GENERAL INFORMATION

SECTION I
MEETING INFORMATION

1. Date and Venue

The 38th General Assembly of the ASEAN Inter-Parliamentary Assembly (AIPA) will be held at the Makati Shangri-La, Manila, Philippines from 14 – 20 September 2017.

The official arrival date will be on 14 September 2017 (Thursday), and the departure date will be on 20 September 2017 (Wednesday).

Information about the hotel is as follows:

Makati Shangri-La, Manila
Ayala Avenue corner Makati Avenue
Makati City 1200, Philippines
Tel. No.: (632) 813 8888
Fax No.: (632) 813 5499
Website: www.shangri-la.com/manila/makatishangrila/

2. Official Language

The official working language of AIPA meetings is English.

For delegations which require an interpreter’s booth, a limited number of Simultaneous Interpreting System (SIS) booths will be available on a first-come, first-served basis during the plenary sessions, with priority accorded to AIPA Member Parliaments. Delegations shall be responsible for bringing their own interpreters.

3. Registration

Each delegate is requested to accomplish the attached Registration Form and submit the same together with a 2” x 2” digital passport-sized photograph (JPEG/200 dpi or better) with white background to aipa38philippines@gmail.com. The same form may also be downloaded from the House of Representatives website (www.congress.gov.ph). Registration should be completed by 16 August 2017, Friday.

Each delegation is also requested to send a high-resolution digital copy of the Parliament’s Seal.
4. Identification Badges

All delegates and accompanying persons shall be issued identification badges, which shall be worn throughout the meeting period for security and identification purposes.

The ID Cards are color-coded as follows:

<table>
<thead>
<tr>
<th>Color Codes</th>
<th>Printed Title on Security Badge</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOLD</td>
<td>Head of Delegation</td>
<td>AIPA President, Head of Delegation of AIPA Member Parliaments</td>
</tr>
<tr>
<td>ROYAL BLUE</td>
<td>Delegate</td>
<td>Members of Delegation of AIPA Member Parliaments</td>
</tr>
<tr>
<td>YELLOW</td>
<td>Delegation Secretary/Staff</td>
<td>Delegation Secretary and Staff of the AIPA Member Parliaments</td>
</tr>
<tr>
<td>LIGHT BLUE</td>
<td>Advisor</td>
<td>Advisors of the AIPA Member Parliaments</td>
</tr>
<tr>
<td>ORANGE</td>
<td>Spouses/Accompanying Persons</td>
<td>Spouses/Accompanying Persons</td>
</tr>
<tr>
<td>PURPLE</td>
<td>Observer Country</td>
<td>Heads and Members of Delegation of the AIPA Dialogue Observer Countries</td>
</tr>
<tr>
<td>BLUE GREEN</td>
<td>International Organization</td>
<td>International Organizations and Guests of the Host</td>
</tr>
<tr>
<td>BROWN</td>
<td>Embassy Official</td>
<td>Embassy Officials of the AIPA Member Parliaments</td>
</tr>
<tr>
<td>MAGENTA</td>
<td>AIPA Secretariat</td>
<td>AIPA Secretary General, AIPA Secretariat</td>
</tr>
<tr>
<td>GREEN</td>
<td>Host Secretariat</td>
<td>Secretariat of the Host Parliament</td>
</tr>
<tr>
<td>RED</td>
<td>Security</td>
<td>Security of the Host Parliament</td>
</tr>
<tr>
<td>WHITE</td>
<td>Media</td>
<td>Local and Foreign Media</td>
</tr>
<tr>
<td>BLACK</td>
<td>Service Provider</td>
<td>Service Providers of the Host Parliament</td>
</tr>
</tbody>
</table>

5. Liaison Officers

Liaison Officers will be assigned to each AIPA Member Delegation. The Liaison Officer shall be the contact person between the Conference Secretariat and the Delegation.
6. **Passport and Visa**

Delegates should ensure that they have valid passports and visas (if required) for entry into the Philippines.

7. **Medical Service**

Medical assistance (first aid) shall be available at the hotel for the duration of the meeting. All other medical care shall be at the expense of the participants. The Delegates shall be responsible for any personal insurance.

8. **Climate Condition**

Manila weather in September is likely to be rainy. Weather forecast for the third week of September is mostly cloudy with showers, with temperature ranging from 28°C to 31°C.

