

**COSCAP-SEA & EASA (EU-ASEAN SCOPE APP)
Dangerous Goods Workshop for CAA Inspectors
Admiral Hotel Philippines
16 - 19 June 2025, Manila, Philippines.**

BULLETIN

1. Dates and Venue

1.1 The COSCAP-SEA & EASA (EU-ASEAN SCOPE APP) Dangerous Goods Workshop for CAA Inspectors will be held in Manila, Philippines from 16 to 19 June 2025.

1.2 Venue of the Meeting:

Venue: Admiral Hotel Manila - MGallery
Address: 2138 Roxas Boulevard 1004 Malate, Manila
Telephone no.: +63 2 5318 9000 / +63917 809 8145
Point of Contact: Ms. Mayeth Gopez, Director of Sales
E-mail: mayetg.gopez@accor.com; H9338@accor.com
Website: <https://www.admiralhotelmanila.com/>

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 daily basis. Delegates are required to wear the identification badge throughout the period of the events.

2.2 The Opening ceremonies of the COSCAP- SEA & EASA (EU-ASEAN SCOPE APP) Dangerous Goods Workshop for CAA Inspectors will commence at 09:00 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)
Tel: +632 8246 4988 local 2019 (office), +63 9763430137 (mobile)
E-mail: icacs@caap.gov.ph

ICAO COSCAP-SEA Programme

Ms. Sudhatai Juntarapratin
Programme Secretary
Tel: + 66 2 5378197 and 8189 ext. 136 (office), +66 64 292 0999 (mobile)
E-mail: sjuntarapratin@icao.int

EASA (EU-ASEAN SCOPE APP)

Ms. Thita Pongdara
Stakeholder Liaison Officer
Tel: +66 64 9564239 (mobile)
E-mail: thita.pongdara.ext@easa.europa.eu

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 **All delegates are advised to keep the CAA Philippines informed of their flight itineraries. 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) at your earliest convenience.**
- 4.3 All foreign nationals entering Philippines must bear passports with expiration dates not earlier than 6 months prior to the date of arrival into Philippines.
- 4.4 The delegates may apply for visas at the nearest Embassy of the Philippines or Consulate and inform the CAAP for visa and arrival facilitation.
- 4.5 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
- 4.6 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 workshop venue hotel is recommended with special rate as follows:

	Admiral Hotel Manila - MGallery ★★★★★				
Room type	Superior Room	Deluxe Room	Executive Room	Executive Bay Room	Executive Suite King Room
Special rate	Php 7,380.00	Php 9,225.00	Php 10,455.00	Php 13,038.00	Php 28,167.00
Inclusions: (breakfast, internet) Exclusions: (tax, service charge)	Rate includes daily buffet breakfast and internet. Rates are inclusive of 12% Gov't Tax, 1% municipal tax and 10% service charge.				
Reservation contact information	Tel: +63 2 5318 9000 / +63917 809 8145; Email: mayetg.gopez@accor.com				

5.2 Other nearby hotels are as follows:

5.2.1 **Diamond Hotel Manila ★★★★★**
 Roxas Boulevard, Corner Dr. J. Quintos Street, Manila 1000
 T: +63 2 8528.3000 / +63 2 5305.3000
 W: <https://diamondhotel.com/>
 E: rmagpantay@diamondhotel.com
 Distance: 950 meters away from the venue (3 min)

5.2.2 **City of Dreams Manila ★★★★★**
 Roxas Blvd, Entertainment City, Parañaque, Manila
 T: +63 2 8800 8080 loc 8953
 W: www.cityofdreamsmanila.com
 E: InaGarcia@cod-manila.com

Distance: 5.9 km away from the venue (17 min)

5.2.3 **Savoy Hotel Manila** ★★★★★

Andrews Avenue, Newport City, Pasay City, Metro Manila

T: +63 2 5317 2869

W: www.savoyhotelmanila.com.ph

Distance: 6.7 km away from the venue (26 min)

Belmont Hotel Manila

Newport Boulevard, Newport City, ★★★★★

Pasay City, Metro Manila

T: +63 2 5318 8888

W: www.belmonthotelmanila.com

Distance: 7.4 km away from the venue (27 min)

5.2.4 **Kingsford Hotel Manila** ★★★★★

J.W. Diokno Blvd, Parañaque, Metro Manila

T: +63 2 8888 6388

W: www.kingsfordmanila.com

Distance: 7.2 km away from the venue (18 min)

5.2.5 **Sequoia Hotel Manila Bay** ★★★★★

Veneracion corner San Pedro St., Aseana City, Business Park, Parañaque, Metro Manila

T: +63 2 8260 1720

W: www.sequoiamanilabay.com

Distance: 5.3 km away from the venue (14 min)

6. **Meals and Refreshments**

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

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 = 58.80 PHP and 1 € = 75.00 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.

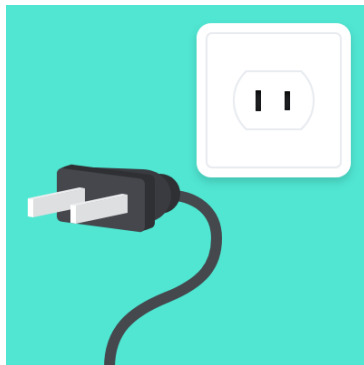
7.3 **Sim Card:** International Sim Cards are available in the arrival passenger lounge.

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

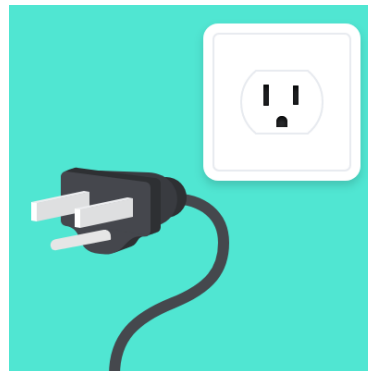
7.5 **Weather:** The average temperature in Manila in February for a typical day range from a high of 92°F (33°C) to a low of 76°F (24°C). It would be described as hot with a gentle breeze.

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

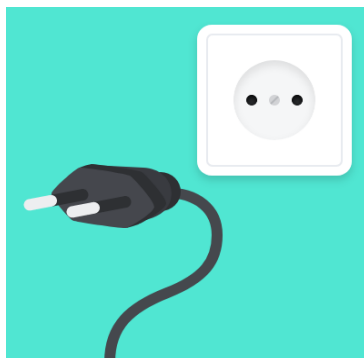
7.7 **Electric Plug and Socket:** Electric voltage is 220V, 60 cycles, AC in the Philippines. We suggest you to bring a universal travel adapter plug to charge your laptop and mobile electronic devices.



Type A



Type B



Type C



Universal travel adapter plug