



# Seventy-fourth session of the **WHO Regional Committee** for the Western Pacific

# Contents

## General Information

### 1. Preparations for the WHO Regional Committee for the Western Pacific

Time and place of the session .....	1
Languages .....	1
Contact information .....	1
Identification and security .....	1
Hotels .....	2
Travel and transport .....	3
Arrival .....	3
Departure .....	3

### 2. WHO Regional Office for the Western Pacific and its services

Location .....	5
Smoke-free policy .....	5
Zero tolerance of harassment and sexual misconduct .....	5
Banking facilities .....	6
Currency and exchange rate .....	6
Information technology services .....	6
Medical services .....	6
Cafeteria .....	7
Library .....	7

### 3. Information on the Philippines and Manila

Current status of general border with health control restrictions .....	7
Passenger guidelines for arrival in Manila, Philippines .....	7
Health regulations .....	8
Climate and clothing .....	8
Electricity and water .....	8
Languages spoken .....	9
Local time .....	9
Public facilities .....	9
Local transport .....	9
Safety .....	10
Shopping and entertainment .....	10
Tipping .....	10
Telecommunications facilities .....	10

<b>4. Credentials</b>	11
<b>5. Proceedings and key events</b>	
Timetable	11
Statements	11
Documentation	12
Side events	12
<b>6. Meeting platform</b>	
Connecting to the meeting platform	13
Support	13
<b>Annex</b>	
Instructions on accessing the Regional Committee portal	14

# 1. Preparations for the WHO Regional Committee for the Western Pacific

## Time and place of the session

The seventy-fourth session of the World Health Organization Regional Committee for the Western Pacific will be held in Manila, Philippines, from 16 to 20 October 2023, with on-site participation only, at the main Conference Hall of the WHO Regional Office for the Western Pacific, located at the corner of United Nations and Taft avenues, Ermita, Manila.

## Contact information

All correspondence to the Secretariat should be addressed to:

### **WHO Regional Committee Secretariat Office**

World Health Organization  
Regional Office for the Western Pacific  
United Nations Avenue  
1000 Manila, Philippines

**Tel:** (+63 2) 8528 8001  
(+63 2) 8528 9097  
(+63 2) 5306 9900

**Fax:** (+63 2) 8521 1036  
(+63 2) 8526 0279  
(+63 2) 8526 0362

**Email:** [wprorcm@who.int](mailto:wprorcm@who.int)

## Languages

The official languages of the Regional Committee are Chinese, English and French. Simultaneous interpretation will be provided for the three official languages during the sessions. English and French are the working languages for Regional Committee documents.

## Identification and security

Upon registering to attend the session, Member State representatives will receive luggage tags for identification upon arrival at the airport.

For identification and security during the event, representatives are requested to wear identification badges at all times during sessions and social functions. Badges will be available upon arrival at designated hotels prior to the session.

## Hotels

The **Manila Hotel** and **Sheraton Manila Bay** have been designated as official hotels for representatives. Details are below:



### The Manila Hotel

One Rizal Park  
Ermita, Manila

**Tel:** (+63 2) 8527 0011

**Website:** [www.manila-hotel.com.ph](http://www.manila-hotel.com.ph)

Star rating: **5 stars**

Distance to conference site:

**5–10 minutes by car**

#### Superior deluxe

Single/Double: Php ₱5500.00  
(US\$ 100.26)

#### Sunset/Sunrise suite

Single/Double: Php ₱12 000.00  
(US\$ 218.74)



### Sheraton Manila Bay

M. Adriatico Cor. Gen Malvar Street  
Malate, Manila

**Tel:** (+63 2) 5318 0788

**Website:** [www.sheratonmanilabay.com](http://www.sheratonmanilabay.com)

Star rating: **4 stars**

Distance to conference site:

**10–15 minutes by car**

#### Deluxe room

Single/Double: Php ₱6000.00  
(US\$ 109.37)

#### Executive Room

Single/Double: Php ₱7000.00  
(US\$ 127.60)

#### Sheraton Suite

Single/Double: Php ₱16 000.00  
(US\$ 291.65)

The United Nations rate of exchange of the Philippine peso (₱) to 1 US dollar (\$) (August 2023) is 54.86. Room rates include breakfast and Wi-Fi. Both hotels offer complimentary scheduled shuttle service to/from the WHO Regional Office. For WHO to be able to hold enough rooms, representatives are advised to register online at: <https://rcm.wpro.who.int/register> no later than 8 September 2023. Rooms are subject to availability and rates cannot be guaranteed beyond this date. Above rates apply if booking is made through WHO. To maximize safety and security, WHO encourages representatives and participants to book rooms only in the officially designated hotels.



## Travel and transport

### Arrival

Ninoy Aquino International Airport (NAIA) is the main international gateway to the Philippines. The airport has four terminals (depending on the airline), located between the neighbouring cities of Pasay and Parañaque, about eight to nine kilometres from the hotels.

WHO will assist representatives upon arrival at NAIA and provide transportation to designated hotels. Representatives should proceed to the International Organizations Desk after the Customs area in NAIA Terminal 1 and Terminal 3. For assistance at NAIA Terminal 2, please proceed to the Public Information Counter, located at the arrival lobby after Immigration and Customs.

