



Information Notes for Participants

**APEC Capacity Building Seminar – Workshop on the Measurement of
International Trade in Services
CTI/032008T**

1 - 3 October 2008

**Renaissance Makati City Hotel
Esperanza Street Corner Makati Avenue
Makati City, 1228 Philippines**

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Note: This information note can also be access at www.nscb.gov.ph/events/SITS

1. ABOUT THE SEMINAR WORKSHOP

1.1 INTRODUCTION

This **Information Note for Participants** provides general information on the objectives of the seminar-workshop, participants, arrangements and other relevant information for the APEC Capacity Building Seminar – Workshop on the Measurement of International Trade in Services. The event will be held in Renaissance Makati City Hotel, Esperanza Street Corner Makati Ave, Makati City, Philippines from Wednesday, October 1 to Friday, October 3, 2008.

1.2 OBJECTIVES OF THE SEMINAR-WORKSHOP

The seminar-workshop is envisioned to serve as a forum to:

- a) share information on trends and economy experiences on the collection, measurement, dissemination and use of statistics on international trade in services (SITS), and best practices and strategies for responding to challenges in capturing SITS;
- b) discuss the possible harmonization of measurement methodologies and networking/data sharing of SITS among APEC economies to improve the comparability and transparency of trade in services data; and
- c) identify strategies on how best to strengthen statistical capacity and address issues related to the generation of SITS, estimation methodologies, harmonization of standard, concepts, provision of technical assistance, access to experts/consultants, information sharing and networking, and use/analysis of SITS.

1.3 MEETING VENUE AND DATE

1 – 3 October 2008

Renaissance Makati City Hotel
Esperanza Street Corner Makati Ave
Makati City, 1228 Philippines

1.4 SEMINAR-WORKSHOP METHODOLOGY

- a) Program of Activities

The tentative program of activities of the seminar - workshop is shown in **PART 1.7**

- b) Language

The workshop will be held in English.

- c) Disclosure policy

All presentation materials are assumed to be public and may be used for other Group on Services (GOS) activities without any modification.

1.5 ORGANIZERS AND CONTACTS

This seminar-workshop is being organized by the National Statistical Coordination Board (NSCB) of the Republic of the Philippines.

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For General Inquiries:

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For Accommodation and Transportation:

Ms. Maria Fe M. Talento
National Statistical Coordination Board (NSCB)
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403 Sen. Gil Puyat Avenue
1200 Makati City, Philippines
Tel No: (632) 896 5372
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Email: mfm.talento@nscb.gov.ph; apec_sits@nscb.gov.ph

For Country Submissions:

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For Confirmation of Participants

Mr. Edward P. Lopez-Dee
National Statistical Coordination Board (NSCB)
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1.6 PARTICIPANTS

The organizers will invite participants from APEC economies, who are directly involved in the compilation of SITS for national accounts and balance of payments. In addition, two (2) participants per travel-eligible APEC member economy involved in GOS-related activities may be provided with travel cost funding from APEC. The total number of participants is expected to be around 50 to 60.

(The travel-eligible APEC economies are Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, Peru, Philippines, Russia, Thailand, and Viet Nam.)

1.7 PROGRAMME OF ACTIVITIES

TIME	DATE / TOPIC
	<u>DAY 1: 1 October 2008 (Wednesday)</u>
8:00 - 9:00	Registration
9:00 - 9:10	Opening Ceremony Welcome Remarks
9:10 - 9:20	Message
9:20 - 9:35	Objectives of the Seminar Expected Outputs Mechanics of the Seminar
9:35 - 9:45	Introduction of Participants
9:45 - 10:00	B R E A K
10:00 - 10:45	SESSION I: Framework for the Generation of Statistics on International Trade in Services (SITS) This session will focus on the following topics and will be discussed by the invited experts: a) Overview of SITS b) Conceptual Framework for the development of SITS
10:45 - 11:00	Open Forum
11:00 - 11:45	SESSION I: (continuation) c) Services transactions between residents and non-residents of the economy including methods of data collection d) Methodologies for the estimation of SITS
11:45 - 12:00	Open Forum
12:00 - 1:30	L U N C H
1:30 - 2:15	SESSION II: Modes of Supply The modes of supply describes through which services may be traded internationally. The topics in this session will be discussed in detail by the invited expert. a) Mode 1 - Cross-Border Supply b) Mode 2 - Consumption Abroad
2:15 - 2:30	Open Forum

