC-funded delegates) and **12 June 2009** (for self-funded delegates).

Early registration via email is highly recommended for all delegates. For delegates who are not registered before the deadline, a Reception Desk will be available at the meeting venue one hour before the Conference starts.

5.2 ID Badge Issuance

Upon arrival, registered delegates will pick up their badges at the Reception Desk. ID badges must be worn at all times and will be required for entry to the meeting room.

5.3 Visa Requirements

Participants may bring the invitation letter provided to apply for visa from the nearest Philippine Embassy or Consulate at their point of origin covering the conference duration. A personal invitation letter to attend the meeting can be sent by the PMO to facilitate visa issuance, if necessary.

6. DOCUMENT MANAGEMENT, REPRODUCTION AND DISTRIBUTION

Main and special resource speakers must submit all documents (including Powerpoint presentations) in soft (electronic) copy to:

Director Miguel FF. Oraa
Assistant Project Overseer, APEC Land-ISCAP Project
Assistant Administrator
Office for Transportation Security
CMC Building, Andrews Avenue cor. Aurora Boulevard,
Pasay City 1300, Philippines
Email: oraa@ots.gov.ph / migueloraa@yahoo.com
Telefax: (+632) 854-5083

When submitting document(s), speakers should give detailed instruction if there is any special request on the reproduction and distribution of the document(s). No document will be accepted or reproduced unless it is submitted in soft copy.

The deadline for document submission is on **26 June 2009**.

7. ACCOMMODATION

Dusit Thani Manila Hotel is the recommended hotel for delegates. However, delegates can choose and arrange their own accommodation at their convenience. Hotel Reservation Form is attached as Annex B.

The PMO has worked with the Dusit Thani Manila Hotel to provide special rates for participants to the Plenary Conference. Delegates who wish to stay at the Dusit Thani Manila Hotel are advised to book their accommodation directly to the hotel. Rooms will be reserved on a first-come-first-serve basis. For reservations at the Dusit Thani Manila Hotel, please contact:

Atty. J.B. Roselle G. Gayona
Legal Officer IV
Office for Transportation Security
CMC Building, Andrews Avenue cor. Aurora Boulevard,
Pasay City 1300, Philippines
Email: jbgayona@gmail.com
Telefax: (+632) 854-5083

8. TRANSPORTATION

The PMO can make transportation arrangements for the experts and participants from the airport to the conference venue if requested. Delegates who made prior arrangements for their own private transportation should inform the PMO of such arrangements.

The Conference venue is about 15-minute drive from the Ninoy Aquino International Airport (NAIA). Taxi from the NAIA to Dusit Thani Manila Hotel costs around USD 6.00

9. FUNDING

For APEC travel eligible economies (Chile, People's Republic of China, Indonesia, Malaysia, Mexico, Papua New Guinea, Peru, the Russian Federation, Thailand and Viet Nam), APEC will cover the travel expenses of **one participant from each economy** including **airfare** and **per diem** according to the APEC Guidelines.

Please send the name of your nominated participant to:

Mr. Aldrin O. Pelicano
Legal Researcher
Office for Transportation Security
CMC Building, Andrews Avenue cor. Aurora Boulevard,
Pasay City 1300, Philippines
Email: aldrin.pelicano@gmail.com
Telefax: (+632) 854-5083

Participants from travel-eligible economies should submit an airfare quotation to APEC Secretariat on or before **12 June 2009** for review and approval. Send the airfare quotations to:

APEC Secretariat

Attention: Ms. Linnus Teo

Tel: +65 6891 9600 | Fax: +65 6891 9690 | DID Fax: +65 6775 6385

Email: ltsy@appec.org

Funding for all approved participants and experts will be made after the event, under the reimbursement basis.

All APEC funded travelers are required to complete a travel undertaking (a simple form of contract) at least 8 working days before the actual travel and send this document to **Ms. Linnus Teo (APEC Secretariat)**. Travelers will not be reimbursed if the travel undertaking is not completed prior to travel.

If your economy wishes to send more than one participant, the expenses for the additional participants will be borne by your economy. Participants from other economies (the number is limited) are invited to attend the Plenary Conference on self-funding basis.

10. MEETING FACILITIES

Broadband and wireless internet connection, computers, printers, facsimiles and photocopiers will be available at the Business Center of the Dusit Thani Manila Hotel during the Conference.

11. GENERAL INFORMATION ABOUT THE PHILIPPINES AND VENUE CITY

11.1 Philippines

The Philippines, officially the Republic of the Philippines, is an archipelagic nation located in Southeast Asia, with Manila as its Capital City. The Philippines is composed of 7,107 islands in the western Pacific Ocean with a total land area of approximately 300,000 kilometers (116,000 square miles). It generally lies between 116⁰ 41' and 126⁰ 34' E longitude, and 4⁰ 41' and 21⁰ 10' N latitude, and borders the Philippine Sea on the south. The island of Borneo lies a few hundred kilometers southwest and Taiwan (Chinese Taipei) directly north. The Moluccas and Sulawesi are to the south, and Palau is to the east beyond the Philippine Sea. There is only one time zone for the entire country, which is 120⁰ East Meridian Time and eight hours in advance of the Greenwich Mean Time (GMT +8). The Philippines is divided into three (3) island groups: Luzon, Visayas, and Mindanao. These are divided into 17 regions, 81 provinces, 136 cities, 1,494 municipalities, and 41,995 barangays.

