

# Convention on Biological Diversity

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**SUB-REGIONAL CAPACITY-BUILDING WORKSHOP  
ON FINANCIAL REPORTING AND RESOURCE MOBILIZATION  
FOR SOUTHEAST ASIA**  
Manila, Philippines, 30 November to 1 December 2015

## INFORMATION NOTE FOR PARTICIPANTS

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## 1. Opening and registration

The Sub-regional Capacity-building Workshop on Financial Reporting and Resource Mobilization for Southeast Asia will be held in Manila, Philippines from Monday, 30 November to Tuesday, 1 December 2015.

The workshop will start at 9:00 a.m. on Monday, 30 November and registration will take place at the venue of the meeting at 8:30 a.m. the same day.

## 2. Venue

The workshop will be held at:

### **The Makati Diamond Residences**

118 Legazpi Street, Legazpi Village

Makati City 1229 Philippines

Tel: +632-317-0999

Fax: +632-317-0988

E-mail: [reservations@makatidiamond.com](mailto:reservations@makatidiamond.com)

Web site: [www.makatidiamond.com](http://www.makatidiamond.com)

## 3. Working language

The workshop will be held in English.

## 4. Documents

Participants are kindly reminded to bring their own copies of the documents for the workshop as there will be no extra copies made available on site. Documents are available on the following web page:



<https://www.cbd.int/doc/?meeting=RMWS-2015-08>

## 5.

### **General information on access to Manila, Philippines**



The city of Manila is serviced by the Manila - Ninoy Aquino International Airport (NAIA). Taxi service is available to NAIA and from all points of Metro Manila. Also, jeepney and bus routes are available to the airport and connect to all terminals. Take only official, metered or pre-booked taxis. Taxis charge around 150-200 Pesos (US \$6-US \$8) to central Manila hotels. The trip takes from 20 minutes to one hour depending on traffic.

## 6. Visa information



Participants from countries listed in **annex A** below do not require an entry visa for the Philippines. Those requiring a visa are strongly advised to contact the nearest Philippine diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a

timely manner, prior to departure. Please note that some airline companies will not allow boarding in the absence of a valid visa.

Visa information: <http://www.dfa.gov.ph/index.php/guidelines-requirements>

Visa application form: <http://www.immigration.gov.ph/downloads/application-forms>

List of Embassies: [http://www.pcoo.gov.ph/embassies\\_phil-dir.htm](http://www.pcoo.gov.ph/embassies_phil-dir.htm)

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

## 7. **Hotel information**

Participants are kindly reminded that **they must make their own hotel reservations, and that they should do so as soon as possible.** Preferential rates were agreed with the venue hotel and participants are recommended to stay at the Makati Diamond Residences for convenience and in order to avoid traffic and other delays. Please send your reservation requests to the contact person below using the form in Annex B below. Please refer to the workshop and include your full name, check in date and arrival time, departure date and credit card information to guarantee your reservation.

Ms. Ajie C. Pedalino  
Senior Events Manager  
The Makati Diamond Residences  
Tel: +632 317 0999 local 1505  
Mobile: +63917 570 8038  
E-mail: apedalino@makatidiamond.com

## 8. **Payment of the Daily Subsistence Allowance (DSA)**

The DSA will be paid to the sponsored participants during the meeting.

## 9. **Official languages**

There are two official languages in the Philippines: Filipino and English.

## 10. **Weather and time zone information**

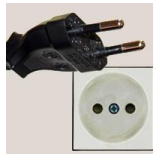


In November and December average temperatures in Manila usually range between a maximum of +31°C in the daytime and a minimum of +24°C at night. Current weather conditions in the area can be found at <http://worldweather.wmo.int/en/city.html?cityId=92>.

The standard time zone is GMT/UTC +8 hours.

## 11. Electricity

The electrical currents in the Philippines are 220 Volts, 60 Hertz a as shown in the illustration below.



## 12. Currency

The currency in the Philippines is the Philippine Peso (PHP). The current exchange rate on 11 November 2015 is US \$ 1.00 = PHP 47.09 and € 1.00 = PHP 50.57 (source: [www.xe.com](http://www.xe.com), rates are subject to change).

