



ADVANCE ADMINISTRATIVE ARRANGEMENTS AND GENERAL LOGISTICS NOTE

Conference Date

The 14th Edition of the International Conference of Information Commissioners (ICIC) will be held on 19-21 June 2023 in the Philippine International Convention Center, Pasay City, Metro Manila, Philippines. No registration fee will be required from the participants. The event will consist of two days of Open Sessions to be followed by a Closed Session. Kindly refer to the general program format in *Annex A*.

Philippine International Convention Center

PICC Complex, 1307 Pasay City,
Metro Manila, Philippines

<https://picc.gov.ph/>

The Philippine International Convention Center (PICC) is Asia's first international convention center. The architectural marvel houses the works of various Filipino master artists in painting and sculpture, and is even regarded as a work of art in itself — one of the country's prime examples of brutalist architecture.

Throughout the years, the PICC has hosted countless notable and prestigious events such as the World Bank's International Monetary Fund Annual Meeting, Asia-Pacific Economic Cooperation (APEC) Summit, Association of Southeast Asian Nations (ASEAN) Summit, World Law Conference, among others. It is strategically located 20 minutes from the Ninoy Aquino International Airport.

The Host

The Freedom of Information (FOI) Philippines oversees the implementation of Executive Order No. 2, series of 2016 - the enabling policy on access to information in the country. The office is mandated to monitor and evaluate the compliance of agencies under the Executive branch, develop policies, forge strategic partnerships, and provide capacity building activities to its stakeholders.



The FOI Philippines is the first Southeast Asian member of ICIC and the first access to information implementing body in the Asian continent to host the Conference, following Mexico (2022 and 2005), South Africa (2019 and 2004), United Kingdom (2017 and 2006), Chile (2015), Germany (2013 and 2003), Canada (2011), Norway (2009), and New Zealand (2007).

Country

The Republic of the Philippines (*Republika ng Pilipinas*) is a sovereign state in archipelagic Southeast Asia, with over 7,000 islands spanning more than 300,000 square kilometers of territory. It is divided into three island groups: Luzon, Visayas, and Mindanao.

The Philippines has a presidential form of government wherein power is equally divided among its three branches: executive, legislative, and judicial. The executive branch comprises the government agencies to which the FOI Philippines falls under.

The country holds membership to a number of international organizations including the United Nations, the Association of Southeast Asian Nations (ASEAN), United Nations Educational, Scientific and Cultural Organization (UNESCO), Asia-Pacific Economic Cooperation (APEC) forum, the International Monetary Fund, the World Bank, and the World Trade Organization among others.

The Philippines has two major seasons, rainy or monsoon season and the dry or summer season. The average high temperature in June in Manila is 32.1°C (89.8°F), while the average low temperature is 26°C (78.8°F).

The Philippine Peso is the currency of the Philippines. Live exchange rates can be accessed through this link: <https://www.bsp.gov.ph/SitePages/Statistics/ExchangeRate.aspx>. ATMs are widely available in Manila; however, please be aware that foreign issued cards typically incur fees ranging from 200 to 300 Philippine Pesos per withdrawal.

Airport Facilities and Services

The Ninoy Aquino International Airport (MNL) is the recommended port of entry. It has three terminals for international flights and a fourth terminal servicing domestic flights. FOI Philippines staff holding the conference signage will be stationed at the airport, past the Customs Control counters, to welcome and assist arriving delegates. Please request in advance airport-hotel-airport shuttle services, which will be provided on a first come, first served basis. We have a designated airport lounge where delegates may wait if necessary.

Clark International Airport (CRK), which is two hours away from Manila, may receive other international flights bound for Manila. In such cases, kindly inform the host so that immediate shuttle services can be arranged.



In collaboration with the Bureau of Immigration, ICIC delegates will have a dedicated lane for expedited entry. Assigned heads of delegations will be exempt from the biometric scanning. As part of the agreements with the Ninoy Aquino International Airport, baggage arrival for delegates will be prioritized.

Passport and Visa Requirements

All delegates are requested to hold a passport with at least six (6) months validity at the time of travel to the Philippines.

Information on the entry of temporary visitors to the Philippines is available at www.dfa.gov.ph/guidelines-requirements. List and guidelines for visa-free countries can be accessed through this link: <https://dfa.gov.ph/list-of-countries-for-21-day-visa>.

Please inform the host of any requests for expedited visa processing or visa-related concerns, which will then be coordinated with the Department of Foreign Affairs of the Philippines.

Security, Emergency Response, and Medical Services

In partnership with the Pasay City local government unit, local Philippine National Police department, the Department of Health, and the Bureau of Quarantine, the host will provide necessary security and emergency response services within the duration of the Conference, from the dates of arrival to the dates of departure.

All necessary security measures shall be undertaken to ensure the security of all participants. In order to provide adequate security, security screening shall be conducted at the venue. Screening methods may include the visual and electronic verification of access passes and electronic or physical searching of bags and other belongings.

