



Seventy-fifth 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
Contact information	1
Languages of the Regional Committee	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
Alcohol-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
Guidelines for passengers arriving 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

4. Credentials 11

5. Proceedings and key events

Timetable	11
Statements and interpretation	11
Documentation	12
Delegates' consent to be photographed/filmed	12

6. Meeting platform

Connecting to the meeting platform	13
Support	13

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

Time and place of the session

The seventy-fifth session of the World Health Organization Regional Committee for the Western Pacific will be held in Manila, Philippines, from 21 to 25 October 2024, with on-site participation only at the 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 9097
(+63 2) 5306 9900

Fax: (+63 2) 5336 5813
(+63 2) 5336 5814

Email: wprorcm@who.int

Languages of the Regional Committee

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. Chinese, 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 **Admiral Hotel Manila – MGallery** 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

Star rating: **5 stars**

Distance to conference site:

5–10 minutes by car

Superior deluxe

Single/Double: Php ₱5850.00
(US\$ 101.42)

Sunset/Sunrise suite

Single/Double: Php ₱13 000.00
(US\$ 225.38)



Admiral Hotel Manila – MGallery

2138 Roxas Boulevard,
1004 Manila, Philippines

Tel: (+63 2) 5318 9000

Website: www.admiralhotelmanila.com

Star rating: **5 stars**

Distance to conference site:

15–20 minutes by car

Run of the house

Single: Php ₱6100.00
(US\$ 105.75)

Run of the house

Double: Php ₱7100.00
(US\$ 123.09)

The United Nations rate of exchange of the Philippine peso to United States dollar (as of 30 June 2024) is 58.723 pesos, which is the figure used to calculate room rates. 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 sufficient rooms, representatives are advised to register online at: <https://rcm.wpro.who.int/register> no later than 15 September 2024. Rooms are subject to availability, and rates cannot be guaranteed beyond this date. The above rates apply only for bookings 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 located in the neighbouring cities of Pasay and Parañaque, about 9–10 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 Reception Desk (IORD) 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 must send their arrival and departure details to the Regional Committee Secretariat (wprorcmhotel@who.int) in order for airport transport to be arranged. Any change in arrival and departure details should be communicated immediately to the Secretariat for transport support and other arrangements.

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 secure 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 time spent in traffic.

Departure

Transportation will be provided to representatives from their designated hotels to NAIA for their departing flights.

Upon reconfirmation of flights, travellers will be provided with a transport flyer indicating their arrangement for transportation 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 9097;
(+63 2) 8306 9900

Fax: (+63 2) 5336 5813;
(+63 2) 5336 5814

Email: wprorcm@who.int

Smoke-free policy

The WHO Regional Office is a smoke-free environment. The policy also prohibits the use of electronic cigarettes on the premises.

Alcohol-free policy

The WHO Regional Office is an alcohol-free environment. No alcohol will be offered at WHO meetings.

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.

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 in the WHO Regional Office at the 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: 58.723 Philippine pesos to US\$ 1 (as of 30 June 2024)

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 at 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 transport to nearby hospitals: the Manila Doctors Hospital or Manila Medical Center.

The Admiral Hotel Manila – MGallery has a first aid team on duty 24 hours a day. The hotel is about 5 minutes away from Ospital ng Maynila Medical Center, which has a dedicated ambulance and a doctor on call.

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) will be on duty Monday to Friday from 07:30 to 16:00. In addition, a nurse (romeroab@who.int) and (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 06:30 to 15:30.

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 15 May 2024.

Guidelines for passengers arriving in Manila, Philippines

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.

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: <https://rcm.wpro.who.int/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 9097;
(+63 2) 5306 9900

Fax: (+63 2) 5336 5813;
(+63 2) 5336 5814

Email: 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 Macao SAR (China) passports are entitled to stay in the Philippines 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 Admiral Hotel Manila, 110-volt outlets are available in bathrooms. The frequency of electrical current is 60 hertz.

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. Taxi services through the Grab app are recommended. Most taxi drivers understand and speak minimal English. The minimum flag-down rate for transportation vehicles is:

Transportation vehicle	Fare
Taxi/sedan-type TNVS*	₱45.00 (+₱13.50/for each kilometre for taxis ₱15.00/pesos per kilometre for sedan-type TNVS)
AUV/SUV-type TNVS	₱55.00 (+₱18.00 pesos for each kilometre)
Hatchback-type TNVS	₱35.00 (+₱13.00 pesos for each kilometre)

*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 judgement 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:

(+63 2) 8528 9097

(+63 2) 8306 9900

Shopping and entertainment

Robinsons Place Manila is the closest mall. It is within walking distance of the Regional Office and 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

The Member States shall communicate to the Regional Director the names and official titles of their representatives including all alternates and advisers no later than 15 September 2024. Credentials should be submitted electronically or hand-delivered to the Regional Office for the Western Pacific through the Office of the Director of Administration and Finance at least one day before the session of the Regional Committee.

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 9097

Email: wprodaf@who.int

5. Proceedings and key events

Timetable

The schedule can be accessed through this link:

<https://rcm.wpro.who.int/rc75>.

Statements and interpretation

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.

Interpretation will be provided in the official languages of the Regional Committee (Chinese, English and French). Delegates are requested to speak clearly and at a normal speaking pace to enable clear and accurate interpretation.

To ensure that statements are interpreted well, delegates are also requested to submit a copy of their statements at least an hour in advance by email to WPRCMinterventions@who.int. Clearly indicate the name of the country delegation/group and agenda item in the subject line of the email.

Documentation

Session documents are available on the WHO Regional Office for the Western Pacific website at: <https://rcm.wpro.who.int/rc75/documents> and WHO Events mobile app, while conference papers and draft resolutions will be accessible on the Regional Committee portal at: <https://rcm.wpro.who.int/rc75/portal>.

Delegates' consent to be photographed/filmed

Representatives of Member States as well as any other participants in sessions of the World Health Organization Regional Committee for the Western Pacific acknowledge that the WHO Secretariat and parties acting for the WHO Secretariat may take photographs during and/or videotape all or part of public meetings of the World Health Organization Regional Committee for the Western Pacific. By attending the meeting of the World Health Organization Regional Committee for the Western Pacific, representatives of Member States as well as any other participants, have consented to being depicted in such photographs and videotapes, and agree that WHO may, at its sole discretion, reproduce and publicly disseminate any of these photographs and/or any such video footage on its website and/or in other materials and through other outlets, and/or authorize third parties to do the same.

6. Meeting platform

The seventy-fifth 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 at: <https://rcm.wpro.who.int/rc75/portal> and on the WHO Events mobile app. Any member of the public can watch the proceedings on that livestream in Chinese, English or French. It will be available at: <https://rcm.wpro.who.int/rc75>.

Connecting to the meeting platform

Registration for the seventy-fifth 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.

Instructions on accessing the Regional Committee portal can be found in <https://rcm.wpro.who.int/rc75/portal/guide>.

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 “75th 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 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.

The 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.

WHO REGIONAL COMMITTEE SECRETARIAT OFFICE

World Health Organization

Regional Office for the Western Pacific

United Nations Avenue, 1000 Manila, Philippines

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

Email: wprorcm@who.int • Website: <http://www.who.int/westernpacific>



**World Health
Organization**

Western Pacific Region