



7th WASH in Schools International Learning Exchange

11 to 15 November 2019

Manila, Philippines

ADMINISTRATIVE INFORMATION

The local organizing committee welcomes you to the 7th International Learning Exchange (ILE) on WASH in Schools (WinS). The event is hosted by the Department of Education (DepEd) of the Republic of the Philippines and is supported by United Nations Children's Fund (UNICEF), Gesellschaft für Internationale Zusammenarbeit (GIZ) and Save the Children Philippines (SCP).

Host

Department of Education (DepED), Republic of the Philippines

Venue

Crowne Plaza Manila Galleria, Ortigas Ave. corner ADB Ave., Ortigas Center, Quezon City, Metro Manila

Meeting Information

The meeting will be held at Room Sapphire A & B, 4th level, Crowne Plaza Manila Galleria.

Meeting Dates

The meeting will take place on 11 to 15 November 2019. There will be a one day field visit to selected DepED Schools Division Offices and public elementary schools.

Participants should plan to arrive in Manila on 10 November 2019. The meeting will conclude on mid-afternoon of 15 November 2019; participants can book outbound flights from 8:00 pm onwards, or for the following day.

Visa

Nationals from the following countries are allowed to enter the Philippines without a visa for a period of stay of thirty (30) days or less: Andorra; Angola; Antigua and Barbuda; Argentina; Australia; Austria; Bahamas; Bahrain; Barbados; Belgium; Belize; Benin; Bhutan; Bolivia; Botswana; Brazil*; Brunei Darussalam; Bulgaria; Burkina Faso; Burundi; Cambodia; Cameroon; Canada; Cape Verde; Central African Republic; Chad; Chile; Colombia; Comoros; Congo; Costa Rica; Cote d'Ivoire; Croatia; Cyprus; Czech Republic; Democratic Republic of the Congo; Denmark; Djibouti; Dominica; Dominican Republic; Ecuador; El Salvador; Equatorial Guinea; Eritrea; Estonia; Ethiopia; Fiji; Finland; France; Gabon; Gambia; Germany; Ghana; Greece; Grenada; Guatemala; Guinea; Guinea Bissau; Guyana; Haiti; Honduras; Hungary; Iceland; Indonesia; Ireland; Israel*; Italy; Jamaica; Japan; Kazakhstan; Kenya; Kiribati; Kuwait; Kyrgyzstan; Lao People's Democratic Republic; Latvia; Lesotho; Liberia; Liechtenstein; Lithuania; Luxembourg; Madagascar; Malawi; Malaysia; Maldives; Mali; Malta; Marshall Islands; Mauritania; Mauritius; Mexico; Micronesia; Monaco; Mongolia; Morocco; Mozambique; Myanmar;

* Brazilian and Israeli nationals are given fifty-nine (59) days stay based on existing agreements.



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Namibia; Nepal; Netherlands; New Zealand; Nicaragua; Niger; Norway; Oman; Palau; Panama; Papua New Guinea; Paraguay; Peru; Poland; Portugal; Qatar; Republic of Korea; Romania; Russia; Rwanda; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; San Marino; Sao Tome and Principe; Saudi Arabia; Senegal; Seychelles; Singapore; Slovak Republic; Slovenia; Solomon Islands; South Africa; Spain; Suriname; Swaziland; Sweden; Switzerland; Tajikistan; Thailand; Togo; Trinidad and Tobago; Tunisia; Turkey; Turkmenistan; Tuvalu; Uganda; United Arab Emirates; United Kingdom of Great Britain and Northern Ireland; United Republic of Tanzania; United States of America; Uruguay; Uzbekistan; Vanuatu; Vatican; Venezuela; Vietnam; Zambia; and Zimbabwe.