TIME	DATE / TOPIC
2:30 - 3:15	SESSION II: (continuation) c) Mode 3 - Commercial Presence d) Mode 4 - Presence of Natural Persons
3:15 - 3:30	Open Forum
3:30 - 3:45	B R E A K
3:30 - 4:15	SESSION III: Economies' Presentation on Practical Applications and Approaches on SITS Economy Presentation 1: Economy Presentation 2: Economy Presentation 3: This session will include economies' presentation that will focus on the compilation and generation of SITS as well as its uses and analysis. Each presenter is given 15 minutes to present his topic. Suggested topics are: a) Communication services, computer and information services and royalties and license fees b) Transportation services c) Other business services and financial insurance services d) Construction services e) Education and Medical services
4:15 - 5:00	Open Forum
	DAY 2: 2 October 2008 (Thursday)
9:00 - 9:30	SESSION IV: Statistical Systems and Classification Related to Trade in Services Statistical Systems and Classification Related to Trade in Services describes consistency with international standards related to trade in services. This will be discussed in detail by the invited expert who will focus on the following topics: a) 1993 System of National Accounts b) Fifth Edition of the IMF Balance of Payments Manual (BPM5) c) Central Product Classification d) International Standard Industrial Classification of All Economic Activities e) International Merchandise Trade Statistics f) International Migration Frameworks and the Recommendations on Statistics on International Migration g) Tourism Satellite Accounts: Recommended Methodological Framework
9:30 - 9:45	Open Forum
9:45 - 10:00	B R E A K
10:00 - 11:00	SESSION V: Foreign Affiliate's Trade in Services (FATS) Foreign Affiliate's Trade in Services Statistics or FATS Statistics measure the commercial presence abroad of service suppliers through affiliates in foreign markets . The topics in this session will be discussed in detail by the invited expert and will focus on the following: a) Introduction on FATS b) Universe to be covered c) Time of recording d) Statistical units e) Attribution of FATS variables (by country and by activity and product) f) Economic variables for FATS g) Compilation issues
11:00 - 11:15	Open Forum

TIME	DATE / TOPIC
11:15 - 11:45	SESSION VI: Presentation by APEC Economies Economy Presentation 1 Economy Presentation 2 This will include a 15-minute presentation from each of the identified APEC economies on their compilation processes and methodological issues/concerns on FATS.
11:45 - 12:00	Open Forum
12:00 - 1:30	L U N C H
1:30 - 2:15	SESSION VII: Integrated Presentations by APEC Economies Economy Presentation 1 - NA Compiler Economy Presentation 2 - BOP Compiler Economy Presentation 3 - NA and BOP Compiler This will include a 15-minute integrated presentation from each of the identified APEC economies on the status, priority areas and improvements in measuring SITS from the viewpoint of national accounts and balance of payments. <i>This will serve as input to the panel discussion in session VIII.</i>
2:15 - 3:00	Open Forum
3:00 - 3:15	B R E A K
3:15 - 5:00	SESSION VIII: Panel Discussions on APEC Recommendations In this session, the invited local resource person will have a 30-minute presentation which will focus on the discussion of the identified key/priority areas for SITS compilation. Afterwards, the identified panelists will provide reactions to the presentation. Among others, the following topics may be taken up: <ul style="list-style-type: none"> a) Methodologies for measurement of SITS b) Harmonization of standard concepts c) Compilation guidance/technical assistance/training d) Data sharing and networking e) Uses and analysis of SITS
	DAY 3: 3 October 2008 (Friday)
9:00 - 11:35	SESSION IX: GROUP WORKSHOPS AND PRESENTATION OF GROUP OUTPUTS
9:00 - 9:05	Mechanics for the Group Workshop The participants will be divided into two groups, Group 1 will be composed of SITS compiling economies and Group 2 will be composed of non-compiling SITS economies. Each group will designate a Chair to facilitate discussion for 1 hour and 30 minutes. A rapporteur within the group will be assigned to serve as documentor. The expected outputs of each group will be a set of priority issues/concerns for the SITS compilation as well as feasible recommendations to address these concerns which will be presented by the Chair of each group for 15 minutes. Each of the identified panelists will provide a 5-minute reaction after each group's output presentations.
9:05 - 10:35	Group Workshop
10:35 - 11:05	Group Presentation
11:05 - 11:35	Panel Discussion
11:35 - 12:00	Closing Ceremony Closing Remarks

