

INFORMATION NOTE FOR PARTICIPANTS

29 to 30 August 2017, Manila

National Workshop and Policy Dialogue on Infrastructure Financing Strategies for South-East Asia

A. General

1. The policy dialogue is co-organized by ESCAP (www.unescap.org) and the Department of Finance of the Philippines, and is scheduled to take place in Manila on 29-30 August 2017.
2. The tentative programme of the policy dialogue as well as the background study for the event are available on ESCAP website: <http://www.unescap.org/events/policy-dialogue-infrastructure-financing-strategies-sustainable-development-south-east-asia>

Meeting room

3. The policy dialogue will be held in the Makati Shangri-la Manila (function room “Parahaque AB”) located [Makati Avenue corner, Ayala Avenue, Makati, 1200 Metro 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, The Philippines

Immigration requirements

5. Participants are responsible for their visa arrangements.

Places of stay

6. Accommodation: 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.

Shuttle Service from the airport

7. There will be free shuttle service provided from the Manila airports to your respective hotels in Makati City starting August 28, 2017. Please be advised that the service will be available until August 31, 2017.
8. If you wish to avail of the said service, please provide your flight details on or before August 23, 2017 to the following to better facilitate the transfers: Ms. Cheryl Caballes of the DOF with email: cherylmona.caballes@gmail.com
9. There will be an assistance desk with UNESCAP markings beside the Department of Tourism (DOT) Help Desk at the airport to assist all participants who would require any. You may also contact Ms. Stella Flores at +63 906-374-7141 upon arrival at the airport for further assistance.

Daily Subsistence Allowance

10. On the first day of the policy dialogue, participants whose travel is sponsored by ESCAP will receive a Daily Subsistence Allowance (DSA) to cover all expenses associated with their participation in the workshops, including accommodation, meals and local transport while in Manila. Payment of the DSA will be in cash in US dollars. In order to facilitate payment, eligible participants are requested to submit to the responsible ESCAP staff their original boarding pass(es) for the flight to Manila and a copy of passport. To date DSA for Manila is US\$ 274. Please note that this amount is subject to change without prior notice.
11. Participants who are unable to stay for the entire duration of the policy dialogue 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 expressed 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 policy dialogue;
 - (iii) cost incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the policy dialogue;
 - (iv) compensation in the event of death or disability of participants in connection with attending the policy dialogue;
 - (v) any loss of or damage to personal property of participants while attending the policy dialogue 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 policy dialogue.

C. Conduct of the event

Officers concerned with servicing the policy dialogue

13. The officials of UNESCAP specifically in charge of the policy dialogue is:

Mr. Mathieu Verougstraete, Economic Affairs Officer, Macroeconomic Policy and Financing for Development Division, UNESCAP

Tel: +66-2 288 1559, E-mail: verougstraete@un.org

Working language

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

Presentations

15. Participants wishing to make a presentation using Microsoft PowerPoint are requested to give the soft copy of the presentation to staff servicing the policy dialogue for upload in the policy dialogue computer at the latest 15 minutes before the beginning of the session during which the said presentation is supposed to be delivered. For ease of identification during the policy dialogue, the format of the file name should start with the name of the country or name of the organization.