



Asia-Europe Meeting

ADMINISTRATIVE CIRCULAR

Asia-Europe Meeting (ASEM) Manila Conference on Disaster Risk Reduction and Management

04-06 June 2014, Manila, Philippines

1. General Information about the ASEM Manila Conference on Disaster Risk Reduction and Management

The ASEM Manila Conference on Disaster Risk Reduction and Management translates to action the collective commitment of ASEM Partners for greater collaboration and coordination in DRRM. In collaboration with key actors in the international humanitarian assistance community, ASEM Partners will examine the current state of play in the DRRM, study the link between climate change and the rise in disasters, re-examine the roles of DRRM actors, propose improvements and reform in DRRM policies and practices, where necessary, validate best practices, and consolidate proposals for the post-2015 global architecture on DRRM.

2. Date and Venue of the Meeting

The ASEM Manila Conference on Disaster Risk Reduction and Management, titled “Post-Haiyan – A Way Forward” will be held on **04-06 June 2014**, at the **Diamond Hotel**.

Diamond Hotel

Roxas Boulevard cor. Dr. J. Quintos St.,
Manila, Philippines
Tel. No: (+632) 528 3000
Fax No: (+632) 526 2255

Contact Person:

Lili-An Popa

Director of Events
Tel No: (+632) 528 3000 local 1220
Fax No: (+632) 305 3063
Email: LPopa@diamondhotel.com

For more information on the hotel, you can log on to their website at www.diamondhotel.com.

3. Tacloban Visit

Participants are invited to visit Tacloban, a major site of devastation, on **04 June 2014**, to put in context the discussions of the Conference proper on **05-06 June 2014**. Due to limited space and site capacity, the Tacloban Visit will accommodate seventy-five (75) foreign Conference participants on both a first come - first served basis and geographic representation basis. Roundtrip airfare to and from Tacloban, lunch, and on-site expenses will be borne by the Philippines and Switzerland.

4. Working Language

The working language of the meeting is English.

5. Registration of the Delegates

Each ASEM Partner is invited to send up to four (4) participants to the ASEM Manila Conference. ASEM Partners are encouraged to have one participant in each of the four working sessions.

Target participants are senior officials from national and local governments, senior representatives from regional and international organizations and from international humanitarian assistance organizations, captains of industry, DRRM experts, academicians, and scientists.

All delegates are required to accomplish the attached Registration Form and send it to ASEM-Philippines National Secretariat at fax number (+632) 831-4422 or email at oea-6@dfa.gov.ph or philippines_asem@yahoo.com on or before **10 May 2014**.

For any queries regarding registration, please kindly contact:

Ms. Candy S. Cypres

Assistant Director, Asia Europe Meeting (ASEM) Division
Office of European Affairs
Department of Foreign Affairs
2330 Roxas Blvd., Pasay City, Philippines
Tel. No: (+632) 834-4972
Fax No: (+632) 831-4422
Email: oea-6@dfa.gov.ph or philippines_asem@yahoo.com
(A confirmation receipt will be sent through email)

Ms. Ceres F. Mateo

Division Assistant
Office of European Affairs
Department of Foreign Affairs
2330 Roxas Blvd., Pasay City, Philippines
Tel. No: (+632) 834-4133
Fax No: (+632) 831-4422
Email: oea-6@dfa.gov.ph or philippines_asem@yahoo.com

6. Meeting Secretariat

All delegates will be provided with Conference Kits, Meeting documents, IDs and other materials upon registration.

Delegates who wish to circulate documents should provide the Secretariat with the master copy of the document not later than **25 May 2014**.

During the preparation phase, the contact details of the persons in charge are as follows:

Ms. Candy S. Cypres

Assistant Director, Asia Europe Meeting (ASEM) Division
Office of European Affairs
Department of Foreign affairs

2330 Roxas Blvd., Pasay City, Philippines
Tel. No: (+632) 834-4972
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7. Entry Formalities

A passport with at least six months validity is required for entry into the Philippines. Delegates may inquire from the Philippine Embassy accredited in their respective countries of origin whether a visa is required to enter the Philippines.