Applicants for temporary visitor's visa should normally apply at the Philippine Embassy or Consulate that has jurisdiction over their place of residence. While some visa applicants may apply at any Philippine Embassy or Consulate abroad, others are only allowed to apply his/her visa at the Philippine Embassy or Consulate in his country of origin or legal residence. A passport valid for at least six (6) months beyond the intended period of stay in the Philippines is needed to obtain a visa. Participants are encouraged to find out what the visa requirements are and start the visa application process, as soon as possible. Find more information in the following link: <https://consular.dfa.gov.ph/visainformation>. If a letter of invitation is needed please contact the WinS ILE organizers. Failure to comply with visa instructions will result in rejection of entry.

Security Clearance

UN participants should apply for security clearance through the UN DSS website;
<https://trip.dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>

Registration for the Workshop

Participants need to register for the conference by 30 September 2019 (see attached individual Registration Form). Each country delegation is encouraged to register as a group, with a designated contact person.

Accommodation

Arrangements for your stay have been made at Crowne Plaza Manila Galleria, Ortigas Ave. corner ADB Ave., Ortigas Center, Quezon City, Metro Manila under specific negotiated rates. Kindly complete payments before check-out or as required by the hotel.

Room Rates:

PHP 5,500 or USD 105.50 (double/twin/single occupancy at Crowne Plaza)

Inclusive of all taxes, buffet breakfast and Wi-Fi.

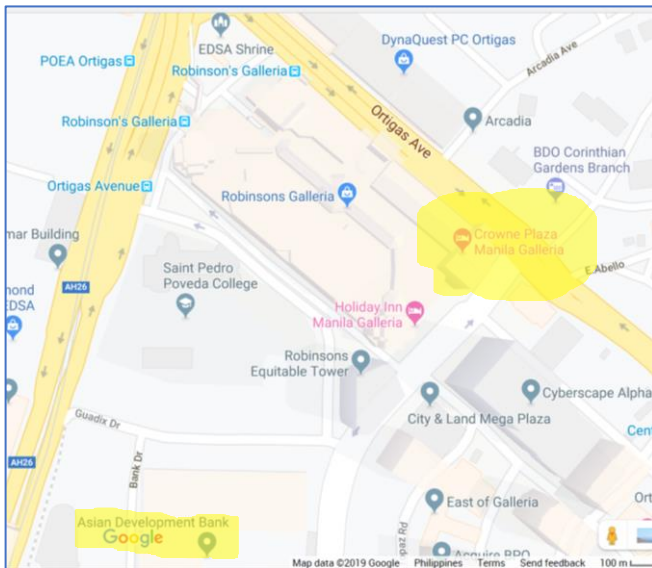
Check-in: 3:00 pm

Check out: 12:00pm

Contact number: +63-2-6337222



Crowne Plaza is located within the Ortigas Center, a major business district, and within walking distance of several major malls. The nearest key landmarks are the Robinson's Galleria Mall and Asian Development Bank Headquarters.



For further information, please visit the [Crowne Plaza Manila Galleria website](#).

Meals

1. Breakfast

Buffet breakfast will be served at Crowne Plaza as part of accommodation from 11-15 November 2019.

2. Lunch

The organizing committee will cover the cost of international lunch buffet and two coffee breaks each day for all participants for 5 days. Kindly indicate in the Registration any dietary restriction.

3. Dinner

A Reception Dinner for all participants will be hosted by the Department of Education on 11th of November.

Participants will shoulder and arrange their own dinner on 10th, and from 12-15th of November.

Tipping is not required in the Philippines but is highly appreciated. Normal amount is 10 to 15 percent.

Arrival Information and Airport Transfer

Participants are expected to fly-in to the Ninoy Aquino International Airport (NAIA) by 10 November 2019. NAIA has three terminals for international flights. Terminals 1 and 3 are for various airlines, while Terminal 2 is exclusive for Philippine Airlines. Please indicate the required information of your flights in the Registration Form.

From NAIA, participants are encouraged to avail of the following taxi services outside the Arrival areas of the above terminals.