The Philippines became a Spanish colony in the 16th century, and then a U.S. territory and commonwealth after the Spanish-American War. The Philippines gained its independence from the United States on 04 July 1946. Today, the Philippines has many affinities with the Western world, derived mainly from the cultures of Spain, Latin America, and the United States.

About 94% of Filipinos identify themselves as Christians, with 81% belonging to the Roman Catholic Church, 2% are composed of Protestant denominations and 11% either to the Philippine Independent Church, Iglesia ni Cristo, and others. Approximately 5% of Filipinos are Muslims.

The two (2) official languages of the Philippines are Filipino, which is based on Tagalog, and English.

The Philippines is home to many of the world's best beaches, diving spots, flora and fauna, and World Heritage sites.

Filipino culture is a fusion of pre-Hispanic indigenous Austronesian civilizations of the Philippines mixed with Hispanic and Indian culture. It has also been influenced by American Chinese and Middle Eastern cultures. As with many cultures, music (which includes traditional music) and leisure activities are an important aspect of the Filipino society.

Filipinos are a fun-loving people. Throughout the islands, there are fiestas celebrated everyday and foreign guests are always welcome in their homes.

1.2 Makati

The City of Makati is one of the cities and municipalities that make up Metro Manila, the greater metropolitan area of the national capital of the Philippines. It is the major financial, commercial and economic hub in the Philippines, often referred to as the financial capital of the Philippines since many global companies have their offices and headquarters in the city.

1.3 Currency

The Philippines' monetary unit is the peso, divided into 100 centavos. Foreign currency may be exchanged at any hotels, most large department stores, banks, and authorized money changing shops accredited by the Central Bank of the Philippines. International credit cards such as Visa, Diners Club, Bank Americard, Master Card, and American Express are accepted in major establishments.

1.4 Climate

The local climate is hot, humid, and tropical. The average yearly temperature is around 26.5⁰C (79.7⁰F) with humidity of about 77%. There are three (3) recognized seasons: hot season or summer from March to May, rainy season from June to November, and cold season from December to February.

1.5 Electricity and Water Supply

220 volts a/c is the common standard. 110 volts a/c is also used, especially in major hotels.

1.6 Phone Services

Local phones services are reliable. Both GSM and CDMA mobile phone systems are in operation although the former is more popular. Local SIM cards can be bought at any convenience stores near the venue.

1.7 Local Transport

Metered and fixed rate taxis are widely available in key cities nationwide. Jeepneys and buses are inexpensive ways to getting around most places. In Metro Manila, the fastest way of commuting is via the railway system. LRT connects the northern district of Monumento to the southern district of Baclaran with stations situated at major intersections. MRT traverses the length of Epifanio Delos Santos Avenue (EDSA) and connects North Avenue in Quezon City to Taft Avenue in Pasay City, passing through major arteries of Makati's financial district.

1.8 Internet

Broadband and wireless internet services are available at the meeting venue or any internet café in the city.

1.9 Time Zone

Time Zone is GMT + 8 hours, daylight saving time is not applicable.

1.10 Where to go in free time

A mix of commercial shopping malls and cultural sites are within the immediate vicinity of the Conference venue. The Ayala Malls (Glorietta and Greenbelt complexes) offer a good mix of high-end and low-budget retail shops.

A one-stop, self-sufficient retail center, Glorietta offers a wide array of shopping, dining, and entertainment options with a full range of specialty food stores and retail zones. On the other hand, the Greenbelt complex is a three-hectare park punctuated by cascading landscapes and carefully chosen water features re-imagines the typical mall and houses a roster of prominent and world-class retailers, restaurateurs and entertainment operators.

The SM and the Landmark are complete department stores with supermarkets.

The Filipinas Heritage Library located along *Makati Avenue, Ayala Triangle* is described as an electronic library: it discharges the traditional library functions of information storage, retrieval, and dissemination using the latest information and telecommunication technologies.

The new Ayala Museum boasts its historical collections of sixty handcrafted dioramas that chronicle the rich tapestry of Philippine history. Ayala Museum also features a one-of-a-kind boat gallery showcasing miniatures of some of the watercrafts that contributed to the development of Philippine maritime trade and colonial economy. Archaeological and ethnographic objects from the country's northern and southern cultural communities complement the historical collection. The fine arts collection features important works by three painters considered pioneers in Philippine art--Juan Luna (1857-1899), Fernando Amorsolo (1882-1972), and Fernando Zobel (1924-1984). Genre paintings from the 19th century Philippines are represented.