

**Program for Hydro-Meteorological Disaster Mitigation in Secondary cities in Asia (PROMISE)**

**Annual Working Group Meeting (WGM)**

2 - 4 October 2006, Philippines

**ACCOMMODATIONS AND TRAINING VENUE IN METRO MANILA:** All participants are booked in a shared accommodation at the:

**Astoria Plaza**

J. Escrivá Drive (formerly Amber Ave.)

Ortigas Business District, Pasig City

PHILIPPINES 1600

Tel. (63) 2 687 1111

Fax (63) 2 910 0370

Email [sales@astoriaplaza.com](mailto:sales@astoriaplaza.com)

URL: <http://www.astoriaplaza.com/>

An envelope from ADPC containing further information about the course and your travel reimbursement may be collected upon check-in.

The cost of room for the stay will be paid by ADPC from **1 to 4 October 2006**. Should you wish to stay longer, please let us know so that we can inform the hotel. Please note that the cost of extra stay will be borne by the individual and personal expenses such as phone calls, mini bar, laundry, etc. shall be paid by the participants.

**AIRPORT PICK-UP:**

- A) The airport transfer has been arranged. (1) Exit the NAIA terminal, (2) cross the driveway into the next building that leads to private pick up, (3) take the left down-sloping ramp, (4) stand under the signboard with "A", (5) look across the street for the "ADPC" placard then cross the road towards the entry gate for the parking lot.
- B) Airport-drop for all participants staying at the Hotel will be requested and arranged. Kindly send your complete flight details immediately to Gaby Iglesias, email: [iglesias@adpc.net](mailto:iglesias@adpc.net) or Ms. Suree, email: [suree@adpc.net](mailto:suree@adpc.net) in order for us facilitate this process **before 22 September 2006**.
- C) **Airport Fees** At the NAIA, the amount of P550 is charged for international departure. Paid in Philippine pesos only.

**ARRIVAL AND REGISTRATION:**

Please schedule to arrive in Philippines on 1 October 2006. The schedule for the meeting is confirmed on 2-4 October 2006. The registration will be on Monday, 2 October at 0830 hrs, followed by the Opening Ceremony and the meeting will commence immediately.

**PRESENTATION (by AKPBSP, BDPC, CDP, CECI, Sarvodaya)**

As mentioned in the earlier communication, you will be requested to make four presentation during the training of the Hazard and Vulnerability Assessment of your demonstration city. It is the same presentation for the WGM.

## **REIMBURSEMENT OF TRAVEL EXPENSES:**

For ADPC-sponsored participants, we will reimburse a reasonably-priced return ticket for economy-class passage using the most direct route to Manila. Please bring all the **original receipts of your airticket and boarding card, visa fee, airport tax, and other travel miscellaneous expenses**. (You are also requested to send us your estimated travel expense in order to prepare your reimbursement). Without these documents, ADPC will not be able to process the reimbursement of your travel expenses. The forms will be included in the envelope. ADPC **will not** reimburse the air travel or other expenses of ADPC-sponsored participants if the participant cannot attend the first day of the meeting, and/or is absent for more than one day of the meeting.

## **TRAVEL ADVISORY**

The airport in Manila, the Ninoy Aquino International Airport, generally follows the minimum security measures as Heathrow in London, and those of major international airports in the U.S.

## **EXCHANGE RATE:**

1 USD is approximately equivalent to Pilippines Peso 52--.

## **WEATHER:**

June to October is rainy, Average temperatures: 90°F / 30-32°C s. For further information about Philippines, please visit the website: <http://www.tourism.gov.ph/discover/facts.asp>

## **HEALTH ADVISORY:**

During rainy season, dengue cases go up. The Department of Health has already identified clusters of dengue cases in Metro Manila. Please bring protection against mosquitoes that carry dengue. For more information on detecting and preventing the spread of dengue, go to the website:

<http://www.doh.gov.ph/advisory/denguer.htm>

## **Contact Persons:**

### **Asian Disaster Preparedness Center / Urban Disaster Risk Management Team (ADPC/UDRM)**

Mr. N.M.S.I. Arambepola, Director	Mob: (66-1)8403144 (international roaming)
Ms. Gabrielle Iglesias, coordinator	Mob: (66-5) 139 8643 (until Sept. 20) Mob: (65-917) 847 0350 (Sept. 21 to Oct. 5)
Ms. Suree Sungcharoen, coordinator	Mob: (66-1) 339 9653 (ADPC based, until 23 September)

### **Partner in Philippines: Center for Disaster Preparedness (CDP)**

Look for: Mrs. Lorna Victoria, Mrs. Fe Castro-Andaya or Ms. Mayfourth Luneta  
Center for Disaster Preparedness  
CSWCD Building, Magsaysay Avenue  
University of the Philippines  
Diliman, Quezon City  
PHILIPPINES 1101  
Tel. No. (63) 2 926 6996

*Thank you very much and welcome to the Philippines!*