



Preparatory Meeting & The Third Project Steering Committee (PSC) Meeting of the UNEP/GEF Project “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand” (SCS-SAP Project)

5-8 May 2025, Marco Polo Ortigas, Manila, Philippines

INFORMATION AND LOGISTICS NOTE

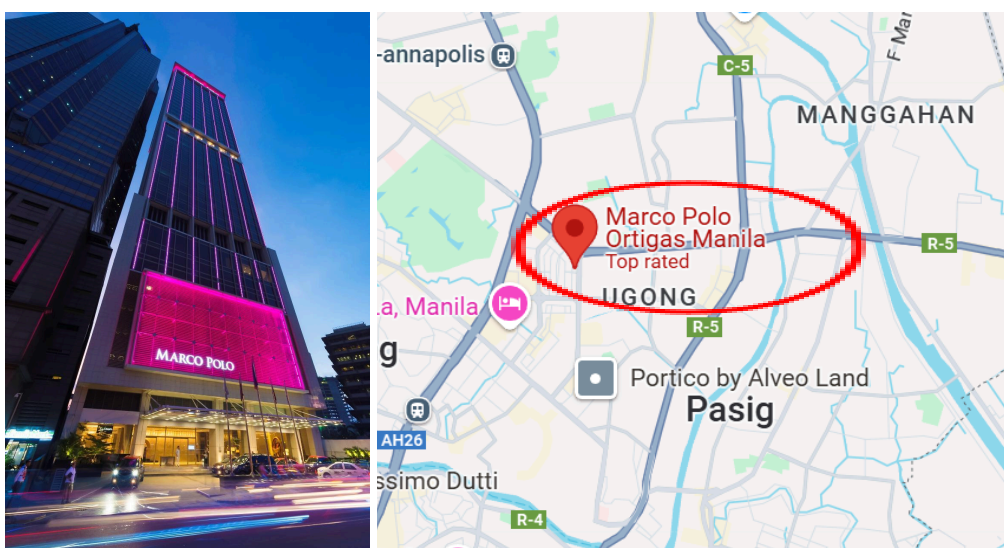
The information below provides you with the logistic details for your participation in the upcoming 3rd Project Steering Committee (PSC) Meeting of the SCS-SAP Project on 7-8 May 2025. The meeting venue will be held at Marco Polo Ortigas, Manila, Philippines. Please read the following information carefully, as it will help you to plan your meeting and travel to the Philippines.

*Please note that a Preparatory Meeting will be held on 5–6 May 2025. Invitations for this meeting have been sent to concerned participants.

1. Schedule

Date	Time	Activity	Function Room	Remarks
5 May 2025	9:00 - 16:30	Preparatory Meeting	Kashmir, Level 9	Internal prep meeting - By invitation only
6 May 2025	9:00 - 16:30	Preparatory Meeting	Kashmir, Level 9	Internal prep meeting - By invitation only
7 May 2025	9:00 - 16:30	3rd PSC Meeting	Aloe AB, Level 9	
	18:00 - 20:00	Reception Dinner	Verbena AB, Level 9	
8 May 2025	9:00 - 12:00	3rd PSC Meeting	Aloe AB, Level 9	
	13:00 - 18:00	Site Visit	Las Pinas – Paranaque Wetland Park	

2. Accommodation



Marco Polo Ortigas Manila

Address: Ortigas Center, Meralco Avenue and Street, Sapphire Rd, Pasig, 1600 Metro Manila, Philippines

Tel: +63 2 7720 7777

Email: manila@marcopolohotels.com

Check-in time: 14:00 p.m.

Check-out time: 12.00 p.m.

The organizer will take the responsibility for booking and paying for accommodation costs of the sponsored participants which cover room charge with breakfast only. Personal expenditures i.e. minibar, telephone, laundry or for any other expenses incurred shall be covered by the participants.

For non-sponsored participants i.e. participant's spouse or family members, the expenses will be the responsibility of the participants.

3. Meeting Venue and Registration

The Preparatory Meeting will be held at **Kashmir, Level 9** of the Marco Polo Ortigas Hotel. The meeting schedule will be shared with concerned participants.