2. ADMINISTRATIVE NOTES

2.1 REGISTRATION PROCEDURE

- (a) The governments of the APEC member economies will nominate **two (2)** applicants for the training seminar-workshop by sending one (1) copy **NOMINATION FORM (PART 4.1)** to the organizers no later than **15 August 2008**. Email: vr.ilarina@nscb.gov.ph or epl.dee@nscb.gov.ph.
- (b) The organizers will finalize the list of participants taking overall capacity into consideration, and will inform the applying economies no later than **20 August 2008**.
- (c) Participants from travel-eligible APEC economies may start coordinating with APEC Secretariat for their travel arrangements starting **20 August 2008**.
- (d) All participants shall submit duly accomplished **REGISTRATION FORM (PART 4.2)** to the organizers not later than **01 September 2008**. Email: epl.dee@nscb.gov.ph

2.2 ALLOWANCES AND EXPENSES

(a) Speakers funded by the APEC Secretariat

Speakers shall be provided with per diem and round trip airfare for the most economical and direct route. Speakers may be eligible for restricted business class airfare for travel on APEC business if the airport-to-airport travel time exceeds 12 hours.

(b) Active participants from travel-eligible APEC member economies

Two (2) participants from travel-eligible APEC member economy will be provided with per diem and round trip airfare for the most economical and direct route

(The travel-eligible APEC member economies for this seminar are Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, Peru, Philippines, Russia, Thailand, and Viet Nam)

(c) Airfare and Per Diem

Per diem is the daily subsistence allowance paid to APEC-funded travelers to cover accommodation, meals and all other incidental expenses. The per diem for this seminar will be in USD for at most 4 days (arrival day + agreed duration for attending the seminar-workshop based on the signed undertaking document)

Airfare and per diem are normally provided on a reimbursement basis. APEC-funded travellers shall take note of the following:

- Once the APEC Secretariat has received the final list of participants and speakers from the organizer, all APEC-funded participants and speakers need to contact the APEC Secretariat individually to seek approval of the airfare obtained from his/her travel agent.
- An undertaking document needs to be signed by each APEC-funded traveller at least 8 working days before travel commences. The relevant information on accommodation and per diem expenses will be included in the undertaking document. The APEC Secretariat shall not reimburse travel costs which are not supported by a signed undertaking document.
- To complete the undertaking, the APEC-funded traveler shall submit complete travel itinerary and at least two quotations (from at least one travel agent) of the most direct and economical return trips (including airport and other taxes, if applicable) to attend the seminar-workshop, to the APEC Secretariat for approval

before finalizing their travel arrangements. Once approved, the traveler shall immediately purchase the ticket at the approved rate.

(d) Reimbursements

Reimbursements will be processed after the receipt of the following documents **(in originals)**:

- Per diem form duly certified by the Project Overseer
- Certification by the Project Overseer of satisfactory completion of the work
- Airfare invoice issued by the travel agent (if tickets were bought on-line then please indicate, and provide a copy of airline/agent confirmation advice certified by the traveler)
- Air ticket receipt (if e-tickets were used, please indicate)
- Hotel bill showing lodging expenses

(a) Insurance Arrangements

The National Statistical Coordination Board will NOT be indemnified or liable for any medical expenses, accidents, disabilities or loss of life. Participants are advised to make their own insurance arrangements.