- Grab can be booked on-line or at the designated counter outside the Arrival area. Fare is dependent on demand and traffic conditions (but will range between PhPxxx to PhP xxx).
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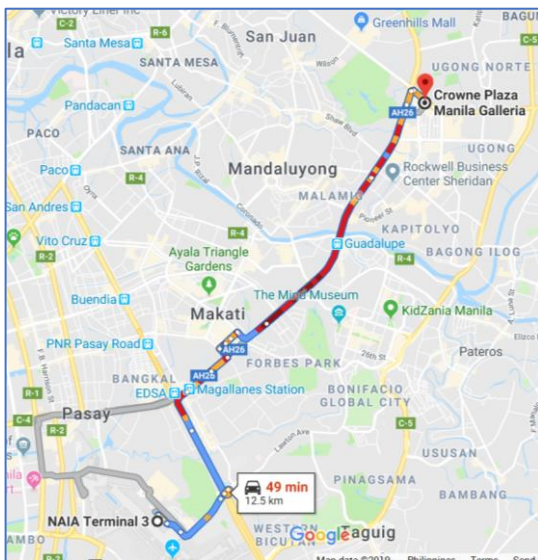


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- Coupon Taxi is a blue-marked non-metered taxi service, with rates depending on the zone that covers the passenger's drop-off point. For Crowne Plaza, the designated zone is Pasig Area 2 – ADB/Robinson's, which costs a fixed rate of PhP 610.00 (payment receipt is issued). One can book this service at the Coupon Taxi counter outside the Arrival area.
- Yellow Taxi is a metered taxi service, with flag-down rate of PhP 70 for the first 500 meters and PhP 4.00 rate every 300 meters thereafter. The actual fare would depend on traffic conditions as an additional PHP 4.00 is charged for every 2 minutes standing in traffic.

The best and most direct route is via the Skyway (with PhP 35 toll) and the Epifanio de los Santos Avenue (popularly called “EDSA”).



Please be ready with Philippine Peso equivalent to around US\$20 for convenience in cash payment for the above taxi services.

DSA

Manila DSA rates will apply. DSA will be deducted when lunch is provided on 11-15 November 2019. Additionally, 15% of Manila DSA will be deducted when dinner is provided on 11 November 2019.

Climate and time zone

The temperature in Manila in November ranges from 25 to 32°C. It is still the wet season, so please come prepared with umbrella, rain-wear and appropriate footwear (in particular for the field visit).

Please note that the air conditioning inside the conference venue can be below 20°C, so it is recommended to bring a suitable jacket, blazer, or wrap.

Manila time is +8 hours GMT (Hongkong, Taipei, Singapore)



Currency and Exchange

The currency in the Philippines is Philippine Peso (PhP). The current exchange rate is approximately PhP 51.00 for US\$ 1.00. Selected international currencies and major traveler’s cheques can be exchanged at banks or local money changers (which are available at the Arrival and Departure areas of the airport). Branches of major Philippine banks are also within walking distance of the conference venue for currency exchange and other financial transactions. Major credit cards are accepted in major establishments. You can get a cash advance on your credit card or Peso withdrawal with a debit card at most bank ATMs.

Internet

Internet connection (Wi-Fi) is free at the Crowne Plaza rooms and conference venue. Local pre-paid SIM cards, call and SMS credits, data packets, and Wi-Fi rental are available at NAIA or the malls near the hotel.

Electricity

The standard electrical plug used in the Philippines is the two-pin rectangular plug with voltage 220 V, Frequency 50HZ.



Participants are advised to bring adapters, as needed.



Meeting Organizers Contact Information

<p>Dr. Ann P. Quizon Assistant Chief, School Health Division Bureau of Learner Support Services Department of Education Mobile: +63 9294542215 Email: blss.shd@deped.gov.ph</p>	<p>Dr. Juan Alfonso Leonardia Regional Programme Coordinator GIZ Regional Fit for School Program Mobile +63 9088833101 Email: juan.leonardia@giz.de</p>	<p>Mr. Jon Villasenor WASH in Schools Officer UNICEF Philippines Mobile: +63 9778120886 Email: jmvillasenor@unicef.org</p>
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