Emergency response personnel and facilities shall be on standby throughout the conference proper to ensure the safety and immediate assistance and evacuation of all delegates and participants in case of any emergency. A medical helpdesk will also be made available at the venue.

Medical personnel, medical aid, and first aid vehicles shall be provided for accredited participants of events held during the Meeting at the conference venue. Basic first-aid medical services shall be provided on-site at no cost to registered meeting participants who require medical attention. However, charges for medicines and any subsequent treatment provided by hospitals, clinics, pharmacies, ambulances, or other medical providers must be paid directly by the delegate to the service providers. It is highly recommended that delegates obtain health insurance prior to their travel to the Philippines.



COVID-19 Guidelines

Delegates should be familiar with and adhere to [IATF Resolution No. 2, series of 2022](#) (the most recent resolution as of 03 March 2023), which includes the following as a minimum:

- Fully Vaccinated Travelers: Pre-departure COVID testing is no longer required for fully vaccinated travelers, whether Filipinos or foreign nationals.
- Unvaccinated/Partially Vaccinated Travelers: A laboratory-based rapid antigen negative test result within twenty-four (24) hours prior to the date and time of departure from the country of origin is required for entry to the Philippines.

The Bureau of Quarantine requires incoming travelers to accomplish the health declaration form at <https://etravel.gov.ph/> and present the QR Code upon arrival at the airport.

The host will notify the delegates of any revised guidelines. It is advised to check airline and transit-specific travel requirements when making travel arrangements to avoid inconvenience.

Accommodation

Delegates should make their room reservations directly with the hotel of their choice and identify themselves as ICIC delegates to avail of the special rate. Hotels have been requested to ensure available rooms and preferential rates for the delegates' convenience.

However, delegates are strongly advised to book before the program proper. Bookings are made on a first come, first served basis. Kindly refer to *Annex B* for the list of partner hotels.

Delegates are also encouraged to conform with all hotel policies, particularly the check-in and check-out times, and settle penalties for any breakage, damage to properties, and violation of hotel rules and city ordinances.

Transportation

Transportation services will be provided from the hotel to the venue (*and vice versa*), on a first come, first served basis. To ensure delivery of service, requests for transportation for purposes other than conference attendance must be communicated in advance to the host. Alternatively, delegates may opt to secure transport bookings through the [Grab](#) or [Joyride Car](#) application or from taxis around the metro.



The host will be sending further instructions related to the delegates' arrival, stay, and departure. For any concerns or requests, kindly send them to the following email addresses.

Recipient	Official host email of FOI Philippines icicpilipinas2023@gmail.com
Copy Furnish	Ms. Deniel Angelou Echevarria <i>FOI Philippines Lead Focal</i> denielechevarria.pcoo@gmail.com
	National Institute for Transparency, Access to Information and Personal Data Protection (INAI), Mexico <i>ICIC Secretariat</i> icic-secretariat@inai.org.mx

As we progress with the preparations, we will appreciate your utmost cooperation to ensure your convenience.

We look forward to welcoming you in the Philippines. *Mabuhay!*

ANNEX A

18 JUNE 2023 - PRE-EVENT	
00:00-11:59	Usher arriving delegates at NAIA
08:00-20:00	Set-up and Technical Rehearsal at PICC
09:00-11:00	Welcome Cocktails

19 JUNE 2023 - 1ST DAY OPEN SESSION	
08:00-09:00	Shuttle Service Rounds and Registration
09:00-10:00	Opening Ceremony
10:10-10:20	Official Photo Session
10:20-10:35	<i>AM Refreshments</i>
10:35-11:15	Master Presentations
11:15-12:00	Panel Session
12:00-13:30	<i>Lunch</i>
13:30-14:15	Concurrent Sessions (Lineup 1)
14:15-15:00	Concurrent Sessions (Lineup 2)
15:00-15:45	Concurrent Sessions (Lineup 2)



15:45-16:00	<i>PM Refreshments</i>
16:00-16:30	Rapporteur Sessions
16:30-17:00	Closing
17:00 onwards	Cultural Tour (optional, first 100 pax) Shuttle Service Rounds

20 JUNE 2023 - 2ND DAY OPEN SESSION	
08:00-09:00	Shuttle Service Rounds and Registration
09:00-09:30	Welcome Remarks
09:30-10:50	Working Group
10:50-11:00	<i>AM Refreshments</i>
11:00-12:20	Working Group
12:20-13:45	<i>Lunch</i>
13:45-14:45	Concurrent Workshops
14:45-16:45	Concurrent Regional Meetings
16:45-17:00	<i>PM Refreshments</i>
17:00-17:30	Closing Ceremony
17:30-19:30	Hotel Break
19:30 onwards	Cultural Night



21 JUNE 2023 - CLOSED SESSION (FOR ICIC MEMBER/OBSERVERS)	
08:00-09:00	Shuttle Service Rounds and Registration
09:00-13:00	Closed Session Proper
13:00-14:00	<i>Lunch</i>
09:00-11:00	<i>Manila Cultural Tour (Non-ICIC member/observer delegates)</i>

22 JUNE 2023 - POST-EVENT	
08:00-09:00	Manila Cultural Tour (Non-ICIC member/observer delegates)

23-24 JUNE 2023 - POST-EVENT	
00:00-11:59	Hotel Pickup and Airport Departure Ushering

ANNEX B PARTNER HOTELS FOR XIV ICIC

(from nearest to farthest to/from the Conference Venue)

1. (Preferred) SOFITEL MANILA - 750.0 meters from the venue

For reservations, contact Ms. Leslie Soriano of Sofitel Manila at leslie.soriano@sofitel.com and mention ICIC 2023. Please copy furnish the ICIC Host at icicpilipinas2023@gmail.com.