8. Accommodation for the Delegates

The Conference will be held at the Diamond Hotel. Special rates have been arranged for Conference participants with Diamond Hotel and other hotels listed below:

Hotel	Room Category	Room Rates (Single Occupancy)
Diamond Hotel Roxas Boulevard cor. Dr. J. Quintos St., Manila Contact Person: Ms. L.A. Sayson-Popa Tel No: (+632) 305 3000 local 1220 Fax No: (+632) 305 3063 Email: lpopa@diamondhotel.c	Deluxe	Php 5,500 nett
Manila Hotel One Rizal Park 0913 Manila Contact Person: Mr. Jomari Lim Tel No: (+632) 527 0011 local 1113 Fax No: (+632) 527 9467/68 Email: j.lim@manila-hotel.com.ph	Superior Deluxe	Php 5,500 nett
Sofitel Philippine Plaza Manila CCP Complex Roxas Boulevard, Pasay City	Superior Room	Php 6,500 nett

Contact Person: Ms. Madelene Sy Tel No: (+632) 832 6950 Fax No: (+632) 551 5621 Email. H6308-SL10@sofitel.com		
Solaire Resort and Casino 1 ASEAN Boulevard Entertainment City Parañaque City Contact Person: Ms. Rycel Engalla Tel No: (+632) 883 8613 Fax No: (+632) 883 8917 Email: rycelengalla@solairesort.com	Deluxe Room King City	Php 7,000 nett

Delegates (excluding resource speakers and moderators) are advised to accomplish the attached hotel reservation form and send it to oea-6@dfa.gov.ph or philippines_asem@yahoo.com on or before **10 May 2014**.

Room and incidental charges will be settled on the guest's personal account.

The month of June is peak season in the Philippines and most establishments will be fully booked. Please make sure that room reservations are made on or before the deadline. Otherwise, rooms will be subject to availability.

The delegate's credit card information will be required upon reservation and an imprint will be requested during check-in to guarantee the booking of the room and incidental charges that the guests may incur during his/her stay. Delegates with hotel reservations will be responsible for costs charged for no-shows on reserved dates.

Check-in and Check-out Procedure

Check-in time is at 2:00 pm and check-out time is at 12:00 noon.

9. Meals

The Government of the Philippines will provide lunch for the duration of the meeting. Furthermore, all delegates are invited to a Welcome Dinner hosted by the Philippines on **04 June 2014**. The Government of Japan will also be hosting a Dinner on **05 June 2014**.

Dietary preferences / restrictions must be stated in the delegates' registration forms.

10. Transportation (Airport-Hotel)

Delegates are requested to arrange their own transportation from the airport to the hotel, in principle. However, there will be a limited number of vans leaving at set hours for the Diamond Hotel.

11. Currency Exchange Rate and Regulations

The Philippine currency is **Philippine Peso (PhP)**. The currency exchange rate is **1.00 US Dollar = 44.39 Philippine Pesos or 1.00 Euro = 61.42 Philippine Pesos** as of 15 April 2014.

12. Insurance

The Philippine Government can take no responsibility for medical or travel insurance for participants. It is strongly recommended that each participant make his/her own arrangements for any necessary insurance coverage.

13. Medical Clinic

National emergency telephone: 117 (in Manila)

The nearest hospital is the San Juan De Dios Educational Foundation, Inc Hospital located at:

San Juan De Dios Educational Foundation, Inc. Hospital

2772 Roxas Blvd., Pasay City

Tel. No: (+632) 831-9731 to 36 or 831-5641

Fax No: (+632) 831-3599

Email: sjdefih@sanjuandedios.org

14. Telecommunications

Local dial telephone, facsimile and internet services are available at the hotel. International telephone and facsimile access are available for a fee, which shall be borne by the Delegate.