The 3rd PSC Meeting will be held at **Aloe AB, Level 9** of the Marco Polo Ortigas Hotel. Participants are requested to register and obtain meeting badges at the registration table from 8:30-8:50 a.m. The meeting will start at 9:00 a.m.



4. Site Visit and Registration

The site visit on 8 May 2025 will be at the Las Pinas – Paranaque Wetland Park. Please assemble at 13:00, in the lobby of the Hotel.

Time	Activity
13:10 - 14:00	Travel to Las Pinas – Paranaque Wetland Park
14:00 - 14:15	Opening Preliminaries <ul style="list-style-type: none"> - Welcome Remarks (LPPWP) - Opening Remarks (SCPW) - Overview of the program (Program flow and Objectives)
14:15 - 14:25	Group Photo
14:25 - 15:00	Learning Session (c/o SCPW and LPPWP) <ul style="list-style-type: none"> ● AVPs on Wetlands Conservation ● Wetlands 101 (SCPW) ● The Las Piñas – Paranaque Wetland Park (LPPWP-PAMO)
	Briefing on the Guided Wetland Walk (LPPWP – PAMO/SCPW)
15:00 - 16:30	Guided Wetland Walk <ul style="list-style-type: none"> ● Mangrove Boardwalk ● Wetland Centre Wave and Strata (Wetland Museum)
16:30 - 18:00	End of Session/ Return to hotel

5. Meeting Documents and Presentations

The meeting documents are available on the project Google shared drive.

<https://drive.google.com/drive/folders/11YNvH6U6B5kZ-BxEDABBz4QS47DYcO5e?usp=sharing>

For those who are unable to access Google platform, please visit SCS SAP project website via <https://scssap.org/events>

Any additional documents will be uploaded on the above-mentioned platforms once available.

Participants who will be presenting are requested to send their presentations on or before 30 April 2025. Please refer to the template of presentation via

https://drive.google.com/drive/folders/1w_ajm_ul0F1vOFE7ZtJNpAYaULYxYDIb?usp=sharing

Please send the presentations to Mr. Reynaldo Molina (reynaldom@unops.org) and copy Ms. Ob-Orm Utthasit (obormu@unops.org).

Considering the carbon footprint involved in producing papers and printing documents, it is strongly recommended to utilize soft copies to the maximum extent. If hard copies are needed, participants are requested to bring with them their own copies of the meeting documents distributed by the event organizer prior to the session.

6. Remote (Virtual) Participation

Participants who will not be able to attend the meeting onsite will be provided with the Zoom meeting invitation link to access and join the meeting. Participants who will speak and present at the meeting will be given access to speak and present following the Zoom meeting features and operations.

7. Daily Subsistence Allowance and Payment

The daily subsistence allowance (DSA) for sponsored participants will be provided as per existing U.N. regulations for the duration of the meeting. Terminal expenses (TE) will be provided to cover incidental travel costs.

Please note that the accommodation for sponsored participants will be reserved and covered by the organiser.

The DSA will be disbursed through your provided bank account which is registered in the UNOPS system.

For participants who have not yet registered your banking information or changes which needed the update in the UNOPS system, please complete the **supplier registration form** [Click](#) and submit the form to your assigned travel assistant either through Ms. Victoria Ballester (victoriab@unops.org) or Ms. Halima Goshi (halimapg@unops.org) on or before 15 April 2025.

8. Meals

Participants will be provided with breakfast and lunch at Cucina, Level 24 of the Marco Polo Ortigas Hotel. Participants are expected to assume responsibility for their dinner arrangements. The reception dinner will be held on 7 May 2025, from 18:00-20:00 p.m. at Verbena AB, Level 9.

9. Travel Arrangements

a. Flight Arrangements

Once the confirmation for participation has been made by the participants, the organizer will contact the participants directly for travel arrangements. The economy air ticket will be sent electronically to participants for confirmation.