Accommodation dates of stay: June 18-22, 2023

Date	Room Type	Room Rate (1 adult)	Room Rate (2 adults)
June 18-22, 2023	Superior Room	Php 7,000.00 net	Php 8,000.00 net
	Luxury Room	Php 8,000.00 net	Php 9,000.00 net

- Rates indicated are **inclusive of** 10% service charge, 12% VAT and 0.825% government tax.
- Rates are inclusive of buffet breakfast at Spiral and wifi in the guestroom.
- Accommodations are subject to government health and safety regulations and guidelines based on the quarantine status during the period of stay.

2. CENTURY PARK HOTEL - 1.6 kilometers from the venue

For online reservations, you may book directly at their website at <https://centurypark.com.ph> and input ICIC2023 in the Special Code Section on the upper right hand corner of the website. Code will be live starting January 9, 2023.

ROOM RATES			
Room Category	Room Size (sqm)	Best Available Rates 6 Single / Twin / Double	Your Corporate Rates Single / Twin / Double
Superior Room	37.5 sqm	PhP12,000.00 room/night	PhP4,500.00 net/room/night
New Deluxe	37.5 sqm	PhP14,000.00 room/night	PhP5,500.00 net/room/night
Junior Deluxe	67.3 sqm	PhP21,000.00 room/night	PhP8,500.00 net/room/night
Premier Suites	73.5 sqm		



3. ARMADA MANILA HOTEL - 2.2 kilometers from the venue

For reservations, contact Ms. Antoneth Chavez of the Armada Hotel at jsm@armadamanila.com and mention ICIC 2023. Please copy furnish the ICIC Host at icicpilipinas2023@gmail.com.

ROOM CATEGORIES	PUBLISHED RATES WITH BREAKFAST TWIN/SINGLE	SPECIAL RATES (WITH BREAKFAST) TWIN/SINGLE		SPECIAL RATES (ROOM ONLY) SINGLE/TWIN	
Run of the House (27.88 - 38 sqm)	PHP 6,500.00	PHP 3,200.00	PHP 3,000.00	PHP 3,000.00	PHP 2,800.00
Premium Room (36 - 40sqm)	PHP 7,500.00	PHP 3,500.00	PHP 3,200.00	PHP 3,200.00	PHP 3,000.00
Junior Suite (39 - 59 sqm)	PHP 9,000.00	PHP 5,500.00	PHP 5,000.00	PHP 4,500.00	PHP 4,200.00
Executive Suite (67 sqm)	PHP 12,000.00	PHP 6,500.00	PHP 6,000.00	PHP 5,500.00	PHP 5,200.00
Extra Person with Breakfast	PHP 2,000.00	PHP 1,500.00	PHP 1,500.00	PHP 1,000.00	PHP 1,000.00

4. RIZAL PARK HOTEL - 4.3 kilometers from the venue

For reservations, contact Ms. Jhoana Rafols of the Rizal Park Hotel at jrafols@rizalparkhotelmanila.com and mention ICIC 2023. Please copy furnish the ICIC Host at icicpilipinas2023@gmail.com.



GUEST ROOM ACCOMMODATION

ROOM CATEGORY	ROOM RATES (per room per night basis)			
	Room Size	Published Rates	Contracted Rates	
			Single Occupancy	Double Occupancy
Deluxe (Queen, King OR Twin) Room	25sqm	P 14,760.00 NETT	P 4,035.00 NETT	P 4,674.00 NETT
Club King Room	25sqm	P 17,220.00 NETT	P 6,688.00 NETT	
Club (King & Twin) Room with Balcony	25sqm	P 18,450.00 NETT	P 7,995.00 NETT	
Junior Suite	34sqm	P 18,450.00 NETT	P 7,995.00 NETT	
Club Twin Room with Garden	25sqm	P 22,140.00 NETT	P 11,316.00 NETT	
Premier Suite	52sqm	P 22,140.00 NETT	P 11,316.00 NETT	
Premier Suite with Garden	52sqm	P 25,830.00 NETT	P 14,637.00 NETT	
Junior Suite with Arte Room	60sqm	P 36,750.00 NETT	Available in PUBLISHED RATES ONLY	
Presidential Suite	120sqm	P 43,050.00 NETT		

*inclusive of buffet breakfast