## 13. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

## Annex A – Country Listing

### COUNTRIES AND TERRITORIES WHOSE CITIZENS DO NOT REQUIRE VISAS IN ORDER TO ENTER THE PHILIPPINES FOR UP TO 30 DAYS FOR BUSINESS OR TOURISM

(Other durations are specified in parentheses)

(AS LISTED ON THE WEB SITE OF THE DEPARTMENT OF FOREIGN AFFAIRS OF THE PHILIPPINES)

<b>A</b> Andorra Angola Antigua and Barbuda Argentina Australia Austria	<b>E</b> Ecuador El Salvador Equatorial Guinea Eritrea Estonia Ethiopia	<b>L</b> Lao, People’s Democratic Republic Latvia Lesotho Liberia Liechtenstein Lithuania Luxembourg	<b>R</b> Romania Russian Federation Rwanda
<b>B</b> Bahamas Bahrain Barbados Belgium Belize Benin Bhutan Bolivia Botswana Brazil (59 days) Brunei Darussalam Bulgaria Burkina Faso Burundi	<b>F</b> Fiji Finland France	<b>M</b> Madagascar Malawi Malaysia Maldives Mali Malta Marshall Islands Mauritania Mauritius Mexico Micronesia Federated States of Monaco Mongolia Morocco Mozambique Myanmar	<b>S</b> Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Samoa San Marino Sao Tome e Principe Saudi Arabia Senegal Seychelles Singapore Slovakia Slovenia Solomon Islands South Africa Spain Suriname Swaziland Sweden Switzerland
<b>C</b> Cabo Verde Cambodia Cameroon Canada Central African Republic Chad Chile Colombia Comoros Congo, Republic of the Costa Rica Cote d’Ivoire Croatia Cyprus Czech Republic	<b>G</b> Gabon Gambia Germany Ghana Greece Grenada Guatemala Guinea Guinea-Bissau Guyana	<b>N</b> Namibia Nepal Netherlands New Zealand Nicaragua Niger Norway	<b>T</b> Tajikistan Thailand Togo Trinidad and Tobago Tunisia Turkey Turkmenistan Tuvalu
<b>D</b> Democratic Republic of the Congo Denmark Djibouti Dominica Dominican Republic	<b>H</b> Haiti Holy See Honduras Hungary	<b>O</b> Oman	<b>U</b> United Arab Emirates United Kingdom of Great Britain and Northern Ireland United Republic of Tanzania United States of America Uruguay Uzbekistan
	<b>I</b> Iceland Indonesia Ireland Israel (59 days) Italy	<b>P</b> Palau Panama Papua New Guinea Paraguay Peru Poland Portugal	<b>V</b> Vanuatu Venezuela Viet Nam
	<b>J</b> Jamaica Japan	<b>Q</b> Qatar	<b>Z</b> Zambia Zimbabwe
	<b>K</b> Kazakhstan Kenya Kiribati Korea, Republic of Kuwait Kyrgyzstan		

## Annex B



(Asean Centre for Biodiversity)

### RESERVATIONS FORM

New Reservation       Amendment       Cancellation       Group

Property: Makati Diamond Residences      No. of Rooms \_\_\_\_\_

Arrival Date \_\_\_\_\_      Departure Date \_\_\_\_\_

No. of Adults per Room \_\_\_\_\_      Smoking/Non-Smoking \_\_\_\_\_

GUEST NAME      COMPANY AFFILIATION/DESIGNATION  
1. \_\_\_\_\_  
2. \_\_\_\_\_

ADDRESS (Number / Street / City / Zip Code / State / Country)

REMARKS (Preferences / Special Request / Other Arrangements)\*subject to availability

ROOM ACCOMMODATION:      WITH BUFFET BREAKFAST  
41 SQM King – SINGLE/DOUBLE OCCUPANCY      Php5,500 Nett        
41 SQM Twin – SINGLE/DOUBLE OCCUPANCY      Php5,500 Nett     

#### TRANSPORTATION REQUIREMENTS:

Arrival Time      Flight No.      Transfer In      Yes  No   
Departure Time      Flight No.      Transfer Out      Yes  No

\*Airport pick up is at Php 2,300 Nett per car and Php 2,850 Nett per van per way

Credit Card Number / Details: \_\_\_\_\_      Expiry date: \_\_\_\_\_

*Credit Card details will be required to guarantee your bookings.*

#### OTHERS

Phone \_\_\_\_\_      Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### CANCELLATION

Guaranteed bookings are subject to 100% cancellation charge 48hours of scheduled arrival date.

#### NO SHOW

The Hotel will charge equivalent to the duration of stay.

#### NOTE

**\*Corporate rate of Php 6,500 Nett will apply if the minimum 10 room requirements were not reached**

MAKATI DIAMOND RESIDENCES  
LEGAZPI ST. LEGAZPI VILLAGE, MAKATI CITY 1229 PHILIPPINES  
Email: [avillanueva@makatiamond.com](mailto:avillanueva@makatiamond.com) ; [Reservations@makatiamond.com](mailto:Reservations@makatiamond.com)  
TEL NO: 632 317 0999