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### **3<sup>rd</sup> ICAO-EASA Forum on Civil Aviation in South East Asia**

#### **21<sup>st</sup> COSCAP South East Asia Steering Committee Meeting (SCM/21)**

#### **EU-ASEAN Sustainable Connectivity Package (SCOPE) Aviation Partnership Project (APP) Project Management Board Meeting**

*Hilton Manila Hotel, Manila, Philippines, 23 - 25 April 2024*

#### **BULLETIN – Revision 1 (12.04.2024)**

*(Note: please note the revised paragraph 4.6)*

#### **1. Dates and Venue**

1.1 The 3<sup>rd</sup> ICAO - EASA Forum on Civil Aviation in South East Asia will be held in Manila, Philippines on 23 April 2024. The Forum will be followed by the 21<sup>st</sup> COSCAP South East Asia Steering Committee Meeting (SCM/21) which will be held at the same venue from 24 to 25 April 2024 until 12:00 hrs. After lunch break on 25 April 2024, the EU-ASEAN Sustainable Connectivity Package (SCOPE) Aviation Partnership Project (APP) Project Management Board Meeting will be held in a hybrid setting.

#### **1.2 Venue of the Meeting:**

Venue: Hilton Manila Hotel  
Address: 1 Newport Blvd, Pasay, 1309 Metro Manila  
Telephone no.: +63 2 7239 7788  
Point of Contact: Mr. Marc Christian Afable  
E-mail: [MarcChristian.Afable@hilton.com](mailto:MarcChristian.Afable@hilton.com)  
Website: <https://www.hilton.com/en/hotels/mnlphhi-hilton-manila/>

#### **2. On-site Registration and Opening**

2.1 Delegates are requested to register at the Registration Desk one hour prior to the tentative schedule on the opening day of each event. Delegates are required to wear the identification badge throughout the period of the events.

2.2 The Opening ceremonies of the 3<sup>rd</sup> ICAO-EASA Forum and the 21<sup>st</sup> COSCAP South East Asia SCM will commence at 09:30 hrs. followed by a Group photo and Coffee break.

#### **3. Contact Persons**

##### **Civil Aviation Authority of Philippines (CAAP)**

Ms. Maria Edda M. Lamarca  
Chief, International Civil Aviation Coordinating Staff (ICACS)  
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##### **ICAO Asia and Pacific Regional Office (3<sup>rd</sup> ICAO-EASA Forum)**

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**European Union Aviation Safety Agency (3<sup>rd</sup> ICAO-EASA Forum and SCOPE APP Project Management Board Meeting)**

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Stakeholder Liaison Officer

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**ICAO COSCAP SEA Programme (21<sup>st</sup> COSCAP South East Asia SCM)**

Ms. Sudhatai Juntarapratin

Programme Secretary

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E-mail: [sjuntarapratin@icao.int](mailto:sjuntarapratin@icao.int)

**4. Travel Information**

4.1 Delegates are responsible for their own travel arrangements, including air transportation, visa, hotel reservation, and travel/medical insurance.

4.2 Sponsorship for air travel and accommodation in line with EASA travel policy is available for the participants from COSCAP SEA Member States. Please contact Ms. Thita Pongdara, Stakeholder Liaison Officer, EASA ([thita.pongdara.ext@easa.europa.eu](mailto:thita.pongdara.ext@easa.europa.eu)) for specific information.

4.3 All delegates are advised to keep the CAAP informed of their arrival flight itinerary for airport reception and transfer to hotel. CAAP will provide land transfers to/from the hotel venue to delegates arriving at/departing Ninoy Aquino International Airport. Please submit flight itineraries for the airport to hotel transfer to the CAAP focal point Ms. Lamarca (email: [icacs@caap.gov.ph](mailto:icacs@caap.gov.ph)) at your earliest convenience.

4.4 All foreign nationals entering Philippines must bear passports with expiration dates not earlier than 6 months prior to the date of arrival into Philippines.

4.5 The delegates may apply for visas at the nearest Embassy of the Philippines or Consulate and inform the CAAP for visa and arrival facilitation.

4.6 All international travellers are required to fill out and submit the Philippines eTravel for the following, using this link <https://etravel.gov.ph/>.

- To enter the Philippines
- To depart from the Philippines

4.7 List of countries with visa exemption can be accessed at <https://dfa.gov.ph/list-of-countries-for-21-day-visa>. Citizen of member States of the Association of Southeast Asian Nations (ASEAN) are entitled to visa exemption.

