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ICAO-EASA Workshop on Organisational Set-Up and Institutional Frameworks for Civil Aviation Authorities

The 22nd COSCAP South East Asia Steering Committee Meeting (SCM/22)

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

Diamond Hotel, Manila, Philippines, 17 – 20 June 2025

BULLETIN

1. Dates and Venue

1.1 The ICAO-EASA Workshop on Organisational Set-Up and Institutional Frameworks for Civil Aviation Authorities will be held in Manila, Philippines from 17 to 18 June 2025. The Forum will be followed by the 22nd COSCAP South East Asia Steering Committee Meeting (SCM/22) which will be held at the same venue from 19 to 20 June 2025 until 12:00 hrs. After lunch break on 20 June 2025, 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:	Diamond Hotel Manila
Address:	Roxas Boulevard, corner Dr. J. Quintos Street, Manila 1000 Metro Manila, Philippines
Telephone no.:	+ 63 2 8528 3000
Point of Contact:	Ms. Pamela Manalastas, Events Executive
E-mail:	pmanalastas@diamondhotel.com
Website:	http://www.diamondhotel.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 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 ICAO-EASA Workshop on Organisational Set-Up and Institutional Frameworks for Civil Aviation Authorities and the 22nd COSCAP South East Asia SCM will commence at 10:00 hrs. followed by a Group photo and Coffee break.

3. Contact Persons

Civil Aviation Authority of Philippines (CAAP)

Ms. Maria Edda M. Lamarca

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European Union Aviation Safety Agency (ICAO-EASA Workshop and SCOPE APP Project Management Board Meeting)

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ICAO COSCAP SEA Programme (the 22nd COSCAP South East Asia SCM)

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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 Mr. Decha Maliyan, Stakeholder Liaison Officer, EASA (decha.maliyan.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) 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:

	Diamond Hotel Manila 	
Room type	Deluxe Room (Single/Twin)	Premier Room (Single/Twin)
Special rate	Php 5,500 (nett)	Php 8,600 (nett)
Inclusions: (breakfast, internet)	Rate includes buffet breakfast at the Corniche, and internet/wi-fi access.	
Reservation contact information	Tel: +63 2 8528 3000; Email: pmanalastas@diamondhotel.com	

- Standard check-in time is at 02:00 pm and standard check-out time is at 12:00 noon.
- Early check-in or late check-out shall be charged accordingly. No meals are included on the early check-in and early check-out rates.
- For early check-in before 06:00 am, a whole day rate based on confirmed rate will be charged accordingly
- For early check-in between 06:01 am to 01:59 pm, a half day rate will be charged accordingly (subject to room availability)
- For late check-out between 12:01 pm to 05:59 pm, a rate of P3,000 will be charged accordingly (subject to room availability)
- For late check-out 6pm onwards, a whole day rate based on confirmed rate will be charged accordingly.

5.2. Other nearby hotels are as follows:

5.2.1 Admiral Hotel Manila - MGallery 
 2138 Roxas Blvd, Malate, Manila, 1004 Metro Manila
 T: +63 2 5318 9000
 W: <https://www.admiralhotelmanila.com>
 E: mayetg.gopez@accor.com
 Distance: 900 meters away from the venue (2 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: 6.2 kms. away from the venue (14 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: 11 kms. away from the venue (23 min)



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5.2.4 Belmont Hotel Manila ★★★★★
Newport Boulevard, Newport City,
Pasay City, Metro Manila
T: +63 2 5318 8888
W: www.belmonthotelmanila.com
Distance: 11.1 kms. away from the venue (24 min)

5.2.5 Kingsford Hotel Manila ★★★★★
J.W. Diokno Blvd, Parañaque, Metro Manila
T: +63 2 8888 6388
W: www.kingsfordmanila.com
Distance: 7.3 kms. away from the venue (16 min)

5.2.6 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: 6 kms. away from the venue (13 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.

6.2 A Welcome Dinner on 17 June 2025 and a Farewell Dinner on 19 June 2025 will be hosted by 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 2025 is 1 USD = 56.18 PHP and 1 € = 63.98 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.

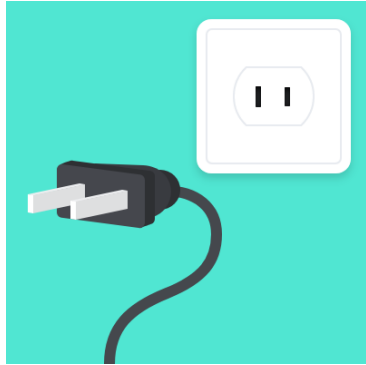
7.3 **Sim Card:** International Sim Cards are available in the arrival passenger lounge.

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

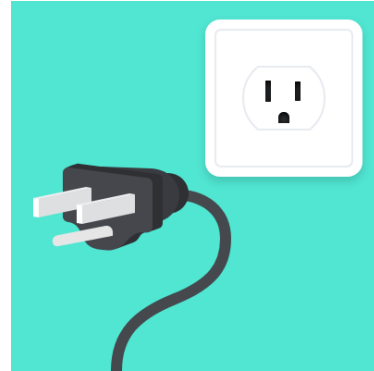
7.5 **Weather:** The weather in Manila in June is characterized by hot and humid conditions, with temperatures ranging from 28-33 degrees celsius.

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

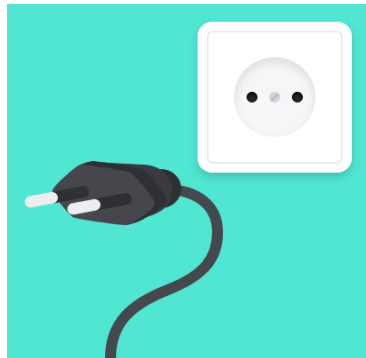
7.7 Electric Plug and Socket: Electric voltage is 220V, 60 cycles, AC in the Philippines. We suggest you to bring a universal travel adapter plug to charge your laptop and mobile electronic devices.



Type A



Type B



Type C



Universal travel adapter plug

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