Representatives who do not notify WHO of their arrival time to be met at the airport should take only official airport taxis. Representatives may request assistance from staff at the airport to get airport taxi service to transport them safely to the hotel. The official yellow airport metred taxis are available in front of the main arrival area.

Please find the link on Manila airport taxi information for reference: <https://www.manila-airport.net/taxi.php>.

If a taxi driver refuses to turn on the metre, board another taxi and report the incident to airport security if possible. Keep in mind that fares may increase due to traffic.

Representatives must send their arrival and departure details to the Regional Committee Secretariat ([wprorcmhotel@who.int](mailto:wprorcmhotel@who.int)) in order to have airport transport arranged. Any change in arrival and departure details should be communicated immediately to the Secretariat for transport support and other arrangements.

### Departure

Representatives will be provided transportation from designated hotels to NAIA for departing flights.

Upon reconfirmation of flights, travellers will be provided with a transport flier indicating their arrangement for transport to the airport.



## 2. WHO Regional Office for the Western Pacific and its services

### Location

#### **WHO Regional Committee Secretariat Office**

World Health Organization  
Regional Office for the Western Pacific  
United Nations Avenue  
1000 Manila, Philippines

Telephone: (+63 2) 8528 8001,  
(+63 2) 8528 9097, (+63 2) 8306 9900  
Fax: (+63 2) 8521 1036,  
(+63 2) 8526 0279, (+63 2) 8526 0362  
Email: [wprorcm@who.int](mailto:wprorcm@who.int)

### Smoke-free policy

The WHO Regional Office is a smoke-free environment. The no smoking policy includes the use of electronic cigarettes on the premises during all meetings and functions.

### Zero tolerance of harassment and sexual misconduct

WHO has a zero-tolerance policy for any form of harassment and sexual misconduct at any WHO event or WHO premises. The Organization is committed to enabling events at which everyone can participate in

an inclusive, respectful and safe environment. All participants are expected to behave with integrity and respect towards each other and everyone involved in this event. If a participant has a concern, please speak to a member of the Secretariat. WHO also has a zero-tolerance policy for inaction in these cases, so all concerns will be handled conscientiously and confidentially. Reports or complaints can also be made to the WHO Office of Internal Oversight Services at [investigation@who.int](mailto:investigation@who.int).

Please scan the QR codes for more information on:



WHO Code of Conduct for events



WHO policy on sexual misconduct



## Banking facilities

Foreign currency can be exchanged at the airport, banks and exchange desks of designated hotels. The Bank of the Philippine Islands (BPI) and Banco de Oro (BDO) are a short walk from WHO. Banks are open Monday through Friday: BPI from 09:00 to 16:30; BDO from 08:30 to 17:30.

International credit cards are accepted at most tourist establishments. Banks and ATMs are available at the airport offering different currency exchange facilities. Currency exchange booths at NAIA Terminal 3 are located in the arrival area and departure level. More currency exchange booths can be found at the arrival area.

An ATM is also accessible at the WHO Regional Office United Nations Avenue entrance. Other ATMs are located along United Nations Avenue.

## Currency and exchange rate

The peso (₱) is the Philippine currency. Corresponding denominations include:

- Coin centavos: 5, 10 and 25
- Coin pesos: 1, 5, 10 and 20
- Banknotes: 20, 50, 100, 200, 500 and 1000 pesos

*United Nations exchange rate: 54.86 Philippine pesos to 1 US dollar (1 August 2023)*

## Information technology services

The Regional Office offers a Wi-Fi network so representatives and guests will have Internet access. Connection details are available at the Enquiry Desk located in the foyer of the WHO Conference Hall.

## Medical services

The Manila Hotel clinic is located on the second floor and is available 24 hours a day. The hotel doctor is on call, and a nurse is on duty 24 hours a day. In case of emergencies, the hotel can provide transportation to nearby hospitals: the Manila Doctors Hospital or ManilaMed (Manila Medical Center).

The Sheraton Manila Bay hotel clinic is located on the eighth floor and available 24 hours a day, with a nurse on duty who can administer first aid. In case of emergencies, the hotel can also provide transport service to a nearby hospital.

The WHO clinic operates from 08:00 to 17:00 daily in room 202-A of the main building at the Regional Office. The WHO staff physician ([bautistal@who.int](mailto:bautistal@who.int)) will be on duty Monday to Friday from 07:30 to 11:30 and be on call from 11:30 to 17:00. In addition, a nurse ([romeroa@who.int](mailto:romeroa@who.int) and [reyesy@who.int](mailto:reyesy@who.int)) will be available daily from 08:00 to 17:00 to provide

first aid, prescribed injections and simple treatments. Urgent conditions shall be referred to the nearby hospital. For more information, please call/text (mobile) +63 918 913 4082. For more extensive medical services, you may visit:

**Manila Doctors Hospital**

667 United Nations Avenue, Manila  
Telephone: (+63 2) 8558 0888  
(located across the street from the WHO Regional Office)

## Cafeteria

The WHO cafeteria serves breakfast, lunch, snacks and beverages from 06:00 to 18:00.

## Library

The WHO Library is on the first and second floors of building 4 of the Regional Office. It is open from 08:00 to 17:00, Monday through Friday.

