

## Responding to the Economic Crisis – Coherent Policies for Growth, Employment and Decent Work in Asia and the Pacific

InterContinental Manila Hotel, Philippines: 18-20 February 2009

### Administrative Note (ILO sponsored participants)

#### Confirmation of Attendance

In order to facilitate the organization of this Forum, it would be greatly appreciated if the confirmation of attendance of the delegates and their advisers be submitted as soon as possible to:

The Regional Director  
ILO Regional Office for Asia and the Pacific  
11<sup>th</sup> Floor, United Nations Building  
Rajdamnern-Nok Avenue  
PO Box 2-349 Rajdamnern  
Bangkok 10200 (Thailand)  
Fax: +(66 2) 288 3044 or +(66 2) 288 3062  
Email: [BANGKOK@ilo.org](mailto:BANGKOK@ilo.org) (attention: Ms Prayoonsri Likhitdechakakdi)

#### Venue of the Meeting

The venue of the Forum is the InterContinental Manila Hotel, No.1 Ayala Avenue, Makati City, Philippines,  
Tel: +(63 2) 793 7000, Fax: +(63 2) 752 7777, Website: <http://www.intercontinental.com/manila>

More information on the Forum is available at ILO website:

[http://www.ilo.org/asia/whatwedo/events/lang--en/WCMS\\_101303/index.htm](http://www.ilo.org/asia/whatwedo/events/lang--en/WCMS_101303/index.htm)

#### Travel

The ILO will cover travel and subsistence costs, in accordance with relevant ILO rules, for the duration of the meeting for two Government delegates (one from the Ministry of Labour and one from the Ministry of Finance). Advisors or other government participants are welcome but the ILO will be unable to meet their costs.

The ILO will also meet the cost of one Employers' representative and one Workers' representative per participating country – as selected by the respective Groups of the ILO's Governing Body.

Participants coming from Malaysia as well as resource persons coming from Switzerland, UK and USA are advised to purchase their own most direct route round trip economy class (excursion or special fare) air tickets. The air ticket purchased will be reimbursed upon presentation of the original official bill/receipt at the meeting venue. Any deviation in the journey made by the participants before or after the meeting or upgrades will be at their own cost.

**All other ILO-sponsored participants are requested to liaise with the ILO Office in their country to obtain the necessary air tickets.**

#### Travel Documents

Participants should make their own arrangements in obtaining passports, visas, and other necessary travel documents, as well as any required inoculation or vaccination certificates. The ILO does not reimburse the cost of obtaining passports, visas, vaccinations, airport taxes, excess baggage, and transport between airports, air terminals and hotels.

## Visas

Appropriate visa or visas needed for the journey must be secured well in advance of the meeting. A request for visa authorization, containing full travel schedule and travel document information (passport number, place and date of issue, expiry date, nationality, date of birth), needs to be sent as soon as possible to ILO Subregional Office in Manila (attention: Ms Ma. Alicia Fernando, E-mail: [fernandoa@ilo.org](mailto:fernandoa@ilo.org)) with copy to ILO Regional Office in Bangkok ([BANGKOK@ilo.org](mailto:BANGKOK@ilo.org), attention: Ms Prayoonsri Likhitdechakadi).

## Sickness or Accident Insurance

Before proceeding to attend the Forum, participants are advised to obtain insurance coverage, either at their own expense or at the expense of their nominating organization, for sickness, accident, or temporary disability, death and third party risk covering the entire duration of the Forum and the journey to and from the host country. The ILO cannot accept responsibility or liability for such contingencies.

In case of accident or sickness during the Forum, participants should endeavour to notify the organiser immediately.

## Arrival in Manila

Travel arrangements are made so as to ensure that the participants arrive in Manila on Tuesday 17 February 2009. In case of changes in your itinerary, please urgently inform the ILO Subregional Office in Manila (Ms Ma. Alicia Fernando, at [fernandoa@ilo.org](mailto:fernandoa@ilo.org)) of the exact date, time and flight number of your arrival, with copy to ILO Regional Office in Bangkok ([BANGKOK@ilo.org](mailto:BANGKOK@ilo.org), attention: Ms Prayoonsri Likhitdechakadi).

**Workers' representatives should arrive in Manila on Monday 16 February in order to attend the Workers' group meeting which is being held on Tuesday 17 February at the InterContinental Manila Hotel. Agenda of the Workers' group meeting will be sent in due time.**

Participants should depart Manila at the end of the Forum on Friday 20 February 2009 evening. If not possible due to flight availability, then the earliest available flight on Saturday 21 January 2009.

## Getting to the Hotel

On arrival at Ninoy Aquino International Airport in Manila, transportation has been arranged to facilitate the transfer of participants to the InterContinental Manila Hotel. Participants are advised to proceed to the airport lobby after exiting at gate 2 where the hotel airport representatives bearing the hotel logo awaits for arrival. For any assistance at the airport, you may please contact the hotel guests' service agents at mobile number (63) 91 7882 4139, or the hotel concierge at telephone number 752 7519.

## Accommodation

Single room accommodation (breakfast included) has been booked for each ILO-sponsored international participant at the InterContinental Manila Hotel, No.1 Ayala Avenue, Makati City, Philippines, Tel: (+63 2) 793 7000, Fax: +(63 2) 752 7777 <http://www.intercontinental.com/manila>. Participants are requested not to book into any other hotels. If, on arrival, participants would like to upgrade their room, they should arrange this with the hotel directly. Any additional cost for the upgrade and any other personal expenses incurred at the hotel should be settled by the participants upon check-out. For hotel accommodation inquiries, kindly contact Ms. Ma. Alicia Fernando ([fernandoa@ilo.org](mailto:fernandoa@ilo.org)).

## Daily Subsistence Allowance (DSA)

Accommodation cost will be covered directly by the ILO. Breakfast has been arranged at the hotel. In addition, the following DSA will be paid:

- 16 February: US\$70 (arrival day – payable only to the Workers' representatives attending the Workers' group meeting on Tuesday 17 February)
- 17 February: US\$70 (arrival day)
- 18 February: US\$40 (lunch provided)
- 19 February: US\$40 (lunch provided)
- 20 February: US\$40 (lunch provided)

DSA payments will be made in Philippine Peso equivalent at existing UN exchange rate during time of payment.

**Climate**

In February the temperature in Manila would range between 29 to 31°C.

**Currency**

The currency in the Philippines is the Philippine Peso (PHP). The exchange rate was approximately US\$1/PHP47.51 in January 2009 (this value is subject to fluctuations).

**Contact Persons**

In case of emergency, please contact:

***ILO Manila Office:***

Ms Lourdes Kathleen Santos  
Tel: +(63 2) 580 9900; +(63 2) 580 9918  
Fax: +(63 2) 856 7597  
Email: [santos@ilo.org](mailto:santos@ilo.org)

Ms Ma Alicia Fernando  
Tel: +(63 2) 580 9900; +(63 2) 580 9911  
Fax: +(63 2) 856 7597  
Email: [fernandoa@ilo.org](mailto:fernandoa@ilo.org)

***ILO Bangkok Office:***

Ms Prayoonsri Likhitdechakdi  
Tel: +(66 2) 288 2234  
Fax: +(66 2) 288 3044; +(66 2) 288 3062  
Email: [prayoonsri@ilo.org](mailto:prayoonsri@ilo.org)  
Email: [BANGKOK@ilo.org](mailto:BANGKOK@ilo.org)

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