Contact Person in the APEC Secretariat:

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2.3 VISA ARRANGEMENTS

Entry VISA may be required for some speakers and participants. They are encouraged to contact the Philippine Embassy or consular representatives in their own economies prior to departure. If there is no embassy in the participant's economy, participants are requested to consult with the nearest embassy in the region.

APEC Economy	Diplomatic Passport		Official Passport		Ordinary Passport	
	Visa Requirement		Visa Requirement		Visa Requirement	
	YES	NO	YES	NO	YES	NO
Australia*		✓		✓		✓
Brunei Darussalam*		✓		✓		✓
Canada*		✓		✓		✓
Chile*		✓		✓		✓
People's Republic of China		✓		✓	✓	
Hong Kong, China**		✓		✓		✓
Indonesia *		✓		✓		✓
Japan*		✓		✓		✓
Korea*		✓		✓		✓
Malaysia*		✓		✓		✓
Mexico*		✓		✓		✓

New Zealand*		✓		✓		✓
Papua New Guinea*		✓		✓		✓
Peru*		✓		✓		✓
The Russian Federation*		✓		✓		✓
Singapore*		✓		✓		✓
Chinese Taipei	✓		✓		✓	
Thailand*		✓		✓		✓
United States of America*		✓		✓		✓
Viet Nam*		✓		✓		✓

* May enter the Philippines without a visa for a stay not exceeding 21 days, provided that they are holders of:

- 1.) passports that are valid for at least 6 more months beyond their intended period of stay;
- 2.) valid return tickets.

** Hong Kong passport holders can enter the Philippines without a visa for a stay not exceeding 7 days.

2.4 AIRPORT AND CUSTOMS REGULATIONS

Upon arrival at the Ninoy Aquino International Airport (NAIA) in the Philippines, APEC delegates are to present their passport and a completed Incoming Passenger Card (provided by the airline in flight) to the Processing Officer

Money changers are conveniently available at the airports.

Also, please note the customs regulations in place in the Philippines (www.customs.gov.ph). Incoming or outgoing passengers of international flights are not allowed to bring more than Philippine peso ₱10,000 without prior authority from the Bangko Sentral ng Pilipinas (BSP). While the transportation of foreign currency is legal, those carrying more than \$10,000 or its equivalent in other currencies must declare the amount to a customs or BSP officer.

The participants can then take a taxi at the arrival area directly to the selected accommodation. The trip takes 15-30 minutes from the airport to the hotel and vice-versa.

2.5 ACCOMMODATION

Delegates are requested to make room reservations and arrange payment directly with the hotel. Rooms will be reserved on a first-come-first-served basis. Participants are responsible for reserving, guaranteeing, and paying for their own accommodation.

The list of hotels located near the seminar-workshop venue is provided below. This list is also posted in the website www.nscb.gov.ph/events/SITS

<u>NAME</u>	<u>ROOMS AVAILABLE / RATE</u>	<u>AMENITIES AND FACILITIES</u>
<p>1. Renaissance Makati City Hotel (★★★★★)</p> <p>Esperanza Street Corner Makati Avenue Makati City, 1228 Philippines Phone: +63 2 811 6888 Fax: +63 2 811 6777 Sales Fax: +63 2 755 6866</p> <ul style="list-style-type: none"> • Seminar-Workshop Venue 	<p><i>Single Occupancy /Deluxe</i></p> <p><i>USD \$112.00 nett</i></p> <p><i>Single Occupancy / Superior Deluxe</i></p> <p><i><u>USD \$132.00 nett</u></i></p>	<ul style="list-style-type: none"> • Buffet breakfast for 1 • Complimentary bottled water • In-room coffee / tea making facilities • Daily local newspaper • Complimentary use of Health Club <p>(Outdoor pool, Gymnasium, Sauna and Steam bath)</p> <ul style="list-style-type: none"> • high-speed internet access

