



Second Meeting of the Regional Working Group on Habitats of the UNEP/GEF Project “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand” (SCS-SAP Project)

11-12 August 2025, Courtyard by Marriott, Iloilo, Philippines

INFORMATION AND LOGISTICS NOTE

The information below provides you with the logistic details for your participation in the upcoming 2nd Meeting of the Regional Working Group on Habitats of the UNEP/ GEF SCS-SAP Project on 11-12 August 2025. The meeting venue will be held at Courtyard by Marriott Hotel in Iloilo, Philippines. Please read the following information carefully, as it will help you to plan your meeting and travel to the Philippines.

1. Schedule

Date	Time	Activity	Function Room
11 Aug	8:30 - 9:00	Registration & Security Brief	
	9:00 - 9:10	Opening and Welcome Remarks	Jaro, Ground Floor
	9:10 - 17:00	Meeting of the RWG on Coral Reefs & Seagrass	Jaro, Ground Floor
	9:10 - 17:00	Meeting of the RWG on Mangroves & Wetlands	Lapaz Molo, Ground Floor
	18:00 - 20:00	Reception Dinner	Courtyard Lounge, Ground Floor
12 Aug	9:00 - 17:00	Combined Meeting of the RWGs on Habitats	Jaro, Ground Floor

2. Meeting Venue and Registration



Courtyard by Marriott Iloilo Hotel

Address: Daytona Ave., Iloilo Business Park,
Mandurriao, Iloilo
Tel: +63 33-3307600

The meeting venue will be held at Courtyard by Marriott Iloilo, Philippines. 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.

On 11 Aug, all RWG participants are requested to first gather at the Jaro Meeting Room, located on the Ground Floor. Following this, the participants will be separated into two RWG groups/meetings: the RWG on Coral Reefs and Seagrass, and the RWG on Mangroves and Wetlands. The meeting rooms are assigned as follows:

Group 1: RWG on Coral Reefs and Seagrass - located at Jaro Room, Ground Floor

Group 2: RWG on Mangroves and Wetlands - located at Lapaz Molo Room, Ground Floor

On 12 Aug, all RWG participants will be combined into one meeting session which will be held at Jaro Room, Ground Floor.

3. Accommodation

Participants are responsible for booking their own accommodation.

The Courtyard by Marriott Iloilo Hotel (meeting venue) provides a special rate for accommodation applying from the period of 9 - 17 Aug. The hotel reservation link is subject to room availability and will be valid until 1 Aug 2025.

The booking link requires a credit card to secure the reservation; however, the card will not be charged immediately. Please note that if a debit card is used, the payment may be processed at the time of booking.

The room rate including breakfast is **6,500 PHP** per night. This is inclusive of taxes and fees.

Check-in time: 15:00 p.m.

Check-out time: 12.00 p.m.

How to reserve the accommodation:

- Reserve your room through this reservation link
(<https://www.marriott.com/event-reservations/reservation-link.mi?id=1750659798533&key=GRP&app=resvlink>)
- Adjust your reservation period, and number of guests, then click “check availability”
- Select the option you prefer
- Complete your booking details and proceed for payment process

marriott.com/event-reservations/reservation-link.mi?id=1750659798533&key=GRP&app=resvlink

Help My Trips Sign In Or Join

UNOPS/UNEP SCS-SAP Project Meetings

Stay for Breakfast Rate

Includes Breakfast for 2 Adults and 2 Children 12 Years Old and Below

Courtyard Iloilo

★ 4.5 (733 Reviews) | 11.0 mi to airport

Choose Courtyard Iloilo, a modern, upscale hotel in Iloilo City, Philippines. Our hotel features bright rooms with city views and free Wi-Fi, international dining, an outdoor pool, a fully equipped gym and over 3,000 square feet of chic venues.

View Hotel Details →

5,268.28 PHP / Night

Date (7 Nights)
Sun, Aug 10 - Sun, Aug 17

Rooms & Guests
1 Room: 1 Adult

Check Availability

For any queries, please directly contact the following hotel focal points and copy Ms. Alsu (alsu@akinevent.com.tr).

Shenna Alcantara – Sales Manager Shenna.Alcantara@courtyard.com

Armon Catin – Senior Sales Manager Armon.Catin@courtyard.com

Alternatively, participants may explore nearby hotels e.g. Richmonde Hotel Iloilo, a walking-distance to the meeting venue. It offers a good price through Agoda booking platform. For more info, please visit the hotel's website <https://www.richmondehoteliloilo.com.ph/> or Seda Hotel (www.sedahotels.com/hotel/view/7/seda-atria), etc.

4. Meeting Documents and Presentations

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

https://drive.google.com/drive/folders/1yh07EEfB4Wans-w1odAGW9-9ii66T9k?usp=drive_link

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 the templates and presentations on or before 30 July 2025 to Mr. Reynaldo Molina (reynaldom@unops.org) and copy Ms. Ob-Orm Utthasit (obormu@unops.org).

- For preparation of meeting documents for **Agenda 5**, please refer to these templates and presentation templates via this below link. Please submit the Doc version well in advance of the meeting for compilation and inclusion in the meeting document. The PPT presentation you may submit later.
https://drive.google.com/drive/folders/1o7D-6zjE_-Mu0YnJcXshNjvVlDwWMVz0?usp=drive_link
- For **Agenda 6**, please prepare following the outline of the regional TDA for ecosystem via this below link.
https://drive.google.com/drive/folders/1otot5SAIN2iz8y618r5d1XAEj0nL93y8?usp=drive_link
- For **Agenda 8**, please submit the good practices following the template and guided prepared by Dr. Tuan.