# 3. Information on the Philippines and Manila

## Current status of general border with health control restrictions

*No health control restrictions are in force as of today (8 August 2023).*

## Passenger guidelines for arrival in Manila, Philippines

The wearing of face masks is optional. To facilitate arrival in the Philippines, all delegates must complete the Electronic Travel Declaration System (eTravel) through this link: [eTravel – Philippine One-Stop Electronic Travel Declaration System](#). Please register your flight and arrival

details within 72 hours of travelling. It is recommended, but not mandatory, to have travel or medical insurance including coverage for COVID-19 treatment of US\$ 35 000.

Representatives and other participants are required to have a passport valid for at least six months from the date of entry into the Philippines, as well as an entry visa if required. Nationals of some countries and areas may enter the Philippines and stay up to 30 days without a visa.

If you have questions about Philippine visa requirements, please consult the nearest consulate or embassy of the Philippines, or check this link: <http://www.wpro.who.int/rcm/visa>.

Representatives having difficulty getting a visa should communicate immediately with:

**Administrative Services Officer**

World Health Organization  
Regional Office for the Western Pacific  
United Nations Avenue  
P.O. Box 2932  
1000 Manila, Philippines

**Telephone:** (+63 2) 8528 8001;  
(+63 2) 5306 9900

**Fax:** (+63 2) 8521 1036;  
(+63 2) 8526 0279; (+63 2) 8526 0362

**Email:** [wprorcm@who.int](mailto:wprorcm@who.int)

Passengers who are not citizens or residents of the Philippines must hold a return ticket or a ticket to their next international destination departing no more than 30 days after their arrival. Holders of Hong Kong SAR (China) or Macau SAR (China) passports are entitled to stay in the Philippines for up to 14 days.

## Health regulations

The Government of the Philippines requires proof of yellow fever vaccination for travellers from countries with risk of yellow fever. Visitors from those areas may be subject to isolation.

No countries in the Western Pacific Region are on the list of countries with risk of yellow fever virus transmission. For complete information

on vaccine requirements for travellers, please see: [https://www.who.int/publications/m/item/countries-with-risk-of-yellow-fever-transmission-and-countries-requiring-yellow-fever-vaccination-\(november-2022\)](https://www.who.int/publications/m/item/countries-with-risk-of-yellow-fever-transmission-and-countries-requiring-yellow-fever-vaccination-(november-2022)).

## Climate and clothing

The climate is tropical with temperatures ranging from 25°C to 32°C. The rainy season extends from mid-May to mid-November, during which time it is advisable to have a light raincoat or umbrella. Humidity is high (65–90%) all year.

Light clothing is recommended. Offices, hotels and shops are air-conditioned, and visitors sometimes may feel the need for a light jacket or a sweater. For official functions, a business suit or national costume is suggested.

## Electricity and water

The standard power supply in Manila is 220 volts. In the Sheraton Manila Bay hotel, 110-volt outlets are available in bathrooms. The frequency of electrical current is 60 kilohertz.

Although Manila tap water is generally potable, purified (bottled) water is recommended for drinking.

## Languages spoken

Filipino is the national language. English is the business language and widely spoken.

## Local time

The local time is eight hours ahead of Greenwich Mean Time (GMT). The Philippines does not use daylight savings time.

## Public facilities

Banks	Weekdays	Saturdays	Sundays/national holidays
Banks	09:00–15:30	Most closed	Closed
Government offices	08:00–17:00	Closed	Closed
Post offices	08:00–17:00	Closed	Closed
Shopping malls	10:00–21:00	Open	Open

## Local transport

Manila's public transportation system consists of buses, taxis, jeepneys and light rail systems. Most taxi drivers understand and speak basic English. The minimum flag-down rates for transportation vehicles are:

Transportation vehicle	Fare
Taxi/sedan-type TNVS	₱45.00 (+₱13.50/succeeding km for taxi and ₱15.00/succeeding km for sedan-type TNVS)
AUV/SUV-type TNVS	₱55.00 (+₱18.00/succeeding km)
Hatchback-type TNVS	₱35.00 (+₱13.00/succeeding km)

\*TNVS: transport network vehicle service

Car-for-hire companies (including GRAB) operate in Manila. For maximum security, please request assistance from the hotel concierge in arranging transport. Avoid bicycle carts (pedicabs), horse-drawn carriages (calesas) and jeepneys.

Traffic can be heavy in Manila. Please consult traffic updates before outings. There are several reliable websites on traffic in the Manila area, such as <https://twitter.com/mmda>, Google Maps or Waze.



## Safety

Visitors should take reasonable security precautions to guard against theft or fraudulent practices, such as spurious requests for financial assistance and bad faith offers of goods and services, including currency exchange. Prudence and sound judgment should guide your actions at all times, whether in the hotel, on the street, in a taxi or simply talking on the telephone.

In case of emergency, the Regional Office's 24-hour telephone numbers are:

**Tel:** (+63 2) 8528 8001  
(+63 2) 8528 9097  
(+63 2) 8306 9900

## Shopping and entertainment

Robinsons Place Manila is the closest mall within walking distance of the Regional Office. It offers a wide variety of shopping, leisure, entertainment and dining options.

