

25 January 2006



ASIA-EUROPE MEETING

Administrative Circular

of the

ASEM OCEANS INITIATIVE

1. General Information about the Initiative

The ASEM OCEANS Initiative, co-sponsored by the Philippines, Portugal and Indonesia, aims to promote international cooperation to protect the marine environment and enhance marine scientific research through the creation of a network of marine experts from Asia and Europe. The Initiative was endorsed by the ASEM Foreign Ministers at their 7th meeting in Kyoto, Japan in May 2005.

The first technical working group meeting of experts and policy makers on marine environment conservation, marine scientific research and capacity building will be held in Manila on 29-31 March 2006.

2. Date and Venue of the Meeting

Date: 29 to 31 March 2006

Venue:

The Peninsula Manila

Corner of Ayala and Makati Avenues, 1226 Makati City, Metro Manila,
Republic of the Philippines

Tel: (63-2) 887 2888

Fax: (63-2) 815 4825

E-mail: tpm@peninsula.com

(inquiries on accommodations only)

Contact person: Ms. Marielle Leviste

Email: tpm@peninsula.com

3. Registration of the Delegates

The registration form is on **page 5**.

All delegates are requested to accomplish and submit the registration form to the ASEM Oceans Initiative's Secretariat on or before **8 March 2006** at the following address:

ASEM Division, Office of European Affairs
Department of Foreign Affairs
2330 Roxas Boulevard, 1300, Pasay City, Philippines
Tel: + 63 2 834-4132 / 33
Fax: + 63 2 831-4422
Email: philippines_asem@yahoo.com

For further inquiries, please contact **Ms. Bernadette Mendoza** at bmendoza@dfa.gov.ph or philippines_asem@yahoo.com.

4. Entry Formalities

All delegates will require a valid passport to enter the Philippines. Delegates are requested to inquire from their Ministry of Foreign Affairs on the necessity of applying for a Philippine visa.

5. Climate

Late March to early April in the Philippines is humid and warm, with hardly any rain. Average temperatures range from 25.5°C / 77.9°F to 30°C / 86°F.

6. Currency Exchange Rate

The Philippines' national currency is Peso (PhP). The currency exchange rate is volatile and is approximately between the levels of PhP 53-PhP 57 = 1US\$.

7. Hospitalities

As the host of the Initiative, the Republic of the Philippines will provide the following for the duration of the Technical Working Group meeting:

- Conference Kit
- Transportation for the welcome dinner and the Site Visit
- Meals (1 cocktails, 1 welcome dinner, 3 buffet lunches, 3 AM/PM snacks)

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

8. Accommodation for the Delegates

For purposes of coordination and practicality, all delegates are advised to book themselves at **The Manila Peninsula Hotel**, the venue of the meeting.

The following rates are offered to the participants:

Type of Room	Single/Twin Occupancy
Standard Room	US\$ 100.00 net
Deluxe Room	US\$ 110.00 net
Grand Deluxe Room	US\$ 125.00 net
Premier Suite	US\$ 200.00 net

The above rates include complimentary daily buffet breakfast, 24 hours broadband Internet access, and local city calls and faxes.

For more information, please check the hotel website at www.manila.peninsula.com.

9. Transfer Between Hotel and Airport

Below are the rates for service vehicles to and from the Manila Peninsula Hotel:

Nissan Taxi	Php 825 / 1,650	One-way / Roundtrip transfer
Nissan Cefiro	Php 1,800 / 3,600	One-way / Roundtrip transfer
Mercedes Benz Limousine	Php 2,100 / 3,700	One-way / Roundtrip transfer

All transfer rates are inclusive of the applicable tax, and are subject to change without prior notice.

10. Telecommunications

Local dial telephone, facsimile and Internet services are available free of charge at hotel rooms at the Peninsula Hotel. Delegates may wish to bring their own laptop computers and access the Internet in their rooms.

International telephone and facsimile access are also available for a fee and shall be borne by the Delegate.

Telephone cards and computer and Internet facilities are available at the hotel's business center. Delegates will be responsible for all costs incurred at the business center.