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.

5. 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 participants are responsible for their own accommodation through the disbursement of DSA.

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 18 July 2025.

6. Meals

Lunch will be provided at Runway Kitchen, located at the Ground floor, throughout the meeting period.

The reception dinner will be held on 11 Aug 2025, from 18:00-20:00 p.m. at Courtyard Lounge, Ground Floor.

7. 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

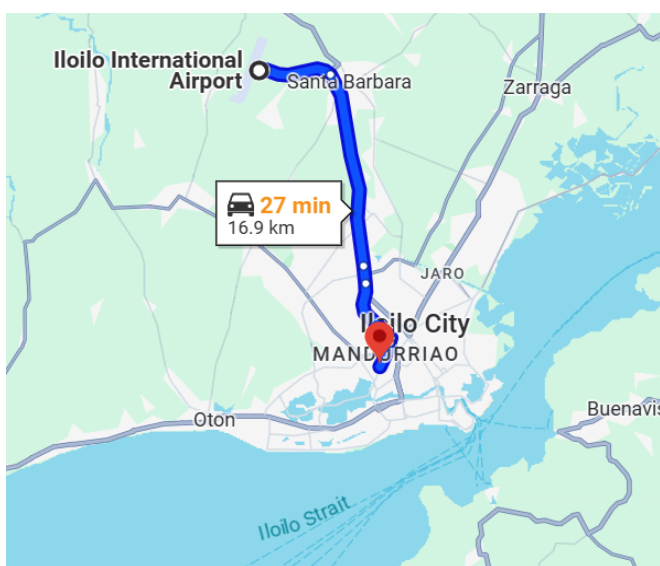
Participants are responsible for their own travel arrangements and necessary travel documents, including visa applications, if needed.

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).

c. Immigration in the Philippines

All arriving passengers must register within 48 hours prior to arrival at [Philippine Travel Information System](#) and secure their unique QR code. This QR code will be presented to Immigration upon arrival. The online system includes a health declaration for all arriving passengers, regardless of vaccination status and age. This registration is FREE.

8. Transportation



Participants are responsible for their own transportation between the airport and the hotel.

The Courtyard hotel (meeting venue) is about 17 kilometres or about 30-min drive from Iloilo International Airport. Please note that sponsored participants will be receiving transfer expenses (TE) through the disbursement of DSA.

Travel Options:

- Taxis are readily available at the airport's designated taxi pick-up area located just outside the arrival exit on the ground floor. Participants can easily find licensed taxis waiting to assist.
- Grab ride services are widely accessible at the airport, with pick-up points clearly indicated within the arrivals area for participants convenience.
- For added comfort and reliability, the Courtyard hotel also works with an authorized transportation provider who offers private transfers from the airport to the hotel at the following rates. Should participants prefer this option, the hotel can assist in coordinating their bookings in advance to ensure a smooth arrival. Please directly contact the hotel's focal points:

Shenna Alcantara – Sales Manager Shenna.Alcantara@courtyard.com

Armon Catin – Senior Sales Manager Armon.Catin@courtyard.com

TRANSPORTATION

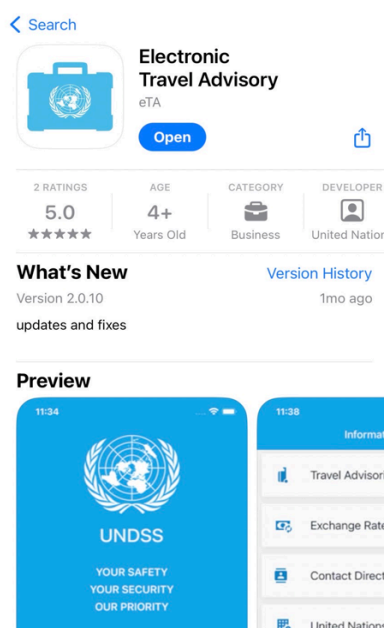
Airport Transfers (one way)

Car Type	No. of persons (recommended)	Rate
Sedan	2-4	PHP 1,300
Van	7-10	PHP 1,600
Coaster	18-20	PHP 3,125
Bus	45-49	PHP 5,000

Van Hire (locations within the city)

Car Type	No. of persons (recommended)	First 3 Hours	Succeeding Hour (per hour)
Sedan	2-4	PHP 2,500	PHP 700
Van	7-10	PHP 3,500	PHP 950
Coaster	18-20	PHP 3,750	PHP 1,250
Bus	45-49	PHP 8,750	PHP 1,875

9. 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 11 Aug 2025.

10. Dress Code

RWG on Habitats (11-12 Aug): Business Casual
Reception Dinner (11 Aug): Business Casual

11. Internet and Wi-Fi Access

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

12. 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.



13. Currency

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

14. Time

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

15. Weather

In mid-August, Iloilo may experience the monsoon season where it is expected to be hot, humid, and rainy. It is forecasted to have frequent heavy rain, mostly in the latter part of the day.

16. Contact Persons

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

Mr. Reynaldo Molina (reynaldom@unops.org) and Ms. Margarita Caballa (margaritav@unops.org)

For logistics related, please contact Ms. Ob-orm Utthasit (obormu@unops.org)