There are also modern shopping centres in Makati, Mandaluyong and Manila. They are from 30 minutes to over an hour by car from the Regional Office, depending on traffic. These commercial centres also offer a wide variety of restaurants, modern

cinemas, department stores and outlets for electrical equipment, appliances, furniture, clothing, pharmaceuticals, jewellery, books, etc.

## Tipping

The standard practice is at least 10% of the bill when dining. Smaller tips are optional on bills that already include a 10% service charge.

## Telecommunications facilities

For printing services and Wi-Fi connections, please coordinate with the WHO designated Enquiry Desk at the meeting venue.

For international calls to the Philippines, the country code is (+63) and the area code for Manila is (02). For calls or texts to Philippine mobile phones, key in the country code (+63) followed by the mobile number without first "0" used when calling/texting between Philippine mobile phones.

For outgoing international calls, the international direct dialling (IDD) code is 00 + country code + (area code + telephone number). Representatives are responsible for the cost of telephone calls. Fax services and Wi-Fi are available in major hotels and business centres.

## 4. Credentials

Original copies of credentials are to be submitted to the Regional Office for the Western Pacific through the Office of the Director of Administration and Finance at least 15 days before the opening of the session of the Regional Committee. We recommend sending an advance copy by email.

### **Office of the Director of Administration and Finance**

Division of Administration and Finance

World Health Organization Regional Office for the Western Pacific

**Office:** (+63 2) 8528 9603, (+63 2) 8528 9609

**Trunk line:** (+63 2) 8528 8001

**Email:** [wprodaff@who.int](mailto:wprodaff@who.int)

## 5. Proceedings and key events

### Timetable

The schedule can be accessed through this link:

<https://www.who.int/westernpacific/about/governance/regional-committee/session-74>.

### Statements

Member States are strongly encouraged to limit interventions to three minutes (300 words or less). A timer will show on screen during each intervention, and delegates will be reminded once three minutes have elapsed.

To ensure high-quality interpretation and record keeping, Member States are requested to send in advance the statements/interventions they plan to make to [WPRCInterventions@who.int](mailto:WPRCInterventions@who.int). Written copies of oral statements assist in translation/interpretation and help the Secretariat prepare a timely summary of the meeting. Again, please note that three-minute-long spoken statements should not exceed 300 words in writing.

## Documentation

Session documents are available on the WHO Regional Office for the Western Pacific website and WHO Events mobile app, while conference papers and draft resolutions will be accessible on the Regional Committee portal. The website is accessible at: <https://www.who.int/westernpacific/about/governance/regional-committee/session-74>.

## Side events

**Two side events are planned:**

**“Transformation of the Regional Office including organization and workplace culture change”**

12:45–13:45 (Manila Time) on **Wednesday, 18 October 2023**

**“Climate resilient and low carbon health systems”**

12:45–13:45 (Manila Time) on **Thursday, 19 October 2023**

---

## 6. Meeting platform

The seventy-fourth session of the Regional Committee will follow an in-person or face-to-face format, with credentialed representatives participating on-site.

The Regional Committee will also be broadcast on the WHO Western Pacific Region YouTube channel and website, on the Regional Committee portal and on the WHO Events mobile app. Any member of the public can watch the proceedings on that livestream in English, French or Chinese. It will be available at: <https://www.who.int/westernpacific/about/governance/regional-committee/session-74>.

### Connecting to the meeting platform

Registration for the seventy-fourth session of the Regional Committee should be completed via the online registration form at: <https://rcm.wpro.who.int/register>.

Access to the Regional Committee portal will be secured through invitations delivered via the email address used for registration. Participants can also download the WHO Events app facilitating access to key meeting information and documents.

Please refer to the Annex for instructions on how to access the Regional Committee portal.

The WHO Events app is available for download from the AppStore (Apple) or PlayStore (Android). Search for “WHO Events” and install the free app. To access the event, open the WHO Events app on your device, click the download icon on the “74th Session of the Regional Committee for the Western Pacific” event. Event will open automatically after downloading.

### Support

Delegates may contact the Secretariat by email at [WPRCEnquiry@who.int](mailto:WPRCEnquiry@who.int) any time before the session for support to access the meeting information resources as well as during the session if they have difficulty using the platform.

*Information in this booklet is intended as a guide. While every effort has been made to ensure accuracy, please consult websites provided for up-to-date information.*



# Annex

## Instructions on accessing the Regional Committee portal

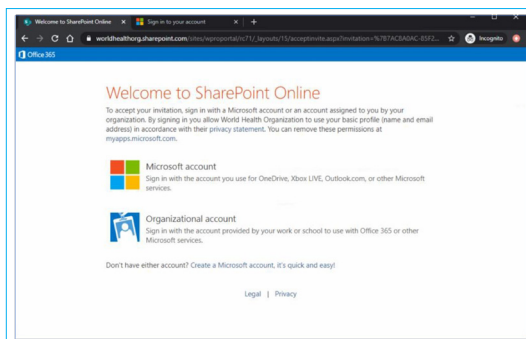
### Step 1:

Following your registration and verification as a participant in the session of the Regional Committee, new users will receive an email coming from [no-reply@sharepoint.com](mailto:no-reply@sharepoint.com) while existing users will receive an email coming from [salcedom@who.int](mailto:salcedom@who.int) a few days before the start of the event. Please see the sample email below. Kindly check your spam folder if the email does not appear in your inbox. Click “Seventy-fourth Session of the Regional Committee” in the email to accept the invitation and confirm your access.