<p>2. Mandarin Oriental Manila (★★★★★)</p> <p>Makati Avenue, Makati City, 1226 Philippines Phone: +63 2 750 8888; 893 3601 Fax: +63 2 817 2472</p> <ul style="list-style-type: none"> • 15 min. walk to the Venue • 10-15 min. by cab to the Venue 	<p><i>Superior Room</i> USD \$190++</p> <p><i>Business Room</i> USD \$214++</p>	<ul style="list-style-type: none"> • International buffet breakfast • Welcome fruit tray • Two bottles of mineral water per day • In-room coffee / tea making facilities • Complimentary use of the Health Club facilities (Gymnasium, sauna and pool) • high-speed internet access
<p>3. The Peninsula Manila (★★★★★)</p> <p>Ayala Ave corner Makati Ave Makati City, Philippines Phone: +63 2 887 2888 Fax: +63 2 815 482508</p> <ul style="list-style-type: none"> • 20 min. walk to the Venue • 15 - 20 min. by cab to the Venue 	<p><i>Superior Room</i> USD \$273 ++</p> <p><i>De Luxe Room</i> USD \$318++</p>	<ul style="list-style-type: none"> • In-room coffee / tea making facilities • IDD telephone • Local newspaper • High-speed Internet access • Fax machine • Complimentary use of spa pool and gym
<p>4. Dusit Thani Manila Hotel (★★★★★)</p> <p>Ayala Center Makati City, Philippines Phone: +63 2 867 3333 Fax: +63 2 867 3888</p>	<p><i>Superior Single</i> USD \$180 NETT</p> <p><i>Dusit Club</i> USD \$213 nett</p>	<ul style="list-style-type: none"> • Breakfast buffet • Bottled water • Local newspaper • In-room coffee & tea facilities • access to Fitness Center and outdoor swimming pool • high-speed internet access
<p>5. Hotel InterContinental Manila (★★★★★)</p> <p>1 Ayala Avenue Makati City, 1226 Philippines Phone: +63 2 793 7000 Fax: +63 2 752 7777</p> <ul style="list-style-type: none"> • 20 min. by cab 	<p><i>Deluxe Room</i> USD \$132++</p> <p><i>Club Room</i> USD \$184.00++</p>	<ul style="list-style-type: none"> • Inclusive of breakfast • Afternoon tea • Choice of local or international newspaper • In-room coffee & tea facilities • high-speed internet access
<p>6. Perla Mansion Condotel Makati</p> <p>117 C. Palanca Street, Legaspi Village, Makati City, Philippines Phone: +63 2 867 3333 Fax: +63 2 867 3888</p> <ul style="list-style-type: none"> • 15 min. walk to the Venue 	<p><i>Studio Superior</i> USD \$80.00 nett</p> <p><i>Studio Deluxe</i> USD \$90.00 NETT</p>	<ul style="list-style-type: none"> • Fully furnished apartments with living, dining, and kitchen areas • Complimentary set breakfast served in the guest room • Complimentary bottled water • Cable television
<p>7. AIM Conference Center Manila</p> <p>1 Ayala Avenue, Makati City, 1226 Philippines Phone: +63 2 821 2671 Fax: +63 2 867 3888</p> <ul style="list-style-type: none"> • 10 min. walk to Venue 	<p><i>Standard (Foreign) Room</i> USD \$93.00 NETT</p> <p><i>Deluxe (Foreign) Room</i> USD \$115.00 nett</p>	<ul style="list-style-type: none"> • Complimentary Breakfast • IDD and NDD facilities • Cable television • Refrigerator and Mini-Bar

