



منظمة الأغذية  
والزراعة  
للأمم المتحدة

联合国  
粮食及  
农业组织

Food  
and  
Agriculture  
Organization  
of  
the  
United  
Nations

Organisation  
des  
Nations  
Unies  
pour  
l'alimentation  
et  
l'agriculture

Продовольственная и  
сельскохозяйственная  
организация  
Объединенных  
Наций

Organización  
de las  
Naciones  
Unidas  
para la  
Agricultura  
y la  
Alimentación

## COMMITTEE ON COMMODITY PROBLEMS

### JOINT MEETING OF THE THIRTY-FIFTH SESSION OF THE INTERGOVERNMENTAL GROUP ON HARD FIBRES AND THE THIRTY-SEVENTH SESSION OF THE INTERGOVERNMENTAL GROUP ON JUTE, KENAF AND ALLIED FIBRES

Pasay City, Philippines, 20 – 22 October 2009

#### Information Note on Arrangements

#### 1. LOCATION OF SESSION

By kind invitation of the Government of the Republic of the Philippines, the Joint Meeting of the Thirty-fifth Session of the Intergovernmental Group on Hard Fibres and the Thirty-seventh Session of the Intergovernmental Group on Jute, Kenaf and Allied Fibres will be held in Pasay City, Philippines, from 20 – 22 October 2009. The provisional timetable is in Appendix 1. The venue will be:

Philippine International Convention Center (PICC)  
CCP Complex  
Roxas Boulevard  
Pasay City

#### 2. ENQUIRIES ON THE MEETING

(a) All enquiries concerning the Session, except those regarding local arrangements, may be addressed to:

Mr Adam Prakash  
Secretary  
Intergovernmental Group on Hard Fibres  
And the Intergovernmental Group on Jute, Kenaf and Allied Fibres  
Trade and Markets Division  
Food and Agriculture Organization of the United Nations  
Viale delle Terme di Caracalla  
00100 Rome, Italy  
Telephone: +39 06 570-4948  
Facsimile: +39 06 570-54495 or 570-53152  
Email: Adam.Prakash@fao.org

Or  
Kaison Chang  
Senior Economist  
Raw Materials, Tropical and  
Horticultural Products Team  
Trade and Markets Division  
Food and Agriculture Organization of the United Nations  
Viale delle Terme di Caracalla  
00100 Rome, Italy  
*Telephone:* +39 06 570-4346  
*Facsimile:* +39 06 570-54495 or 570-53152  
*Email:* Kaison.Chang@fao.org

(b) Information on local arrangements should be addressed to the Liaison Officer for the Session:

Dr. Remedios Abgona  
OIC, Fiber Technology and Utilization Division  
Fiber Industry Development Authority  
BAI Compound, Visayas Avenue  
Quezon City, Philippines  
*Telephone:* (0632)9200427  
*Mobile telephone.* : 09182018115  
*E-mail:* [fida@pltdsl.net](mailto:fida@pltdsl.net) / [ftud\\_fida@yahoo.com](mailto:ftud_fida@yahoo.com)

### **3. ENTRY FORMALITIES**

Visas should be obtained from the Philippine Embassy/Consulate nearest to the applicants' domicile. When applying for their visas, delegates should ensure that their passports are valid for at least six months

### **4. CUSTOMS**

Delegates are kindly urged to check customs regulations for the Philippines before entering the country. To facilitate custom examination, visitors are advised to fill in the Baggage and Currency Declaration Form before disembarking. Visitors are allowed to bring in the following items duty-free; reasonable quantity of clothes and jewelry; two bottles of wine or liquor of not more than one litre each; and 400 sticks of cigarettes or equivalent of two reams or twenty packs or two tins of tobacco regardless of size or weight.

Duty free consumables include up to two (reams) cigarettes, two (tins) tobacco, two (2) bottles liquor and /or wine. Only one non-consumable items of each kind whose value exceeds US\$200.00 is allowed. Delegates are strongly recommended to refer to customs for updated information.

The foreign exchange regulation states that visitors carrying more than US\$3 000 are requested to declare the amount at the Central Bank of the Philippines counter at the customs area. Foreign currency taken out upon departure must not exceed the amount brought in. The receipts should be kept for record purposes. Departing passengers may not take more than Php 10 000.00.

### **5. HOTEL ACCOMMODATION**

Delegates should make their reservations directly to the Liaison Officer. (Please see Appendix 2 for a list of hotels.) A deposit for one night accommodation is required when making a reservation.

## **6. TRANSPORT**

Delegates travelling on international flights will arrive at the Ninoy Aquino International Airport, located in Pasay City, about ten kilometres away from the Philippine International Convention Center. Delegates will be met at the airport terminals by a welcome staff and will also be transported to the hotels in Appendix 2, provided that the Liaison Officer receives advance information of their arrival details.