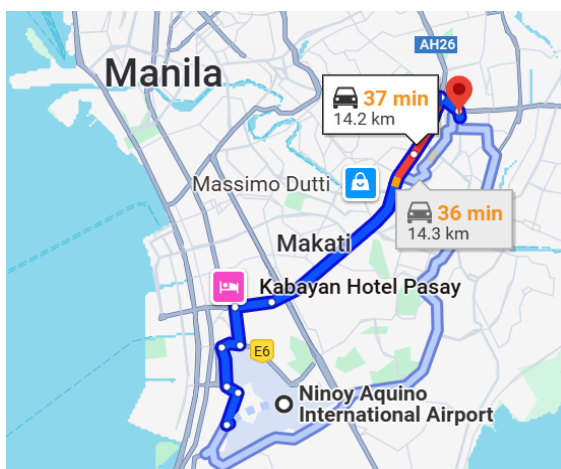
Please ensure that your passport is valid for at least 6 months by the time of your arrival in the Philippines.

b. Visa Requirements

Participants are responsible for their own travel arrangements and necessary travel documents, including visa applications, if needed.

Please collect the receipts of visa fees and reimburse with the respective travel assistant that you are in contact with, Ms. Victoria (victoriab@unops.org) or Ms. Halima (halimapg@unops.org).

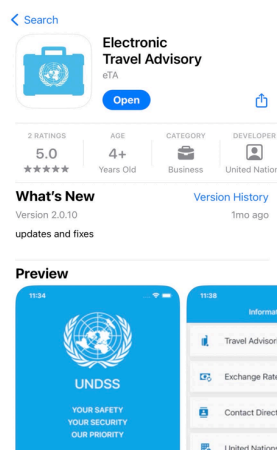
10. Transportation



Participants are kindly requested to make their own transport arrangements to and from the Ninoy Aquino International Airport and Marco Polo Ortigas Manila Hotel. Please note that airport transfer expenses are part of the Terminal Expenses that the organiser will provide for sponsored participants. Metered taxis are readily available in the city and you may also book your transportation via applications such as Grab.

The hotel is about 15 kilometres or about 40-min drive from Ninoy Aquino International Airport. It is located in the heart of Ortigas Centre, Pasig City, where it is just a short drive from major shopping, dining, and business hubs.

11. Safety and Security



For UN participants, please submit a Security Clearance Request through TRIP and get it approved/cleared before the actual travel (<http://dss.un.org>). You must also complete the UN mandatory online training as applicable to their rank/role including the BSAFE (<https://training.dss.un.org>).

All participants are expected to download the **eTA Apps** (see photo) from either Google Play or the App Store onto their mobile devices, with their 'location service' activated/switched on at least for the duration of the event.

Participants will be provided with a security brief before the meeting starts on 7 May 2025.

12. Dress Code

Preparatory Meeting (5-6 May): Business Casual
3rd PSC Meeting (7-8 May): Business Attire
Reception Dinner (8 May): Business Casual
Site Visit (8 May): Project polo shirt

Please fill up this [online form \(see link\)](#) for your shirt size **by 20 April 2025 at the latest.**

13. Internet and Wi-Fi Access

Free Internet and Wi-Fi access will be provided by the hotel at the guest room and meeting room.

14. Electricity

The electrical current in the Philippines is 220 volts at a frequency of 60 Hz. Participants are advised to bring a suitable adaptor, in case needed.

Main electrical outlets/plugs available in the Philippines:

- Picture 1- Most electrical outlets in the Philippines are non-grounded two-pronged outlets of either type A (North-American standard) with two flat parallel pins.
- Picture 2 - Sometimes and not guaranteed, we have Type C (European style) with two round pins.
- Picture 3 - Sometimes you can find the Type B (US 3-pin plug) two flat parallel pins and a grounding pin.



15. Currency

The official currency in the Philippines is “Peso - PHP”.

16. Time

The standard time in the Philippines is GMT+8 hours.

17. Weather

In early May, Manila experiences the end of the dry seasons and transitioning to the rainy season with hot and humid weather. It is forecasted to be warm with potentially peaking to 30 celsius.

18. Contact Persons

For further details and information about the meeting arrangements, agenda and documentation, please contact the following:

Mr. Reynaldo Molina

E-mail: reynaldom@unops.org

Ms. Ob-orm Utthasit

Email: obormu@unops.org