



FOR PARTICIPANTS ONLY

30 October 2008

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

ARTNeT-PEP Policy Forum on Trade, Investment and Domestic Policy Coherence for Inclusive Growth

9 December 2008

Emerging trade issues for policymakers in developing countries of Asia and the Pacific New Era of Trade Governance

10-11 December 2008

Multi-Stakeholder Steering Committee (MSC) Meeting of the Asia-Pacific Research and Training Network on Trade (ARTNeT)

11 December 2008 (pm)

Manila, Philippines

**INFORMATION NOTE FOR PARTICIPANTS**

**General**

1. ARTNeT-PEP Policy Forum on Trade, Investment and Domestic Policy Coherence for Inclusive Growth is to be held at the Dusit Thani Hotel, Manila, Philippines on 9 December 2008. The opening of the forum will be at 0900 hours on 9 December 2008 where all subsequent sessions will also be held from 0915 to 1715 hours.
2. Emerging trade issues for policymakers in developing countries of Asia and the Pacific New Era of Trade Governance is to be held at Asian Institute of Management (AIM) Conference Centre, 9 and 10 December 2008. The opening of will be at 0900 hrs on 10 December, where all subsequent session on 10 December also be held from 0930 -1700 and on 11 December from 0930 to 1230 hours.
3. Multi-Stakeholder Steering Committee (MSC) Meeting of the Asia-Pacific Research and Training Network on Trade (ARTNeT) is to be held at AIM Conference Centre on afternoon of 11 December 2008 .The meeting will start at 1400 to 1700 hours.

**Organizing secretariats**

4. The workshop is jointly organized by the secretariats of WTO and ESCAP.

For further information concerning substantive preparations and organizational aspects of the workshop (10-11 December 2008) please contact:

Ms. Mia Mikic  
Economic Affairs Officer  
Trade Policy Section

Tel: (66-2) 288-1410  
Fax: (66-2) 288-1027, 288-3066  
e-mail <mikic@un.org>

5. The forum is jointly organized by the secretariats of ESCAP, and Poverty and Economic Policy (PEP)

For further information concerning substantive preparations and organizational aspects of the Forum (9 December 2008) please contact:

Mr. Yann Duval  
Economic Affairs Officer  
Trade Policy Section

Tel: (66-2) 288-2252  
Fax: (66-2) 288-1027, 288-3066  
e-mail <duvaly@un.org>

For further information concerning local organizational and logistical aspects of all events please contact:

Ms. Tavitra Ruyaphorn  
Team Assistant  
Trade Policy Section

Tel: (66-2) 288-1422  
Fax: (66-2) 288-1027, 288-3066  
e-mail <ruyaphorn@un.org>

### **Visa requirements**

6. Participants should obtain an entry visa to the Philippines, if necessary, from the Embassy or Consulate of the Philippines located in their respective countries before departing for Manila.
7. Participants are also advised to obtain, where necessary, a transit visa for places en route to Manila before the commencement of their journey.

Please visit <http://www.gov.ph/faqs/visa.asp> for Philippines visa requirements.

### **Registration and identification badges**

8. Participants are requested to register and obtain meeting badges at the registration desk, located in front of the meeting room between 0830 to 0845 hours on the opening day. Participants who do not register on the opening day are requested to do so on subsequent day, to ensure that their names appear in the list of participants. Without registration, names of participants will not be included in the list.

### **Hotel accommodation**

9. Accommodation at special rate has been arranged for participants at:

AIM Conference Center Manila  
Benavidez Street corner  
Trassiera Street Legaspi Village  
Makati City, Philippines



The room (single or double occupancy) at \$ 85 + 10\$ service charge (included buffet breakfast).  
The map of the hotel is available on page 6.

**Room Amenities:** Air Conditioning, Bathrobes, Bathtub, Coffee/Tea Maker, Hair Dryer, Kitchenette, Mini Bar, Satellite/Cable TV, Television

**Facilities:** Business Centre, Coffee Shop, Restaurant, Room Service 24 hours, Safety Deposit Boxes, Shops, Tours

**Facilities:** Gym/ Fitness, Pool Outdoor

**Participants will be individually responsible for settling their own bills (room and personal expenses such as the use of telephone, business center, etc.).**

10. All sponsored participants are advised to stay at the AIM and forward the request for room reservation on page 5 and flight details at the earliest in accordance with the attached hotel reservation form, preferably before **30 November 2008**.

Alternatively, the accommodation at Dusit Thani Hotel, Manila can be reserved online at below website or contact directly with the address from below site:

[http://www.dusit.com/hotels/philippines/manila/dusit\\_thani/index.html](http://www.dusit.com/hotels/philippines/manila/dusit_thani/index.html)

### **Transportation on arrival and departure**

11. Participants should make their own transportation arrangements from the Ninoy Aquino International Airport (NAIA) to the AIM. Metered-taxi and bus services are readily available at the airport. More information on the airport is available at [www.miaa.gov.ph](http://www.miaa.gov.ph)

### **Weather**

12. Philippines has a tropical marine climate with three distinct seasons. These include wet and rainy season (June-October), the cool and dry season (November-February) and the hot and dry season (March-May). Temperature ranges from 20-25 degrees Celsius in December.