## **7. CLIMATE**

The average temperature for Pasay City: Max 32°C, Min 25°C.

## **8. HEALTH**

### Recommended vaccinations for all travellers

All travellers should visit either their personal physician or a travel health clinic four to eight weeks before departure.

The following vaccinations are recommended for the Philippines:

1. Hepatitis A recommended for all travellers;
2. Hepatitis B recommended for all travellers;
3. Typhoid for travellers who may eat or drink outside major restaurants and hotels;
4. Yellow fever vaccination is required for all travelers over one year of age who arrive from a yellow-fever-infected area in Africa or the Americas. Otherwise, it is not recommended.

For delegates who may wish to prolong their stay and visit rural areas, vaccinations for Malaria and Japanese encephalitis are recommended.

## **9. CURRENCY AND BANKS**

The Philippines' monetary unit is the peso, divided into 100 centavos. Foreign currency may be exchanged at any hotel, most department stores, banks and authorized money changing shops accredited by the Central Bank of the Philippines.

## **10. CREDIT CARDS**

International credit cards, such as Visa, Diners Club, Bank Americard, Master Card and American Express are accepted in major establishments.

## **11. SOCIAL EVENTS**

City Day Tour: Pick-up point at PICC. Manila tour will cover Fort Santiago, San Agustin Church Museum, Wax Museum, National Museum and Rizal Park. Lunch and afternoon snack will be at Tagaytay Canon Woods overlooking Taal Volcano. The City Tour also includes Quartel de Santo Domingo (Santa Rosa, Laguna) and return to PICC.

## **12. MEETING REGISTRATION**

Registration for the Joint Meeting will take place from 12.00-18.00 on Monday, 19 October 2009 at the Heritage Hotel and between 07.30 to 09.00 on Tuesday, 20 October 2009, at the PICC.

**APPENDIX 1****PROVISIONAL TIMETABLE**

*Tuesday, 20 October 2009*

- 09.00 hours            Opening of Consultation on Natural Fibres
- 16.30 hours            Opening of the Sixteenth Session of the IGG on Hard Fibres  
Sub-Group of Sisal and Henequen Producing Countries

*Wednesday, 21 October 2009*

- 09.00 hours            Adoption of the Report of the Sub-Group of Sisal and Henequen  
Producing Countries
- 10.00 hours            Consultation on Natural Fibres (*continued*)
- 14.30 hours            Opening of the Joint Meeting of the Thirty-fifth Session of the  
Intergovernmental Group on Hard Fibres and the Thirty-seventh  
Session of the Intergovernmental Group on Jute, Kenaf and Allied  
Fibres

*Thursday, 22 October 2009*

- 10.00 hours            Joint Meeting of the Thirty-fifth Session of the Intergovernmental  
Group on Hard Fibres and the Thirty-seventh Session of the  
Intergovernmental Group on Jute, Kenaf and Allied Fibres (*continued*)

## APPENDIX 2

## LIST OF HOTELS

	Contact information	Rates
<b>Heritage Hotel</b> (5 stars) <i>(recommended)</i> Telephone: +63 2 854 8888 Facsimile: +63 2 854 8833 Website: www.heritagehotelmanila.com Email: reservationsmanager@heritage_hotelmanila.com	Roxas Boulevard corner EDSA Pasay City Philippines 1300	<b>Single room:</b> US\$117.78 <b>Double room:</b> US\$125.89  <b>Shuttle to PICC:</b> Free of charge
<b>Hyatt Hotel</b> (5 stars) Telephone: +63 2 245 1234 Facsimile: +63 2 247 1234 Website: www.manila.casino.hyatt.com Email: hyattmanila@hyattintl.com vangie.deguzman@hyatt.com	1588 Pedro Gil corner M.H. Del Pilar Malate, Manila Philippines 1004	<b>Single room:</b> US\$130.00 <b>Double room:</b> n/a  <b>Shuttle to PICC:</b> Free of charge (if minimum 15 single rooms were booked)
<b>Manila Hotel</b> (5 stars) Telephone: +63 2 527 0011 Facsimile: +63 2 257 9467/68 Website: www.manila-hotel.com.ph Email: sales@manila-hotel.com.ph	One Rizal Park Roxas Boulevard Manila Philippines 1099	<b>Single room:</b> US\$165.00 <b>Double room:</b> US\$165.00  <b>Shuttle to PICC (one way):</b> PHP700.00
<b>Traders Hotel</b> (4 stars) Telephone: +63 2 527 9163/523 7011 Facsimile: +63 2 527 9188 Website: www.tradershotel.com Email: michele.castro@shangri-la.com	3001 Roxas Boulevard Manila Philippines 1305	<b>Single room:</b> US\$118.00 <b>Double room:</b> n/a  <b>Shuttle to PICC:</b> Free of charge (if minimum 15 single rooms were booked)