

**Second Meeting of the Asia Pacific Safety Reporting and
Programme Ad hoc Working Group (AP-SRP AWG/2)**

21 April 2014 – Manila, Philippines

Fourth Meeting of the Asia Pacific Regional Aviation Safety Team (APRAST/4)

22-25 April 2014 - Manila, Philippines

MEETING BULLETIN

1. Venue of the Meeting

The 2nd Meeting of the Asia Pacific – Safety Reporting and Programme Ad hoc Working Group (AP-SRP AWG/2) and 4th Meeting of the Asia Pacific Regional Aviation Safety Team (APRAST/4) will be hosted by the Civil Aviation Authority of the Philippines.

The meeting will be held at the Diamond Hotel, Manila, Philippines on 21-25 April 2014. The meeting will start at 0900 hours each day. A cocktail reception followed with a Welcome Dinner will be hosted by the Director General of CAAP on Monday, 21 April 2014 at 1800 hrs. to 2200 hrs.. Venue for the welcome dinner to be announced later.

2. Schedule of Meeting

The AP-SRP AWG/2 Meeting will be held at 0900 hours on Monday, 21 April 2014 and APRAST/4 Meeting will be held from Tuesday to Friday, 22-25 April 2014. The daily schedule of the meeting is from 0900 hours – 1700 hours with a tea/coffee break in the morning and afternoon and a mid-day break for lunch. However, the Chairpersons of the two meetings may need to vary this time to meet agenda requirements.

3. Registration of Delegates

Delegates are requested to register at Meeting Registration Desk located at the meeting venue between 0800 hours and 0830 hours on the opening day of each of the meeting. Delegates are required to wear the identification badges which will be issued to them during the registration when attending the meeting.

4. Passport, visa and customs

All foreign nationals entering the Philippines must possess valid passports (validity not less than six (6) months prior to expiration) or applicable travel documents with visas or entry permits to enter the Philippines. Participants are responsible for obtaining their own visa, if required, and should contact the nearest Philippine diplomatic or consular office for further information.

After the Immigration Area, the delegates shall proceed to get their luggage(s) at the designated luggage carousel. Pass through the Customs Area, giving the Customs Declaration Form.

5. Officer and Secretariat concerned with the meeting

Mr. Amal Hewawasam, Regional Officer, Flight Safety, ICAO Asia and Pacific Office, will act as the ICAO Coordination for the meeting. Discussion papers or related presentation to the meeting can be submitted to the ICAO Asia and Pacific Office at APAC@icao.int.

Ms. Olga C. Arevalo of Civil Aviation Authority of the Philippines will act as the Host Coordinator for the meeting in the Philippines. The daily meeting services are the responsibility of CAAP Meeting Secretariat. Any inquiries related to meeting should be addressed to:

Telefax: (632) 8799117/ 879 9219

E-mail: icacs01@yahoo.com

6. Accommodation

Each delegate are responsible for own hotel reservations and hotel costs including room charges, cancellation charge, tel./fax and other services provided by the hotel. All are encouraged to submit the hotel reservation by mid March because it is the start of peak season for Philippine Tourism.

7. Transportation

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

8. Hotels:

Hotel Details	Price	Reservation Contact details:
Diamond Hotel – Philippines Address: Roxas Blvd. cor. Dr. J. Quintos St., Manila, Philippines <i>Note: Meeting Venue hotel</i>	Superior: Php6,000.00net(Single/ Double) De Luxe: Php7,000.00net(Single/ Double)	Phone: +632 528-3000 loc. 1144 Fax: +632 522 0150 Email: nrena@diamondhotel.com Website: www.diamondhotel.com
Hyatt Hotel and Casino Manila 1588 Pedro Gil corner MH del Pilar, Malate, Manila, Philippines	Guestroom King/Twin: Php6,200.00net (Single) Php7,000.00 net (Double) City Bayview King/Twin: Php 6,700.00net (Single) Php 7,500.00net (Double)	Phone: +632 245 1234 Fax: +632 247 8624 E-mail: azhtridrosyelle.lim@hyatt.com ; joy.suertefelipe@hyatt.com ; eunicemonica.mora@hyatt.com ; Website: manila.casino.hyatt.com
Traders Hotel Address: 3001 Roxas Boulevard, Pasay City, 1305, Metro Manila, Philippines	De Luxe: Php 4,500.00net (Single) Php 4,800.00net (Double) Traders Club Room: Php 6,000.00net (Single) Php 6,500.00net(Double)	Tel: (63 2) 708 4888 Fax: (63 2) 528 2688 Email: rona.caparino@tradershotels.com reservations.thm@tradershotels.com Website: www.tradershotels.com
Pan Pacific Manila M. Adriatico corner Gen. Malvar Street, Malate Manila, 1004, Philippines	Superior: Php 6,000.00net (Single) Php 6,500.00net (Double) De Luxe: Php 6,500.00net (Single) Php 7,000.00net (Double) Executive: Php 7,500.00net (Single) Php 8,000.00net (Double)	Tel.: +632 536 0611 Email: grace.mangune@panpacific.com Website: www.panpacific.com/manila

9. Useful Information

The PHILIPPINES

The Philippines is an archipelago composed of 7,107 islands. It is rich in natural resources, world famous beaches and tropical rainforest. It has a total land area of about 300,000 square kilometers (116,000 square miles). It is divided into 3 island groups namely: Luzon, Visayas and Mindanao. Manila, the capital is located in Luzon.

Climate

The climate is hot, humid and tropical. March to May is hot and dry. June to October is rainy. November to February is cool. Average temperatures 78F/25C to 90F/32C, humidity: 77%.

Time Zone

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).

Language

Filipino is the national language. English is the business language and spoken widely. Approximately 111 languages and dialects are spoken in the country.

Electricity and Water

The Philippines uses 220V electric power. Tap water is potable, however, it is not recommended for travelers. Most establishments provide bottled water.

Currency and Credit Cards

The country's unit of currency is the Philippine Peso (PHP). The exchange rate as of February 19, 2013 is approximately PHP 44.98 (Feb. 11, 2014) per US\$1.00. For other currencies, please visit the Currency Converter at <http://www.xe.net/ucc> to check your currency vs. 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

Most banks are open from Monday to Friday from 9:00 am to 3:00 pm. Automated Teller machines (ATMs) are available 24 hours within Metro Manila.

Airport Fees

P550 for international departure and P200 for local departure.

Traveling Tips

- Dress for the weather. Light clothing is ideal year-round.
- Casual clothing is acceptable inside churches and business offices.
- Dining establishments and hotels impose no dress code.

- Prepare to hop in a jeepney, tricycle or pedicab – exotic modes of land transport- that are the most commonly available for going around.
- Always bring loose change when taking public transport.
- The Philippines Peso is generally preferred for financial transactions. Money changing shops are available in key cities and towns.
- The standard amount is 10% of the total bill. Tipping is optional on bills that include a service charge.
- When shopping in a public market, it is perfectly acceptable to haggle for the cheapest price.
- Adapt to local customs; accept local differences. The Filipinos are divided into regions, each with its own distinct and traditions.
- Be sure to sample the endless variety of native delicacies and local cuisine, which differ in every region. The Philippines is made up of 7,107 different flavors that you will want to take home with you.
- For more information about the Philippines, you may log on to www.gov.ph or www.tourism.gov.ph or view videos about the Philippines at www.visitmyphilippines.com.

— END —