9. **Flight Arrangements**

Delegation Secretaries are requested to inform the Secretariat of any change in flight schedules at least 24 hours in advance of the scheduled departure. This will facilitate the arrangement of local transportation to the airport.

10. **Currency**

Philippine Peso is the official currency of the Philippines.

All major credit cards (Visa, Master Card, American Express, Diners) are widely accepted.

11. **Electrical Information**

In the Philippines, the standard voltage is 220 V and the standard frequency is 60 Hz. The power sockets that are used are of type A / B / C. The need for an adapter depends on the voltage, frequency and power plugs in the country you live in.

12. **Telephone Services**

Telephone services are available at the hotel. Pre-paid mobile telephone cards are also available at local cellular shops.
TIME ZONE AND COUNTRY CODES

The following indicates the time difference in hours between Manila and the capitals of participating AIPA Member and Observer Countries. Long distance country codes and city routing codes are also provided.

<table>
<thead>
<tr>
<th>AIPA Member Parliament</th>
<th>Capital</th>
<th>Hour</th>
<th>Country Code</th>
<th>City Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunei Darussalam</td>
<td>Bandar Sri Begawan</td>
<td>+8</td>
<td>673</td>
<td>2</td>
</tr>
<tr>
<td>Cambodia</td>
<td>Phnom Penh</td>
<td>+7</td>
<td>855</td>
<td>23</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Jakarta</td>
<td>+7</td>
<td>62</td>
<td>21</td>
</tr>
<tr>
<td>Lao PDR</td>
<td>Vientiane</td>
<td>+7</td>
<td>856</td>
<td>21</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Kuala Lumpur</td>
<td>+8</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>Myanmar</td>
<td>Nay Pyi Taw</td>
<td>+6:30</td>
<td>95</td>
<td>1</td>
</tr>
<tr>
<td>Philippines</td>
<td>Manila</td>
<td>+8</td>
<td>63</td>
<td>2</td>
</tr>
<tr>
<td>Singapore</td>
<td>Singapore</td>
<td>+8</td>
<td>65</td>
<td>6</td>
</tr>
<tr>
<td>Thailand</td>
<td>Bangkok</td>
<td>+7</td>
<td>66</td>
<td>2</td>
</tr>
<tr>
<td>Vietnam</td>
<td>Hanoi</td>
<td>+7</td>
<td>84</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AIPA Observer Parliament</th>
<th>Capital</th>
<th>Hour</th>
<th>Country Code</th>
<th>City Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Canberra</td>
<td>+10</td>
<td>61</td>
<td>2</td>
</tr>
<tr>
<td>Belarus</td>
<td>Minsk</td>
<td>+3</td>
<td>375</td>
<td>17</td>
</tr>
<tr>
<td>Canada</td>
<td>Ottawa</td>
<td>-4</td>
<td>1</td>
<td>613</td>
</tr>
<tr>
<td>China</td>
<td>Beijing</td>
<td>+8</td>
<td>86</td>
<td>10</td>
</tr>
<tr>
<td>European Parliament</td>
<td>Brussels</td>
<td>+2 (DST)</td>
<td>32</td>
<td>2</td>
</tr>
<tr>
<td>India</td>
<td>New Delhi</td>
<td>+5:30</td>
<td>91</td>
<td>11</td>
</tr>
<tr>
<td>Japan</td>
<td>Tokyo</td>
<td>+9</td>
<td>81</td>
<td>3</td>
</tr>
<tr>
<td>New Zealand</td>
<td>Wellington</td>
<td>+12</td>
<td>64</td>
<td>4</td>
</tr>
<tr>
<td>Papua New Guinea</td>
<td>Port Moresby</td>
<td>+10</td>
<td>675</td>
<td>30</td>
</tr>
<tr>
<td>Republic of Korea</td>
<td>Seoul</td>
<td>+9</td>
<td>82</td>
<td>2</td>
</tr>
<tr>
<td>Russian Federation</td>
<td>Moscow</td>
<td>+3</td>
<td>7</td>
<td>95</td>
</tr>
<tr>
<td>Timor Leste</td>
<td>Dili</td>
<td>+9</td>
<td>670</td>
<td>31 to 33</td>
</tr>
</tbody>
</table>

13. Contact Details

All communications and requests for information may be courséd through:

Ms. Edith J. Cardenas  
Executive Director  
Inter-Parliamentary Relations & Special Affairs Bureau  
Tel. No.: +63 931 5979; +63 931 6581  
Fax No.: +63 931 5595  
Email: aipa38philippines@gmail.com
SECTION II
HOSPITALITY

1. Accommodation

Accommodation at Makati Shangri-La Hotel will be provided for the following from 14 September 2017 (Thursday) until noon of 20 September 2017 (Wednesday):

a) AIPA Member Delegation: 15 Members and 2 Secretaries
b) AIPA Observer Delegation: 2 Delegates and 1 Secretary
c) Guests of the Host: 1 Representative
d) AIPA Secretariat: AIPA Secretary General and 4 Secretaries

Delegates will be personally responsible for the accommodation of additional delegates and food other than meals specified in the program.

Upon check-in, delegates will be asked by the hotel to pay a refundable $100 per night deposit, either in cash or with a credit card, to cover incidental charges.

Delegates wishing to upgrade their hotel rooms are kindly advised to inform the Host Secretariat in advance.

2. Meals and Receptions

Meals (excluding alcoholic beverages) shall be provided for Delegates at venues specified in the program. Other meal arrangements shall be on the personal account of the Delegates.

3. Transportation

Transportation to and from the airport, and for all official functions, shall be provided.

4. Additional Expenses

Any arrangements made for accommodation and meals other than those specified above, as well as charges for room service, alcoholic beverages, mini-bar items, laundry, telephone calls (local or overseas) and sundry expenses shall be on the Delegate’s personal account.

Delegates may request that a copy of their hotel charges be sent to their rooms. Bills should be settled at the Hotel Billing Section prior to departure.
SECTION III
CONFERECE FACILITIES

1. The Delegates’ Lounge

The Delegates’ Lounge is located at the Mandaluyong Room, Level 1, and is open from 15 September 2017, 8:00 a.m. – 7:00 p.m until 19 September 2017, 8:00 a.m. – 7:00 p.m.

Typing and photocopying services will be available at the Delegates’ Lounge.

2. Conference Secretariat Room

Conference materials are available at the Conference Secretariat Room located at the Pasig Room A, Level 3.

3. Internet Services

Internet connection is available throughout the hotel.

SECTION V
GUIDELINES FOR MEETING PROPER

1. Statements of Heads of Delegations

During the First Plenary Session of the 38th AIPA General Assembly, Heads of Delegations of AIPA Member Countries shall be given eight (8) minutes each to deliver their Statements, while Heads of Delegations of Observer Countries and Guests of the Host shall be given five (5) minutes each.

2. Committees

Delegations from AIPA Member Countries are requested to submit an advance list of assignment of Committee Membership. Copies of Draft Resolutions shall be circulated in advance to allow the Member Parliaments to comment prior to deliberation during the 38th AIPA General Assembly.

3. Dialogue with Observer Countries

Dialogues with Observer Countries allow AIPA Member Parliaments to exchange views and opinions with our partner parliaments. In preparation for these, AIPA Member Parliaments are requested to submit an advance list of assignments of Delegates who shall participate in the various Dialogues.
4. Format of Statements, Messages and Proposed Resolutions

It is requested that Statements of Heads of Delegations, Messages from Heads of States, and Proposed Resolutions be submitted in both Word and PDF files following the specifications enumerated below:

Paper size: A4
Margins:
   Top: 1 inch
   Left: 1.5 inches
   Right: 1 inch
   Below: 1 inch
Font: Book Antiqua, size 12
Line Spacing: 1.5

SECTION IV
SOCIAL ACTIVITIES

1. Golf Fellowship

Delegates are encouraged to participate in the Golf Fellowship, details of which will be provided later. Kindly inform the Host Secretariat in advance of your intent to join this activity.

2. Trip to Tagaytay City

Delegates, Accompanying Persons and Guests are invited to join an out-of-town day trip to Tagaytay City on 18 September 2017.

3. Program for Accompanying Persons

The Philippine National Group has organized a separate program for Spouses and Accompanying Persons on selected days during the 38th AIPA General Assembly.

4. Solidarity Night

It has been an AIPA tradition to hold a Solidarity Night following the Closing Ceremony of the General Assembly. For their cultural presentation, Delegations are requested to coordinate with the Host Secretariat regarding the type of electronic equipment or assistance they may need.