**5. Accommodation**

5.1 The meeting venue hotel is recommended with special rate as follows:

	Hilton Manila		
Room type	King Guest Room (Single)	Pool View (Single)	Executive Guest Room
Special rate	Php 9,000	Php 10,000	Php 11,800
<b>Inclusions:</b> (breakfast, internet) <b>Exclusions:</b> (tax, service charge)	Rate includes buffet breakfast at Kusina Sea Kitchen, and internet. Rate excludes 12% VAT, 10% service charge, and 0.83% local tax.		
<b>Reservation contact information</b>	Tel: +63 2 7239 7788; Email: <a href="mailto:MarcChristian.Afable@hilton.com">MarcChristian.Afable@hilton.com</a>		

5.2 Other nearby hotels are as follows:

Hotel	Room Type	Room Rate
<b>Savoy Hotel Manila</b> Andrews Avenue, Newport City, Pasay City, Metro Manila T: +63 2 5317 2869 W: <a href="http://www.savoyhotelmanila.com.ph">www.savoyhotelmanila.com.ph</a>	Essential 1 Twin	Php 4,000.00
	Essential 1 Queen	Php 4,500.00
<b>Belmont Hotel Manila</b> Newport Boulevard, Newport City, Pasay City, Metro Manila T: +63 2 5318 8888 W: <a href="http://www.belmonthotelmanila.com">www.belmonthotelmanila.com</a>	Superior Queen	Php 4,800.00
	Deluxe Queen	Php 5,600.00
<b>Marriott Hotel Manila</b> No. 2 Resorts Drive, Pasay City, Metro Manila T: +63 2 8988 9999 F: +63 2 8836 9998 W: <a href="http://www.manilamarriott.com">www.manilamarriott.com</a>	King Bed (Guest Room)	Php 10,804.00
	King Bed (Junior Suite)	Php 16,025.00

## 6. Meals and Refreshments

6.1 Refreshments during breaks and lunch for all delegates will be provided complimentary during each day of the events.

6.2 A welcome dinner reception on 23 April 2024 will be hosted by the EU-ASEAN Sustainable Connectivity Package (SCOPE) Aviation Partnership Project. A welcome dinner on 24 April and a Farewell Dinner on 25 April 2024 will be hosted by the CAAP.

## 7. Further useful information

7.1 **Language:** Filipino, the standardized form of Tagalog, is the national language in the Philippines. However, the locals can also speak in English.

7.2 **Currency and Money Exchange:** Local currency is the Philippine Peso (PHP). Approximate currency exchange rates in April 2024 is 1 USD = 56 PHP and 1 € = 60.63 PHP. Credit cards (American Express, Visa, and Mastercard) are acceptable by the hotels and the shopping malls. There are money exchange companies and commercial banks both in arrival and departure at the International Airport. ATMs are available in the malls and around the Metro.

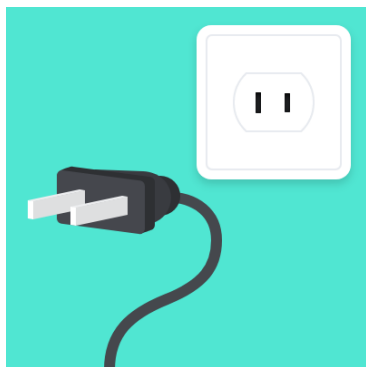
7.3 **Sim Card:** International Sim Cards are available in the arrival passenger lounge.

7.4 **Time Difference:** The Philippines is 8 hours ahead of Coordinated Universal Time (UTC +8).

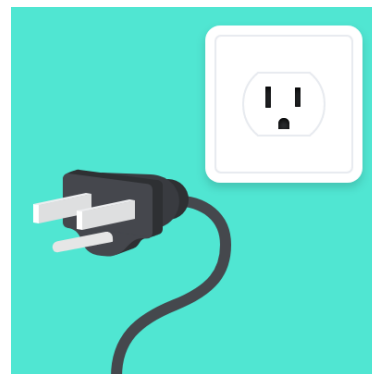
7.5 **Weather:** The average temperature in Manila in April for a typical day range from a high of 92°F (33°C) to a low of 76°F (24°C). It would be described as hot with a gentle breeze.

7.6 **Tourist Information:** Further tourist information is at <https://philippines.travel/safetrip>.

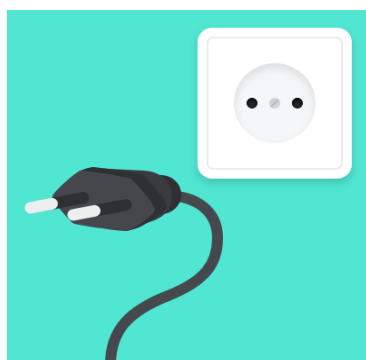
7.7 **Electric Plug and Socket:** Electric voltage is 220V, 60 cycles, AC in the Philippines. We suggest you to bring a universal travel adapter plug to charge your laptop and mobile electronic devices.



Type A



Type B



Type C



Universal travel adapter plug