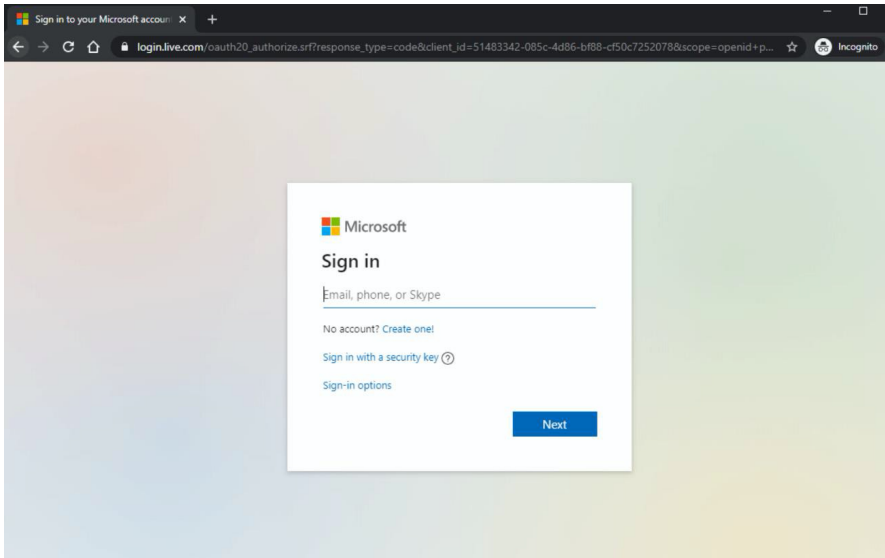


### Step 2:

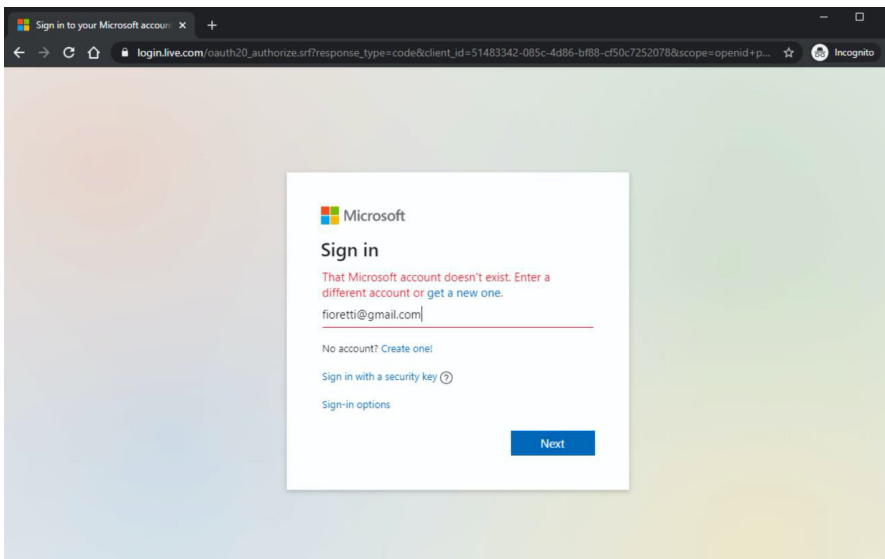
You need not create a new account and may proceed to Step 3 if you have a Microsoft email address (outlook.com, hotmail.com, live.com or msn.com) or an enterprise Microsoft account (organizations that use Microsoft 365, for example). Otherwise, you will need to create a Microsoft account, so please Click Microsoft account.



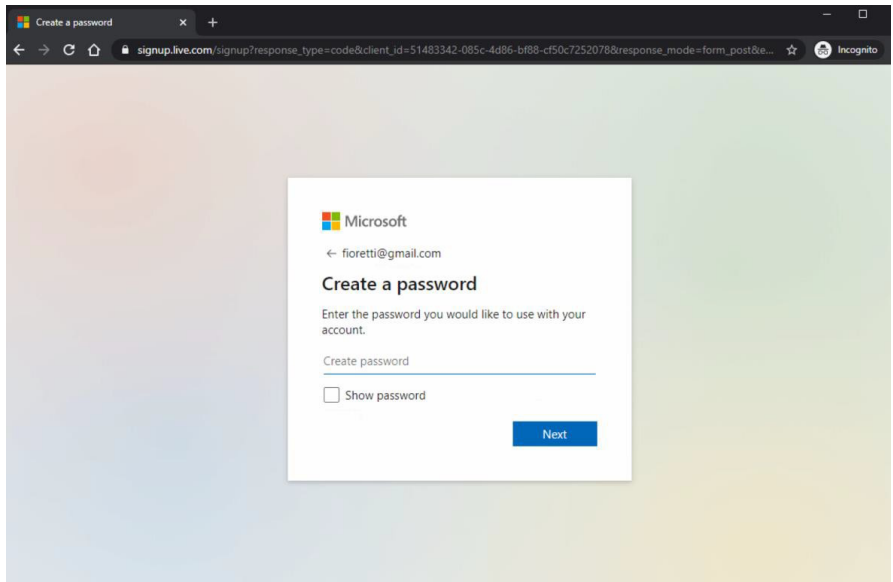
Enter your email address (any valid email address will work). **Click Next.**