11. Electricity

The Manila Peninsula Hotel has 110-volt and 220-volt outlets in its guest rooms. Transformers can be provided by the hotel housekeeping upon request of the guest.

12. Medical Clinic

For emergency, a medical clinic is available 24 hours at the Basement Floor, Makati Tower of the Manila Peninsula Hotel.

13. Payment of Hotel Account

Upon check out (31 March / 01 April 2006), the delegates are requested to settle their hotel accounts including room, telephone, mini bar and other room service charges.

14. Marine Site Visit

The site visit to the province of Batangas on 30 March 2006 is an essential part of the programme of activities and is in line with the Initiative's objective of sharing best practices. It will include a tour of the Port of Batangas, one of the major Philippine seaports, and a visit to Anilao, Mabini, where coastal communities implement community-based environmental conservation programmes.

More details will follow.

15. Security

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

16. Liability

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

17. Business and Shopping Hours

Private and government offices are open either from 8:00 a.m. to 5:00 p.m. or from 9:00 a.m. to 6:00 p.m. Some private companies hold office on Saturdays from 9:00 a.m. to 12:00 noon. Most shopping malls, department stores, and supermarkets are open from 10:00 a.m. to 8:00 p.m. daily. There are 24-hour convenience stores and drugstores.

Banks are open from 9:00 a.m. to 3:00 p.m., Mondays to Fridays, with automated teller machines (ATM) operating 24 hours.

ASEM OCEANS INITIATIVE: 1ST TECHNICAL WORKING GROUP MEETING

The Peninsula Manila, Makati City, Philippines, 29-31 March 2006

REGISTRATION FORM

Please fill the form in block letter and kindly return the completed form before **8 March 2006** to the ASEM Division, Office of European Affairs, Department of Foreign Affairs of the Republic of the Philippines.

Contact Person : **MS. BERNADETTE A. MENDOZA**
Tel. No. : 00 63-2-834-4132 / 4133 / 4293 / 3991 / 3092
Fax : 00 63 -2 - 831-4422
Email : european@dfa.gov.ph / philippines_asem@yahoo.com

Country : _____

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
First Name	_____		
Last Name	_____		
Passport No	Passport Type		<input type="checkbox"/> Official <input type="checkbox"/> Diplomatic <input type="checkbox"/> Ordinary

Organization Information

Name of Organization / Type	_____ <input type="checkbox"/> Government <input type="checkbox"/> Academe <input type="checkbox"/> NGO <input type="checkbox"/> Others (pls. specify) _____		
Position / Type	_____ <input type="checkbox"/> Policy <input type="checkbox"/> Expert <input type="checkbox"/> Others (pls. specify) _____		
Business Address	_____		
Contact Details	Phone : _____	Fax : _____	_____
	Email : _____	Others : _____	_____

Dietary Preferences / Restrictions:
(Pls. Specify)

Travel and Accommodation Information

Date of Arrival	ETA Manila	Flight Number	Date of Departure	ETD Manila
ACCOMMODATION: THE PENINSULA MANILA				
Room Type / Room Rates			Preferences	
<input type="checkbox"/> Superior / US\$ 100 nett	<input type="checkbox"/> Grand deluxe / US\$ 125 nett	<input type="checkbox"/> Single	<input type="checkbox"/> Smoking	
<input type="checkbox"/> De Luxe / US\$ 110 nett	<input type="checkbox"/> Premiere Suite / US\$ 200 nett	<input type="checkbox"/> Double	<input type="checkbox"/> Non-Smoking	
Airport Transfer	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES: (one-way/Roundtrip) 1US\$=60Php	<input type="checkbox"/> Nissan Taxi (US\$13.75 / 27.5)	<input type="checkbox"/> Nissan Cefiro (US\$30 / 60)
			<input type="checkbox"/> Mercedes Benz (US\$35 / 61.67)	
CREDIT CARD INFO*	<input type="checkbox"/> Master <input type="checkbox"/> Visa <input type="checkbox"/> Others (pls. specify) _____			
	Number: _____			

*For reservation purposes, it is necessary to provide the hotel with your credit card information.