<p>8. Amorsolo Mansion Apartments & Suites</p> <p>130 Amorsolo cor Herrera St. Legaspi Village Makati City, 1226 Philippines Phone: +63 2 818 6811</p> <ul style="list-style-type: none"> • 15 min. walk to the Venue 	<p><i>Standard One Bedroom</i> <u>USD \$86.50 nett</u></p> <p><i>One Bedroom Executive</i> <u>USD \$128.50 NETT</u></p>	<ul style="list-style-type: none"> • Fully furnished apartments with living, dining, and kitchen areas • Complimentary Breakfast • Cable TV • Telephone with IDD / NDD access
<p>9. BSA Mansion Hotel</p> <p>108 Benavidez Street Legaspi Village</p> <p>Makati City, 1226 Philippines Phone: +63 2 812 2671</p> <ul style="list-style-type: none"> • 10 min. walk to venue 	<p><i>Standard Room (single/double)</i> <u>USD \$77.50 NETT</u></p> <p><i>Superior Room (single/double)</i> <u>USD \$90.00 nett</u></p>	<ul style="list-style-type: none"> • Fully furnished apartments with living, dining, and kitchen areas • Complimentary breakfast • IDD telephone, • Cable Television • Use of GYM & pool
<p>10. El Cielito Inn Hotel</p> <p>804 Arnaiz Avenue Makati City, Philippines Phone: +63 2 815 5851 to 54 Fax: +63 2 817 9610</p> <ul style="list-style-type: none"> • 15 min. walk to venue 	<p><i>Twin de luxe</i> <u>USD \$60.00 nett</u></p> <p><i>Superior Room</i> <u>USD \$75.00 NETT</u></p>	<ul style="list-style-type: none"> • Internet connectivity in room • NDD/IDD telephone access • Cable TV
<p>11. Somerset Millennium Executive Residence</p> <p>104 Aguirre Street, Legaspi Village Makati City, Philippines Phone: +63 2 750 7888 Fax: +63 2 751 1111</p> <ul style="list-style-type: none"> • 15 min. walk to Venue 	<p><i>Studio Executive Room</i> <u>USD \$181.63NETT</u></p> <p><i>Studio Premier Room</i> <u>USD \$195.63 nett</u></p>	<ul style="list-style-type: none"> • Continental breakfast for 2 • IDD and Voicemail Telephone access • Cable TV • Fully equipped kitchen (for studio premier room) • Broadband Internet Access and Wireless Internet Connectivity (Wi-Fi) Zone*
<p>12. Prince Plaza II</p> <p>101 Dela Rosa Street, Legaspi Village Makati City, Philippines Phone: +63 2 840 3215; 894 2878 Fax: +63 2 894 2992</p> <ul style="list-style-type: none"> • 10 -15 min. walk to the Venue 	<p><i>Standard Room</i> <u>USD \$87.50 NETT</u></p> <p><i>Superior Room</i> <u>USD \$97.50 nett</u></p>	<ul style="list-style-type: none"> • Fully furnished apartments with living, dining, and kitchen areas (for superior room) • Complete Dinnerware and Kitchen Facilities (standard room) • Complimentary set breakfast for 2 • Cable Television • Queen sized bed
<p>13. The Peninsula Manila (★★★★★) Ayala Ave corner Makati Ave Makati City, Philippines Phone: +63 2 887 2888 Fax: +63 2 815 4825</p> <ul style="list-style-type: none"> • 10 – 15 min. by cab 	<p><i>Superior Room</i> <u>USD \$159.00 NETT</u></p> <p><i>Superior Room (Makati Tower)</i> <u>USD \$192.00 nett</u></p>	<ul style="list-style-type: none"> • Daily fruit basket and newspaper • Complimentary In-Room High-speed Internet access • Complimentary use of fitness center and swimming pool