Pre-paid mobile SIM cards are easily obtained at authorized retailers.

15. Security

All necessary measures will be taken to ensure the security of participants. Possession of firearms and deadly weapons are strictly prohibited.

16. Liability

The organizers shall not be held liable for personal accidents or losses, or damage to personal property of the registered participants in the meeting. Participants should make their own arrangements with respect to personal insurance.

17. Climate and Dress Code

Average temperature in Manila in June is around 28 degree Celsius. We kindly advise delegates to check local weather conditions on the internet.

The Dress Code for the Conference is **Business Attire**.

**Asia-Europe Meeting (ASEM) Manila Conference on
Disaster Risk Reduction and Management
“Post-Haiyan – A Way Forward”**

Manila, Philippines • 04-06 June 2014

Registration Form

(Please submit on or before 10 May 2014)

1. Full Name : _____

Please check:

Head of Delegation []

Member of Delegation []

Speaker []

Moderator []

2. Designation : _____

3. Organization : _____

4. Country : _____

5. Address : _____

Tel : _____

Fax : _____

E-mail : _____

6. Flight Schedule:

	Date	Time	Flight Number
ARRIVAL			
DEPARTURE			

7. Room Requirements: _____

8. Dietary Requirements: _____

9. Preferred Working Group Session

The four (4) Working Group sessions will be conducted simultaneously. Each participant can only attend one Working Group. Please refer to the Conference concept paper for the description of each Working Group. Participants are encouraged to state their top two preferences. The Conference Organizers will try to accommodate the participants' preferred Working Group but may have to assign the participant to a different Working Group due to venue space and to ensure balance in each Working Group.

Please indicate your top two preferred Working Groups
Preference 1 – WG _____ Preference 2 – WG _____
WG I: Technology and Innovation for DRRM (Applying Innovations, Science and Technology to Policy and Practice)
WG II. Roles of Stakeholders - National and Local Governments, NGOs, the Local Community and the Private Sector (Strengthening Disaster Response and Coordination)
WG III. Roles of Stakeholders – Regional and International Organizations (Improving the international response system through specialization and coordination)
WG IV. Rehabilitation and Recovery – Challenges and Opportunities (Recovering from Disasters and Building Back Better Communities)

10. Tacloban Visit

Kindly indicate if you wish to join the Tacloban Visit on 04 June 2014. Participants will be selected on both a first come - first serve basis and geographic representation basis. Only seventy-five (75) foreign Conference participants can be accommodated in the chartered flight.

_____ Yes. I am attending.

_____ No. I am not attending.

Please complete this registration form using **BLOCK CAPITALS** and send to

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Assistant Director
Asia Europe Meeting (ASEM) Division
Office of European Affairs
Department of Foreign affairs
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or philippines_asem@yahoo.com

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Manila, Philippines • 04-06 June 2014

Hotel Reservation Form
(Please submit on or before 10 May 2014)

I. Delegate’s Information

Name : _____

Designation : _____

Organization : _____

Country : _____

Office Address : _____

Telephone : _____ Fax: _____

E-mail : _____

II. Flight Details

	Date	Time	Flight Number
ARRIVAL			
DEPARTURE			

III. Dietary Requirement

IV. Room Requirement

Room Type : _____

CANCELLATION POLICY

In the event of cancellation after **26 May 2014** or no show on the dates reserved, delegates will be charged with the amount equivalent to the total number of room nights reserved.

CREDIT CARD GUARANTEE:

Name of Cardholder : _____

Credit Card Type : _____

Credit Card Number : _____

Expiry Date : _____

Signature of Person Booking (over printed name)

Date: _____

Kindly fax or email this form directly to the following on or before 10 May 2014:

Ms. Candy S. Cypres

Assistant Director

Asia Europe Meeting (ASEM) Division

Office of European Affairs

Department of Foreign affairs

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Tel. No: (+632) 834-4972

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MAP OF THE CONFERENCE VENUE:



**Map is not drawn to scale*