### **Electricity**

Please visit the site <http://www.travel-images.com/electric-plugs.html> for more information.

### **Foreign exchange**

13. All major convertible currencies and travelers' cheques can be easily exchanged for the Philippine peso currency at the prevailing market rates. Exchange rates may fluctuate from time to time. As of 30 October 2008, US\$1 is equivalent to PhP 49.30.

### **Working language of the seminar and documents**

14. All events will be conducted in English, and all documentation will be issued only in English. There will be no interpretation service provided.

### **Financial and administrative arrangements**

15. In those cases where the participation costs are borne by the ESCAP secretariat, its financial responsibilities will be limited to meeting travel expenses as indicated in paragraphs 16, 17 and 18 below. Any other expenses will be the sole responsibilities of the participants themselves, for example:

- (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 seminar;
- (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the seminar;
- (iv) Compensation in the event of death or disability of participants in connection with attending the seminar;
- (v) Any loss of or damage to personal property of participants while attending the seminar 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 seminar.

16. For participants whose travel is sponsored by WTO/ESCAP, UNDP offices in their respective countries will be authorized to issue them most direct economy round-trip air ticket (home country/Manila/home country) to arrive at Manila one day before the event and to depart on 11 December evening (subject to flight available) or the day after the seminar. The participants will be provided with a daily subsistence allowance of US\$ 183 (at current UN DSA rate) for the duration of events (9-11 December) which include one extra day in lieu of miscellaneous and terminal expenses. Accommodation expenses at the AIM or any other hotel will be at participants' own responsibility. DSA in connection with transit expenses for places en route to and from Manila (according to the authorized route) will be reimbursed upon participants' submission of their completed UN voucher for international travel expenses (F.10 form) to the ESCAP secretariat after the return to their respective countries. The duly completed F.10 forms must be sent along with the used air ticket stubs, boarding passes and the completed payment instruction forms which will be provided, on request, at the seminar. For participants whose countries do not have UNDP offices, ESCAP will send travel advice to respective airlines in their countries for ticket collection.

**17. To facilitate the payment of subsistence allowance, eligible participants are requested to submit their air tickets, passports and copy and inbound boarding passes to the ESCAP secretariat staff on duty in the meeting room before the opening of all events.**

18. Sponsored participants are expected to stay for the full duration of all events. However, if for any sudden reason, they are unable to stay for the full duration of the seminar, they are requested to inform the secretariat as soon as possible so that their daily subsistence allowance can be adjusted accordingly.

**19. Please be advise that the airport terminal fee for departing passengers is “PhP750”.**

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## HOTEL RESERVATION FORM

**ARTNeT-PEP Policy Forum on Trade, Investment and Domestic Policy Coherence for Inclusive Growth**

**Emerging trade issues for policymakers in developing countries of Asia and the Pacific New Era of Trade Governance**

**Multi-Stakeholder Steering Committee (MSC) Meeting of the Asia-Pacific Research and Training Network on Trade (ARTNeT)**

**9- 11 December 2008**

**Manila, Philippines**

<b>Mr [ ] Ms [ ] Name:</b> _____ <div style="text-align: center; margin-top: 5px;"> <span style="margin-right: 100px;">First</span> <span style="margin-right: 100px;">Middle</span> <span>Last</span> </div>
<b>Functional title and full street address:</b>  
<b>Tel:</b> _____ <b>Fax:</b> _____ <b>e-mail:</b> _____
<b>Arrival date at Manila:</b> _____ <b>Flight:</b> _____ <b>at:</b> _____ <b>hours</b> <b>Departure date from Manila:</b> _____ <b>Flight:</b> _____ <b>at:</b> _____ <b>hours</b>
Room requirement at the AIM and period of stay: <input type="checkbox"/> <b>Single</b> or <input type="checkbox"/> <b>Double</b> <b>From</b> _____ <b>To</b> _____ <input type="checkbox"/> <b>Smoking</b> <input type="checkbox"/> <b>non-smoking</b> <input type="checkbox"/> extra bed ( \$ 15)/night
<b>The above reservation is guaranteed by:</b>  Credit Card No. : _____ Expiry Date: _____ Card holder's name: _____  <b>Signature</b> : _____ <b>Date:</b> _____

**This completed form should be submitted to:**

1) Mr. Rigil Kent V. Acapulco  
Sales Services Officer  
e-mail: [racapulco@aim.edu.ph](mailto:racapulco@aim.edu.ph)

2) Ms. Janet Belardo  
Reservation Agent  
E-mail: [jbelardo@aim.edu.ph](mailto:jbelardo@aim.edu.ph)

3) Ms. Tavitra Ruyaphorn  
Team Assistant  
Trade and Investment Division  
Economic and Social Commission for Asia and the Pacific  
Bangkok, Thailand  
Tel: (66-2) 288-1422  
Fax: (66-2) 288-3066, 288-1027  
e-mail: [ruyaphorn@un.org](mailto:ruyaphorn@un.org)

## AIM Conference Center