<p>14. Ascott Makati (formerly Oakwood) (★★★★) Glorietta 4, Ayala Center Makati City, Philippines Phone: +63 2 817 1761; 893 6964</p>	<p><i>Deluxe Studio</i> <i>USD \$244.00</i> <i>NETT</i></p> <p><i>One Bedroom</i> <i>Deluxe</i> <i>USD \$298.00</i> <i>NETT</i></p>	<ul style="list-style-type: none"> • Tennis Court and Banquet Hall • Broadband access • Home Entertainment System • Daily Maid Service
<p>15. Regines Hotel Manila (★★★) 8429 Kalayaan avenue corner Makati avenue Makati City, Philippines Phone: +63 2 897 3888;890 5978</p>	<p><i>Deluxe with</i> <i>kitchen Room</i> <i>USD \$62.00</i> <i>NETT</i></p> <p><i>Deluxe without</i> <i>kitchen Room</i> <i>USD \$75.00</i> <i><u>nett</u></i></p>	<ul style="list-style-type: none"> • Coffee Shop • Cantonese Restaurant

2.6 LUNCH AND TEA

Morning and afternoon tea will be provided during the duration of the meetings.

2.7 VENUE FACILITIES AND SERVICES

- APEC Venue Information Desk
- Wifi Services
- Catering (Snacks / Hosted Lunch / Hosted Dinner)
- Shuttle Service Schedule
- Medical Services
- Telecommunications (Telephones / Internet)
- Prayer Room
- Storage

2.8 DRESS CODE

The dress code for the Meeting is smart casual.

2.9 DOCUMENT REPRODUCTION AND DISTRIBUTION

- (b) For the economy presentation, each presentation should be 15 minutes. All presentation materials are assumed to be public and may be used for other GOS activities without any modification. If there is a need for special treatment under this disclosure policy, please inform the organizers before the submission of materials. E-mail: : lr.ragos@nscb.gov.ph
- (c) All documents, speaking notes and presentations should be submitted in electronic form no later than **15 September 2008** through email to lr.ragos@nscb.gov.ph (cc: vr.ilarina@nscb.gov.ph)
- (d) Documents developed during the meeting should be submitted for reproduction to the meeting secretariat at the (Secretariat room) which will be open daily on 1 – 3 October 2008.
- (e) Presenters should submit their MS PowerPoint file (no more than 2 MB) to to lr.ragos@nscb.gov.ph (cc: vr.ilarina@nscb.gov.ph) by **15 September 2008**.

3. USEFUL INFORMATION

3.1 ABOUT THE PHILIPPINES

The Philippines is the third largest English speaking country in the world. It has a rich history combining Asian, European, and American influences. Prior to Spanish colonization in 1521, the Filipinos had a rich culture and were trading with the Chinese and the Japanese. Spain's colonization brought about the construction of Intramuros in 1571, a "Walled City" comprised of European buildings and churches, replicated in different parts of the archipelago. In 1898, after 350 years and 300 rebellions, the Filipinos, with leaders like Jose Rizal and Emilio Aguinaldo, succeeded in winning their independence.

Filipinos are a freedom-loving people, having waged two peaceful, bloodless revolutions against what were perceived as corrupt regimes. The Philippines is a vibrant democracy, as evidenced by 12 English national newspapers, 7 national television stations, hundreds of cable TV stations, and 2,000 radio stations.

Filipinos are a fun-loving people. Throughout the islands, there are fiestas celebrated everyday and foreign guests are always welcome to their homes.

3.2 APEC AND THE PHILIPPINES

The Philippines is one of the founding members of APEC, having joined the first summit in Australia in 1989. In 1996, the Philippines hosted the APEC meetings. It was here that the Manila Action Plan, which laid out the direction for APEC's third pillar of Economic and Technical Cooperation (ECOTECH), was conceived.

Today, the Department of Foreign Affairs – Office of the Undersecretary for International Economic Relations is the seat of the Philippine APEC National Secretariat. It manages and coordinates with the different government agencies all APEC-related matters.

3.3 CURRENCY AND BANKING

The Philippines' monetary unit is the peso, divided into 100 centavos. Currently, the U.S. dollar is worth about 41 pesos, and the euro about 60 pesos. Foreign currency may be exchanged at any hotels, most large department stores, banks, and authorized money changing shops accredited by the Central Bank of the Philippines. International credit cards such as Visa, Diners Club, Bank Americard, Master Card, and American Express are accepted in major establishments.