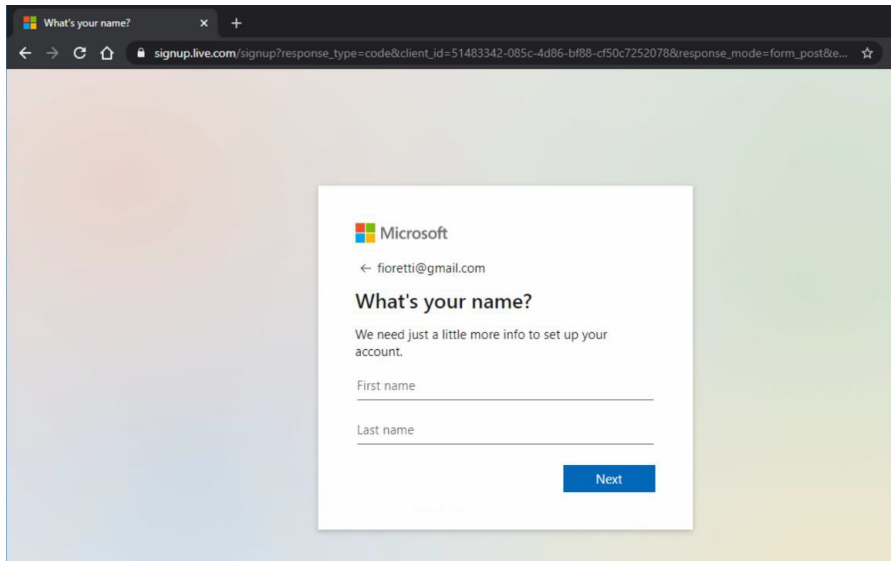
If you have a non-Microsoft account (such as Gmail), the following message will appear. **Click Next.**



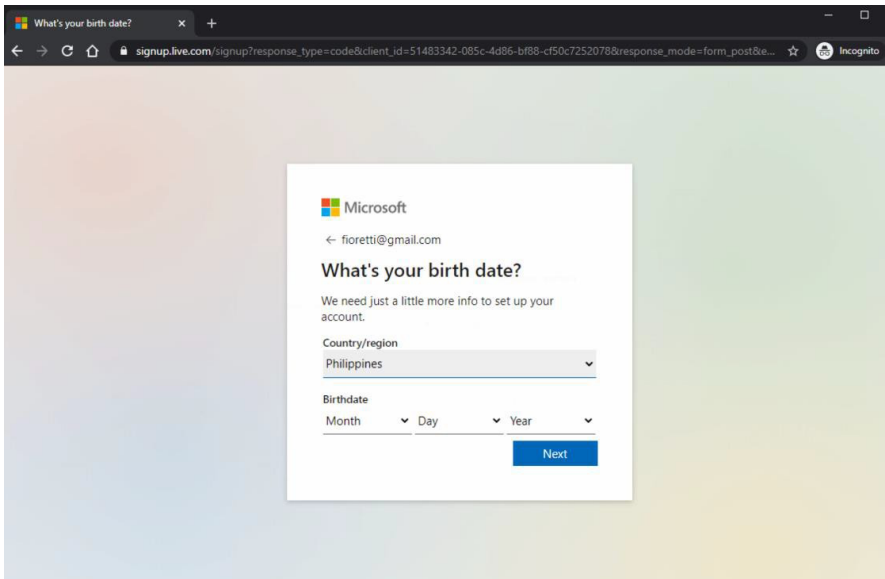
Follow the instructions to register for an account. Enter a password. **Click Next.**



Enter your first and last name. **Click Next.**

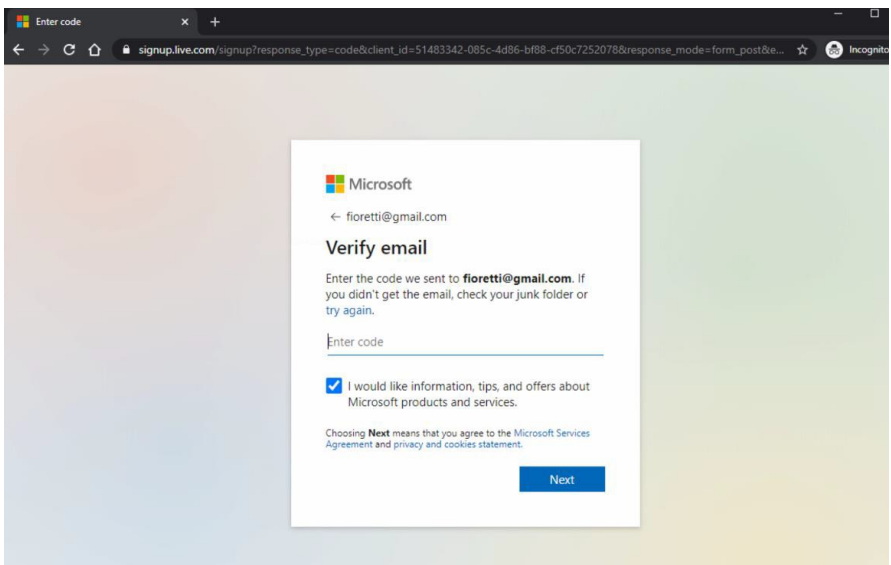


Enter your country and birth date. **Click Next.**



The screenshot shows a web browser window with the address bar displaying `signup.live.com/signup?response_type=code&client_id=51483342-085c-4d86-bf88-cf50c7252078&response_mode=form_post&e...`. The page title is "What's your birth date?". The Microsoft logo is at the top, followed by the email address "fioretti@gmail.com". The main heading is "What's your birth date?". Below this, it says "We need just a little more info to set up your account." There is a dropdown menu for "Country/region" with "Philippines" selected. Below that is a "Birthdate" section with three dropdown menus for "Month", "Day", and "Year". A blue "Next" button is at the bottom right of the form.

