



International Civil Aviation Organization

**FIRST MEETING OF THE ASIA/PACIFIC VOLCANIC ASH
EXERCISES STEERING GROUP (VOLCEX/SG/1)**

27 – 29 May 2015, Manila, Philippines

MEETING BULLETIN

1. Venue of the meeting

1.1 The First Volcanic Ash Exercise in the Asia Pacific Region will be hosted by the Civil Aviation Authority of the Philippines (CAAP).

1.2 The meeting will be held at the Heritage Hotel, Manila, Philippines from 27 to 28 May 2015. A visit to the Buco Observatory of the Philippine Institute of Volcanology and Seismology (PHIVOLCS), located in Batangas, Philippines is scheduled on 29 May 2015.

2. Schedule of meeting

2.1 The daily schedule of the meeting on the 27 and 28 May 2015 is from 0900 to 1700 hrs. with tea/coffee break in the morning and afternoon and a midday break for lunch. However, the meeting Chairperson may need to vary this time to meet agenda requirements.

2.2 The visit to the Buco Observatory, located at the northern shore of Taal Lake, Buco, Talisay, Batangas, is scheduled on 29 May 2015, from 1000 to 1400 hrs.

3. Registration of delegates

3.1 Delegates are required to register at the meeting registration desk, located at the meeting venue, starting 0800 hrs. every day of the meeting. For identification and security purposes, delegates are required to wear the meeting identification badges all the time while in the meeting.

4. Passport, visa and customs

4.1 All foreign nationals entering the Philippines must possess valid passports (validity not less than six months prior to expiration) or applicable travel documents with visas or permits to enter the Philippines. Participants are responsible for obtaining their own visas, if required, and should contact the Philippine diplomatic or consular office nearest to them for further information.

4.2 More details on the guidelines on the entry of temporary visitors to the Philippines are available on the following link: <http://www.dfa.gov.ph/index.php/consular-services/visa-information>

4.3 Upon arrival at the Ninoy Aquino International Airport (NAIA), Manila, delegates are to proceed to the Diplomatic Lane at the Immigration Area. After the screening procedure, the delegates should get their luggage from the designated luggage carousel, and then submit their Customs Declaration Forms to a customs officer as they pass through the Customs Area.

5. Officer and secretariat concerned with the meeting

5.1 Mr. Peter Dunda, Regional Officer, Aeronautical Meteorology, and Mr. Shane Sumner, Regional Officer, Air Traffic Management, ICAO Asia Pacific Office, will act as the Secretariat and ICAO Coordinators for the meeting. Discussion papers and presentations to the meeting should be submitted to the Secretariat and copied to the ICAO Asia Pacific Office at APAC@icao.int.

5.2 Ms. Maria Jocelyn S Lim, Chief, Operations and Rescue Coordination Center of CAAP, will act as the Host Coordinator for the meeting. The daily meeting services are the responsibility of the CAAP Volcanic Ash Exercise Asia Pacific Meeting Secretariat. Any inquiries related to the meeting should be addressed to:

E-mail 1: emergpretransportphl@gmail.com
E-mail 2: caap_orcc@yahoo.com.ph
Telefax: +63 (2) 879 9110/2
Cell phone: +63 917 515 6972

6. Accommodation

6.1 Each delegate is responsible for his/her own hotel reservation and hotel costs, including room charges, cancellation charges, communication charges and other services provided by the hotel. All are encouraged to submit the hotel reservation by the end of April 2015.

7. Transportation

7.1 Transportation from and to the airport, as well as from hotel to the meeting venue will be the responsibility of each delegate.

8. Hotels

Hotel Details	Reservation Contact Details
Heritage Hotel Roxas Boulevard corner EDSA Pasay City 1300	Tel: +63 (2) 854 8888 Fax: + 63 (2) 854 8833 E-mail: inquiry@heritagehotelmanila.com
Hotel Jen 3001 Roxas Boulevard 1305 Pasay City, Metro Manila	Tel: +63 (2) 795 8888 D: +63 (2) 795 8888 loc 2929 Mobile: +63 917 558 7179 E-mail: rona.capariño@hotel.com
Microtel by Windham – Mall of Asia Coral Way Ave. corner Seaside Boulevard, SM Mall of Asia Complex, Pasay, 1308 Metro Manila	Tel: +63 (2) 403 3333 Fax: +63 (2) 659 4226 Mobile: +63 917 590 5914 E-mail 1: mallofasia@microtel.ph E-mail 2: reservations@microtel.ph
Pan Pacific Manila M. Adriatico corner Gen. Malvar Sts Malate, Manila City 1004	Tel: +63 (2) 318 0788 Toll-Free: 1800 8908 6362, 1800 1441 0621 E-mail: enquiry.ppmnl@panpacific.com

9. Useful information

About the Philippines

9.1 The Philippine archipelago is blessed with bountiful natural resources. It consists of 7,107 islands with a total land area of 300,000 square kilometers or 115,830.60 square miles. The Philippine islands are divided into three groups: Luzon, Visayas, and Mindanao. The largest of these islands is Luzon at about 105,000 km². It is where the capital city of Manila is located.

9.2 The islands of the Philippines are mostly with volcanic origins. There are 37 volcanoes in the Philippines, of which 18 are still active volcanoes. The most known volcanoes in the Philippines are Mount Pinatubo, Mount Mayon and the Taal volcano. They are all located on the Northern island Luzon. The archipelago is considered to be part of the Pacific Ring of Fire.

Climate

9.3 Philippines climate is hot, humid, and tropical. The average yearly temperature is around 26.5° Celsius. For the month of May, the average high temperature in Manila 34.2° Celsius. Relative humidity is high in the Philippines. A high amount of moisture or vapor in the air makes hot temperatures feel hotter. Rainy season starts in June.

Time Zone

9.4 There is only one time zone for the entire country, which is 120 degrees East Meridian Time and eight hours in advance of the Greenwich Mean Time (GMT + 0800H).

Electricity and water

9.5 The Philippines uses 220V electric power. Drinking tap water is not recommended. Most establishments provide bottled water.

Language

9.6 Filipino is the national language. English is the business language and is spoken widely. There is always someone – somewhere that can speak English.

Currency and credit cards

9.7 The country's unit of currency is the Philippine Peso (PhP).

9.7.1 Please visit the Currency Converter at <http://www.xe.net/ucc> to check your country's currency versus PhP. Foreign currencies can be exchanged at the airport, designated banks, malls, hotels, Resorts, and money changers. Major credit cards are accepted throughout the Philippines. Traveler's checks may be cashed at foreign exchange banks, some tourist-oriented business establishments, and international hotels.

Banking hours

9.8 Most banks are open from Monday to Friday from 0900H to 1500H. Banks in malls and very commercial places have extended hours of operations. Automated teller machines (ATMs) are available 24 hours.

9.9 Traveling tips

- Dress for the weather. Light casual clothes in natural fibers – linen, silk, cotton – work well in the heat and humidity.
- Restaurants and hotels do not have a dress code though guests are expected to wear appropriate clothes.
- Always bring loose change when taking public transportation.
- It is customary to leave a tip when rendered a service. On restaurants, a 10% tip based on the total bill is recommended. However, if there is already a service charge on the bill, a tip then becomes optional.
- When shopping in a public market, it is perfectly acceptable to haggle for the cheapest price. For additional travel tips, visit:
<http://itsmorefuninthephilippines.com/philippines-whats-it-like/>