3.4 CLIMATE

March to May is hot and dry. June to October is rainy, November to February is cool. Average temperatures: 78°F / 25°C to 90°F / 32°C; humidity is 77%.

3.5 ELECTRICITY

220 volts A/C is the common standard.

3.6 COMMUNICATION FACILITIES

The country has international and national direct dial phone and facsimile services, mobile phone sites, internet and e-mail facilities, and worldwide express delivery service.

Internet – Broadband and wireless internet services are available in all major hotels and at the workshop venue.

Most national dailies are in English. Foreign publications are sold at major hotels, malls, and bookstores in Metro Manila and key cities. There are 7 national television stations which

broadcast mainly in Filipino. Cable TV is available in many hotels in Manila and in many parts of the country.

3.7 TIME ZONES

Time Zone is GMT + 8 hours.

3.8 DRINKING WATER

Bottled water is available in many hotels, restaurants, resorts, supermarkets, and convenience stores.

3.9 TIPPING

Although, nearly all major hotels and restaurants have a policy of automatically adding a 10 percent service charge to your bills, a small token to show you gratitude is still expected in the form of a tip, leaving the amount for the tip to the customer's own discretion. Apart from hotels and restaurants, other smaller service establishments as well as taxi drivers expect a small gratuity in return for the service rendered.

3.10 TOURISM

Information on tourism can be found at Webiste: www.tourism.gov.ph.

4. FORMS TO BE COMPLETED

4.1 NOMINATION FORM

APEC Capacity - Building Seminar – Workshop on the Measurement of International Trade in Services

Manila, Philippines, 1-3 October 2008

NOMINATION FORM

(to be accomplished by the Nominating Authority)

To : Dr. Romulo A. Virola
Secretary General and Project Overseer
National Statistical Coordination Board (NSCB)
2F Midland Buendia Building
403 Sen. Gil Puyat Avenue
1200 Makati City, Philippines

I certify that I have examined the application form(s) and I am satisfied that information given are authentic and related to the nominee. I accordingly nominate the persons below on behalf of the Government of _____.

Nominating Authority	
Position	
Organization	
E-mail address	
Signature	

Paper presenter

Name	
Organization	
Title	
Telephone	
Facsimile	
Email	

Other participant

Name	
Organization	
Title	
Telephone	
Facsimile	
Email	

Kindly fax or email **on or before 15 August 2008** to:
Ms. Vivian R. Ilarina/Mr. Edward P. Lopez-Dee
Email: vr.ilarina@nscb.gov.ph / epl.dee@nscb.gov.ph
Fax: (632) 895 2481 / 896 5372

4.2 REGISTRATION FORM

APEC Capacity - Building Seminar – Workshop on the Measurement of International Trade in Services

Manila, Philippines, 1-3 October 2008

REGISTRATION FORM

(to be completed by each participant and returned to organizer)

Participant's Information:

Name:		
	Last Name	First Name
Position:		
Organization:		
Office Address:		
Economy:		
Contact Details	Tel. No.:	
	Fax No.:	
	Email:	
Passport Number:		
Date of Birth:		Gender:
Dietary Restrictions:		
Funding (please mark)	<input type="checkbox"/> APEC funded	<input type="checkbox"/> Self-funded

Flight Details:

Arrival in Manila		Departure from Manila	
Date:		Date:	
Time:		Time:	
Flight No.:		Flight No.:	
Airline:		Airline:	

Accommodation Details:

Hotel:			
Check-in Date		Check-out Date	

Signature of Participant:

Kindly fax or email **on or before 01 September 2008** to:
Ms. Vivian R. Ilarina/Mr. Edward P. Lopez-Dee
Email: vr.ilarina@nscb.gov.ph / epl.dee@nscb.gov.ph
Fax: (632) 895 2481 / 896 5372