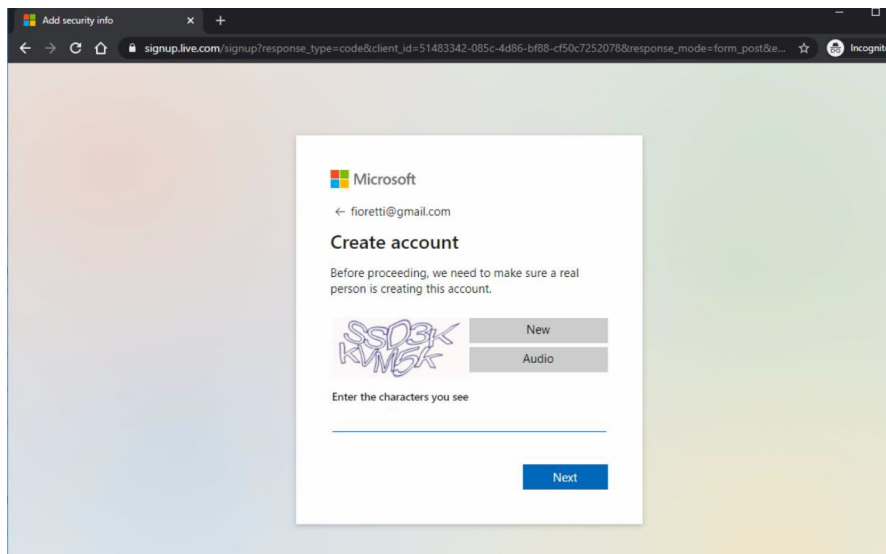
You should receive an email from Microsoft with a verification code. Enter the code. **Click Next.**



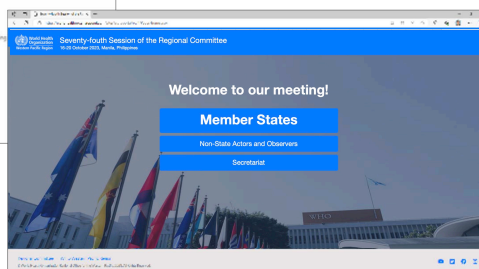
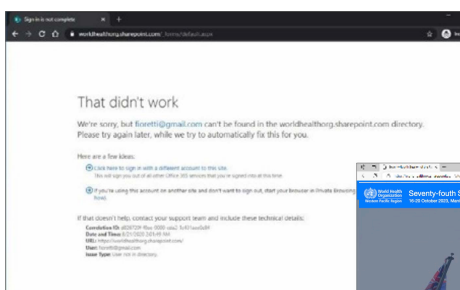
The screenshot shows the same web browser window, but the page title is "Enter code". The main heading is "Verify email". Below this, it says "Enter the code we sent to **fioretti@gmail.com**. If you didn't get the email, check your junk folder or try again." There is a text input field labeled "Enter code". Below the input field is a checkbox that is checked, with the text "I would like information, tips, and offers about Microsoft products and services." At the bottom, it says "Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement." A blue "Next" button is at the bottom right of the form.



Enter the characters displayed on the authentication page. **Click Next.**



After account verification, you will be redirected to the main WHO SharePoint site. The “that didn’t work” page will display. At this point, please click on the following link to enter the Regional Committee portal: <https://worldhealthorg.sharepoint.com/sites/wproportal/rc74>.



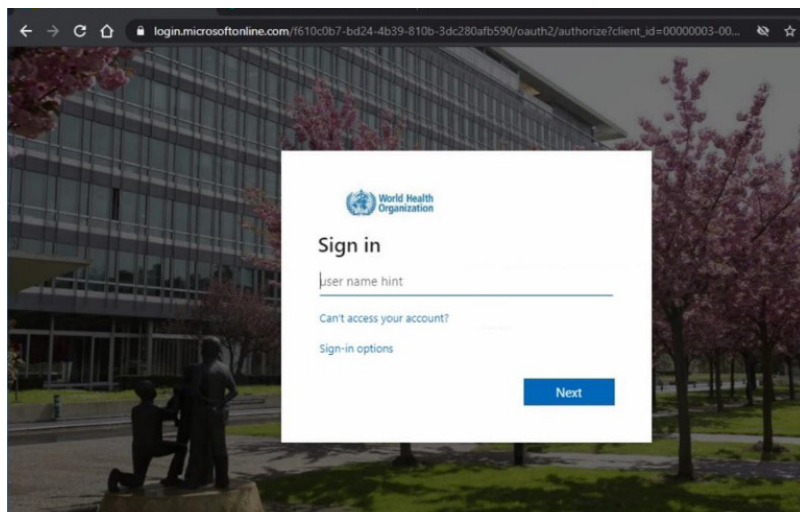
The link will take you to the portal.

