



PHILIPPINE NAVY  
NAVAL TASK FORCE WESTERN PACIFIC NAVAL SYMPOSIUM 2020  
**NAVAL TASK GROUP INTERNATIONAL FLEET REVIEW**  
Naval Base Heracleo Alano  
Sangley Point, Cavite City



## **GENERAL INSTRUCTIONS AND ADMIN GUIDELINES**

**Background:** The Philippine Navy (PN) will be hosting the 17<sup>th</sup> Western Pacific Naval Symposium (WPNS) from May 17 to 23 May 2020. Part of the event is the conduct of International Fleet Review (IFR) which is the main highlight of the programmed activities on 21 May 2020 within the vicinity of Manila Bay.

In preparation for the conduct of Fleet Review, the Philippines (PH) as the host country through the PN will facilitate the planning conferences and workshops in order to ensure the successful conduct of the International Fleet Review (IFR) on 21 May 2020.

In line with this endeavor, the PN invites 29 member navies to participate in the Initial Planning Conference (IPC) to discuss the concept and proposed activities of IFR from 17 to 18 September 2019 at the Diamond Hotel, Roxas Boulevard, Manila, Philippines. For this purpose, the PN already sent an e-copy of invitation letter through the respective e-mail address of 29 member navies of the symposium. The hard copy of each invitation letters for member navies has already been distributed and received by their respective embassy here in the Philippines.

**Concept of Planning:** The PN was programmed to undertake two (2) planning conferences to be participated by the respective representatives from WPNS member navies as to its stated purpose.

**PHASE I – Initial Planning Conference (IPC)** – It is a mandatory meeting to be conducted by the PN to present and discuss in detail the concept of IFR activities & other related activities to all planners of the participating nations that are expected to conduct during the execution of IFR; and

**PHASE II – Final Planning Conference (FPC)** – it is the final forum for the conduct of a comprehensive review of the completed plan including all issues/concerns brought up during the IPC meeting in order to ensure that it is being resolved prior to the actual execution of IFR.

### **Arrival in the Philippines:**

Upon arrival at NAIA airport, all participating planners of respective navies that will be attending the IPC for IFR will be assisted by the PN personnel within the airport vicinity only. Nevertheless, concerned embassies or liaison office co-located here in the Philippines shall be responsible to provide transportation for their respective IPC participants.

**Accommodation and Meals:**

The PN will only provide the venue for the two (2) days duration of IPC along with lunch and refreshments. Participants are expected to shoulder their own airfare, lodging and transportation requirements. However, there will be a PN-Hosted Dinner on the first day of the meeting (17 September 2019). All other meals will be the responsibility of the visiting delegation.

**Reminders:**

Kindly accomplish and submit the two reply forms attached to this guideline, **on or before 31 July 2019**. The first reply form is to confirm the names of your attending officers to IPC: at least one (1) senior officer with the rank of O-5 or O-4 and one (1) or two (2) officers with the rank of at least O-2. The second reply form is to confirm anchorage and berthing details of the naval vessel of the respective navy will be sending to join the IFR.

**Points of Contact:**

For any additional information or queries you may contact the PN NTG-IFR Secretariat at:

Mobile numbers: +639178121882/ +639175580773

E-mail Addresses: [warfare.center@navy.mil.ph](mailto:warfare.center@navy.mil.ph)  
[hpn.ndo@gmail.com](mailto:hpn.ndo@gmail.com)

Thank you very much and we look forward to your attendance for the upcoming IPC for the WPNS-IFR 2020 on 17-18 September 2019 at Diamond Hotel, Manila, Philippines.

**Prepared by:**



**LCDR RF IGNACIO PN**  
PN NTG-IFR Secretariat

**Noted by:**



**CAPT RM DAVID PN(GSC)**  
Deputy Commander, PN NTG-IFR

**REPLY FORM**

**“WPNS International Fleet Review 2020”  
Initial Planning Conference  
Diamond Hotel, Roxas Blvd., Manila, Philippines**

**Name of Country:** \_\_\_\_\_

**NAME OF PARTICIPANTS:**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Contact Nr/Email Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Contact Nr/Email Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Contact Nr/Email Address:** \_\_\_\_\_

**Recommended Hotels for lodging:**

The Manila Hotel – [www.manila-hotel.com.ph](http://www.manila-hotel.com.ph)

Diamond Hotel – [www.diamondhotel.com](http://www.diamondhotel.com)

Sofitel – [www.sofitelmanila.com](http://www.sofitelmanila.com)

**REPLY FORM**

**“WPNS International Fleet Review 2020”**  
20 May 2020, Manila, Philippines

Ship Captain/Head of Delegation: \_\_\_\_\_

Ship's Name: \_\_\_\_\_

Bow Number: \_\_\_\_\_

Number of Crew: \_\_\_\_\_

Length(m): \_\_\_\_\_ Width: \_\_\_\_\_ Draft: \_\_\_\_\_

Country Navy: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Dietary Requirement: \_\_\_\_\_

Fuel, Water, Waste Disposal, Liberty Boat, Chandling Services, Transportation  
Requirement: *(Identify any requirements needed upon arrival and departure)*

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(EMAIL [warfare.center@navy.mil.ph/hpn.ndo@gmail.com](mailto:warfare.center@navy.mil.ph/hpn.ndo@gmail.com) on or before 30 June 2019)