



## INFORMATION NOTE FOR PARTICIPANTS

7-9 August 2019, Manila, Philippines

### SECOND MEETING OF THE INFRASTRUCTURE FINANCING AND PUBLIC-PRIVATE PARTNERSHIP NETWORK OF ASIA AND THE PACIFIC

#### A. General

1. The second meeting of the infrastructure financing and public-private partnership network of Asia and the Pacific is co-organized by ESCAP ([www.unescap.org](http://www.unescap.org)) and the Public Private Partnerships Center of the Philippines and is scheduled to take place in Manila on 7-9 August 2019.
2. The tentative programme of the meeting for the event will be available on ESCAP website: <https://www.unescap.org/events/second-meeting-infrastructure-financing-and-public-private-partnership-network-asia-2019>

#### Meeting room

3. The meeting will be held at The Peninsula Manila, Philippines.
4. Participants are kindly invited to register at the registration counter, which will be located in front of the meeting room, from 08:30 to 09:00 hours.

#### B. Travel to and stay in Manila, Philippines

##### Immigration requirements

5. For details of visa requirements, participants are advised to consult the local embassy/diplomatic mission of the Philippines. Whenever required, participants are responsible for their visa arrangements at an embassy/diplomatic mission of the Philippines in their home country or in a third country prior to their arrival in Manila. Please inform ESCAP at the earliest opportunity should there is a need to transit for visa to the Philippines.

##### Places of stay and transportation

6. Participants are responsible to make their own booking. They may choose the hotel they want to stay and are responsible for settling their room charges accordingly.
7. For transportation in Manila, there is no airport transfer arrangement. Each participant needs to arrange accordingly.

##### Recommendation

The Peninsula Manila	PHP 6,000/single room, PHP 6,500/double room Airport Transportation rates: - BMW: PHP 3,995/7,990 One way/Roundtrip - Toyota Camry or Van: PHP 2,935/5,870 One way/Roundtrip - Toyota Altis: PHP 2,495/4,990 One way/Roundtrip
Dusit Thani Manila	PHP 5,500/single room, contact: Ms.Cheryl Fabian ( <a href="mailto:che.fabian@dusit.com">che.fabian@dusit.com</a> )

For those who require assistance to help reserve room at The Peninsula Manila, kindly inform Ms. Sopitsuda Chantawong, Email: [chantawong.unescap@un.org](mailto:chantawong.unescap@un.org).

### Daily Subsistence Allowance

8. Each ESCAP funded participant will get allowance for 4 days: 6,7,8,9 August for their travel schedule; arrival in Manila on 6 August and depart Manila on 10 August. Approximate daily allowance for Manila is USD 250. The allowance is for covering local expenses (hotel, meals and transport) during participant' stay in Manila and all other costs in relation with participation in the meeting and the allowance will be given against submittal of a copy of passport and the original boarding pass for the flight to Manila.
9. For all ESCAP funded participants, in the morning of 7 August 2019, ESCAP will collect **original boarding pass(es)** for your travel to Manila. Please don't forget to bring the boarding pass(es) to the meeting venue. We should be able to disburse your DSA in the afternoon of the same day. You are responsible to pay for hotel bill, transportation, meals, etc. directly to hotel and/or related service providers.
10. For participants who have arranged their own air tickets, please provide **copy of air ticket, receipt or invoice** showing cost of the ticket, to facilitate refund of ticket cost.
11. Participants who are unable to stay for the entire duration of the meeting are requested to inform the ESCAP staff as soon as possible after arrival so that the DSA can be adjusted accordingly.
12. In those cases where the participation costs are borne by ESCAP, the secretariat will provide only travel and DSA as mentioned above and will not assume responsibility for any other expenditures, including the following:
  - i. all expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
  - ii. salary and related allowances for the participants during the period of the meeting;
  - iii. cost incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
  - iv. compensation in the event of death or disability of participants in connection with attending the meeting;
  - v. any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
  - vi. any other expenses of a personal nature, not directly related to the purpose of the meeting.

### **C. Conduct of the event**

#### Officers concerned with servicing the meeting

13. The officials of UNESCAP and Philippines PPP Center specifically in charge of the meeting are:

United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP)

- Mr. Daniel Lin, Email: [danielwenhao.lin@un.org](mailto:danielwenhao.lin@un.org)
- Ms. Sopitsuda Chantawong, Email: [chantawong.unescap@un.org](mailto:chantawong.unescap@un.org)

Public Private Partnership Center of the Philippines

- Mr. Jericho I. Galang, Email: [JIGalang@ppp.gov.ph](mailto:JIGalang@ppp.gov.ph)
- Ms. Alma Mae A. Agne, Email: [AAAagne@ppp.gov.ph](mailto:AAAagne@ppp.gov.ph)

#### Working language

14. The working language of the meeting will be English. All documentation will be in English.