### Step 3:

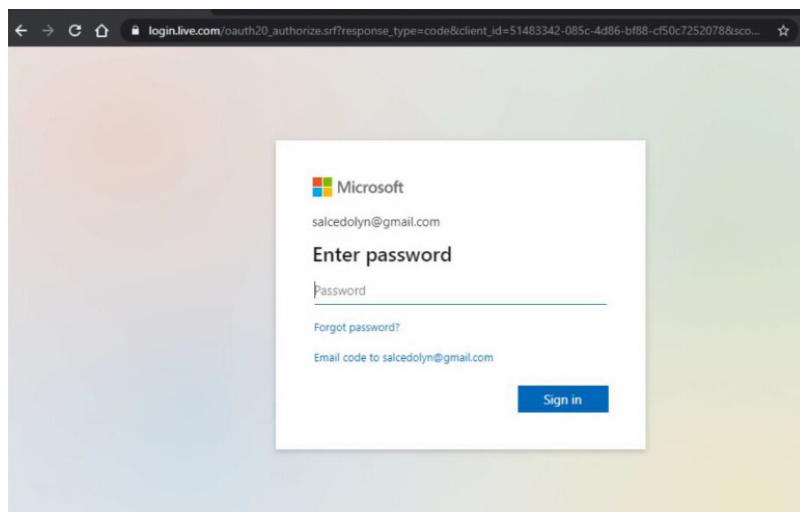
If you are using a Microsoft email address or enterprise Microsoft account, click on the Regional Committee portal link: <https://worldhealthorg.sharepoint.com/sites/wproportal/rc74>.

You will be redirected to the login page.

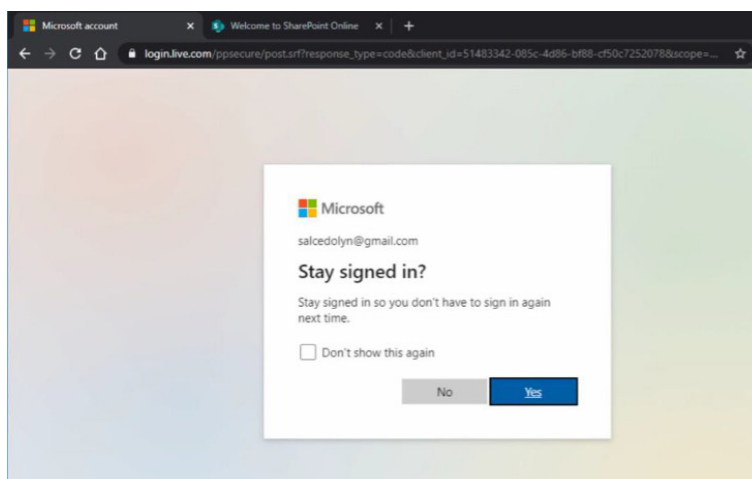
Enter your email address where it says “user name hint”. **Click Next.**



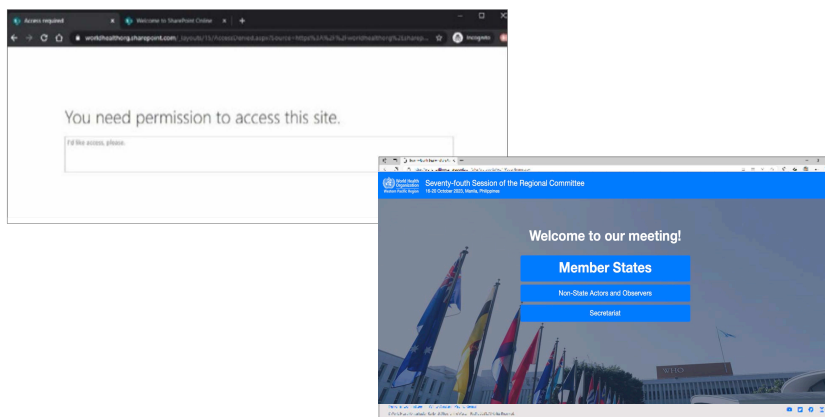
Enter your password. **Click Next.**



After entering the password and signing in, you will see this page. **Click Yes** to stay signed in.



After account verification, you will be redirected to the main Regional Office SharePoint site. You will see a page saying you do not have access. At this point, please click on the following link to enter the Regional Committee portal: <https://worldhealthorg.sharepoint.com/sites/wproportal/rc74>.



The link will take you to the portal.

If you have issues logging into your account, please email [WPRCenquiry@who.int](mailto:WPRCenquiry@who.int)

## WHO REGIONAL COMMITTEE SECRETARIAT OFFICE

World Health Organization

Regional Office for the Western Pacific

United Nations Avenue, 1000 Manila, Philippines

Telephone: (+63 2) 8528-8001; (+63 2) 8528 9097; (+63 2) 5306-9900

Email: [wprorcm@who.int](mailto:wprorcm@who.int) • Website: <https://www.who.int/westernpacific>



**World Health  
Organization**

Western Pacific Region