



**GENERAL INSTRUCTIONS AND ADMIN GUIDELINES  
FOR 29<sup>th</sup> WPNS- WORKSHOP 2020**

## **PREPARED BY PHILIPPINE NAVY WPNS SECRETARIAT**

### **Foreword**

1. This document is intended to provide a quick and easy guidance for the attendees of 29<sup>th</sup> WPNS-WORKSHOP 2020 in the Philippines. This general guidelines and administrative instructions may facilitate the preparation of guests' pre travel arrangements and hopefully will be helpful to ensure their comfortable stay in the Philippines.

2. Any queries or clarifications in relation to the content of this document can be directed to [wpns2020secretariat@navy.mil.ph](mailto:wpns2020secretariat@navy.mil.ph) / [wpns2020secretariat@gmail.com](mailto:wpns2020secretariat@gmail.com).

### **Travel Itineraries**

3. Philippine Navy (PN) will provide transportation for all scheduled program. As soon as flight details are known, please register the final list of your country delegation and notify PN Secretariat WPNS 2020 of your delegation's flight details to coordinate the transportation during your arrival and departure. However, any personal or unscheduled travel might be arranged by visiting delegates on their own.

4. WPNS delegates are expected to arrive on 10 Feb 2020 before 1600H, in order to attend the Ice Breaking Activity.

5. It is expected that WPNS delegation attending the Workshop will depart on 14 – 15 Feb 2020. Their stay in hotel will expire accordingly.

### **Arrival in the Philippines**

6. On arrival at the airport, the visiting delegation will be assisted by members of PN, who will be in PN uniform (Undress White). They will escort the delegation to the designated VIP lounge at the airport.

7. Once at the VIP lounge, the delegation will be introduced to the assigned Escort Officer who will assist the delegation throughout their stay in the Philippines. The delegation may need to stay in the VIP lounge for a while until the clearance from Immigration and Customs are settled by the PN Liaison Officer.

### **Accommodation and Meals**

8. Accommodation cost will be shouldered by each country delegation. It is highly recommended that each participant should book their rooms at the Makati Shangri-La Hotel. The PN has a special booking arrangement for all the participants of 29<sup>th</sup> WPNS-Workshop 2020. They can select from the room options of Regular, Junior Suite, and Deluxe Suite.

9. Incidental room charges, including mini-bar, laundry, phone calls, room service (in room meals) and other hospitality facilities will be payable by the visiting delegation. All delegates will be required to clear any incidental bills upon check-out.
10. Upon arrival in the Philippines, sufficient cash in Philippine Peso or US Dollars must be provided to the designated hotel as guarantee to hotel incidental charges. This cash will be returned to the delegation if no bill is payable for the room.
11. Please be advised that any change of travel itineraries notified less than 24 hours prior to occupancy usually results in full charges of the hotel. Similarly, unscheduled checking out is required to be intimated well ahead as per hotel policy.
12. The following occasions/meals will be sponsored by the PN:
  - ❖ Cocktails (Non-alcoholic), finger foods and light dinner for all delegates during the Ice Breaking Activity.
  - ❖ PN-Hosted Dinner for all attendees.
  - ❖ Lunch and coffee breaks during workshop proper for all attendees.
13. All other meals will be the responsibility of the visiting delegation.
14. The designated hotel has a smoke free policy. The hotel will fine PhP 10,000.00 net to the account of any guests who smoke in their rooms.

### **Official Program**

15. A printed detailed schedules program and invitation to the scheduled social events will be handed to the delegation on their arrival in the Philippines.

### **In-country Arrangements**

16. Additional tours/visits outside of the official program will be the responsibility of the visiting delegation or foreign Defense Attaches. These tours/visits must be notified beforehand and must accord necessary approval through diplomatic means.
17. Any medical or dental expenses, including emergency treatment arising during a foreign delegation's visit to Philippines will be the responsibility of the visiting nation. Emergency medical support will be available at all times.
18. When travel arrangements change at late notice, the visiting delegation must inform the PN Secretariat WPNS 2020 via e-mail or phone at the earliest available opportunity so that transportation and airport facilitation can be properly coordinated.

## **Departures**

19. The visiting delegation will be required to check in at the airport at least two (2) hours before their scheduled departure time. Accordingly, the transportation requirements arranged by the PN will assist the delegations from the hotel to the Airport two (2) hours and 30 minutes before the scheduled flight.

20. Once at the airport, the delegation will be escorted through Customs similarly as when they arrived.

## **Miscellaneous**

21. Currency. The local currency is Philippine Peso (PhP). Forex facilities will be available at the airport and hotel.

22. Dining choices. The hotel provides wide array of choices during all meals. The Provision of Muslim Halal food has also been arranged.

23. Hotel check in time is at 14:00 and check out is at 12:00.

24. Transport. Head of Delegation and will be provided with one (1) full time transport with chauffeur for the entire duration of their stay in the Philippines. Common transport will be arranged for group movement. Other guests will also be provided with collective transport for movements related to official program. For personal and unscheduled programs, guests are discouraged to avail public transport and may use following transportation:

- ❖ Hotel transport.
- ❖ Transport arranged by local embassy.

## **Points of Contact**

25. POC for any additional information and support may be contacted at any time:

WPNS 2020 Secretariat  
Headquarters Philippine Navy  
Naval Station Jose Andrada  
2335 Roxas Blvd, Manila Philippines

Landline : 525-0739  
Mobile : +639159520096 / +639982383313  
E-mail : [wpns2020secretariat@navy.mil.ph/](mailto:wpns2020secretariat@navy.mil.ph)  
[wpns2020secretariat@gmail.com](mailto:wpns2020secretariat@gmail.com)

24. All correspondence should be directed to the PN Secretariat WPNS 2020 at [wpns2020secretariat@navy.mil.ph](mailto:wpns2020secretariat@navy.mil.ph) / [wpns2020secretariat@gmail.com](mailto:wpns2020secretariat@gmail.com).

