



**Asia-Pacific
Economic Cooperation**



APEC
PHILIPPINES
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ASIA-PACIFIC ECONOMIC COOPERATION PHILIPPINES 2015

APEC 2015 ADMINISTRATIVE CIRCULAR No. 3

INFORMATION AND GUIDELINES FOR
THE FIRST SENIOR OFFICIALS' MEETING (SOM1)
AND RELATED MEETINGS

Clark Freeport Zone
and
Subic Bay Freeport Zone

26 JANUARY 2015 – 07 FEBRUARY 2015

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1. INTRODUCTION

The Republic of the Philippines is delighted to welcome all delegates to the First Senior Officials' Meeting (SOM1) and its Related Meetings on 26 January 2015 to 07 February 2015 in Clark Freeport Zone (Clark) and Subic Bay Freeport Zone (Subic).

Clark is accessible from Incheon, Macau, Hong Kong, Kuala Lumpur, Singapore, and Doha. Subic is a 45-minute drive from Clark.

This Administrative Circular provides preliminary information on the meetings, as well as details on administrative procedures, meeting logistics, and general requirements for a successful trip to the Philippines. Further information can be directed to the APEC-National Organizing Council (NOC) through the email addresses provided in Section 4.

Amendments to this Circular (if any) will be issued as necessary and will also be available at the APEC Information Desk at the meeting venues.

2. MEETING DATES AND VENUES

The APEC First Senior Officials' Meeting (SOM1) and its Related Meetings will be held on 26 January to 07 February 2015. The meeting venues will be at:

Fontana International Convention Center

C.M. Recto Highway,
Clark Freeport Zone, 2023 Pampanga

Widus Hotel

5400 Manuel A. Roxas Highway,
Clark Freeport Zone, 2023 Pampanga

Holiday Inn

Mimosa Drive, Mimosa Leisure Estate,
Clark Freeport Zone, 2023 Pampanga

Oxford Hotel

M. Roxas St. cor. N. Aquino Ave.,
Clark Freeport Zone, 2023 Pampanga

Subic Grand Harbour Hotel

Bldg. 249 Waterfront Road,
Subic Bay Freeport Zone, 2200

Mansion Garden Hotel

Dewey Avenue corner Bonifacio Street,
Subic Bay Freeport Zone

The Lighthouse Marina Resort

Lighthouse Drive,
CBD Subic Bay Freeport Zone

An APEC Information Desk will be operating on site to provide delegates with information and assistance.

3. MEETING SCHEDULE

The meeting schedule is attached as **Annex A** and may be subject to change. Delegates will be notified of any changes through advisories from the APEC-NOC Secretariat.

4. CONTACT INFORMATION FOR THE APEC PHILIPPINES 2015 NATIONAL ORGANIZING COUNCIL (APEC-NOC)

Please direct inquiries to the appropriate e-mail address as follows:

Concern	E-mail Address
Registration and Accreditation	registrationsom1@apec2015.ph
Technical Support*	techsupport@apec2015.ph
Documentation and Reproduction	documentation@apec2015.ph
Visa Application	visa@apec2015.ph
Transportation	transportation@apec2015.ph
Accommodations	accommodations@apec2015.ph
Bilateral Room Reservation	bilateralroom@apec2015.ph
Media & Press Registration	mediaregistrationsom1@apec2015.ph
Media Concerns	mediasupport@apec2015.ph
Policy Issues	som@apec2015.ph

*For concerns regarding technical difficulties with the registration process

5. ACCREDITATION AND LIAISON OFFICERS

5.1. Delegation Accreditation Officer (DAO)

Each APEC delegation is required to appoint a primary Delegation Accreditation Officer (DAO) and an alternate one. The DAO is responsible for registering online the head and members of his delegation to the APEC SOM1. Additionally, the DAO is responsible for responding to requests from the APEC Philippines 2015 National Organizing Council for additional information or clarification. While the DAO will be the primary point of contact regarding registration and accreditation issues prior to the meetings, the person's presence during the APEC meetings is not mandatory.

The DAO is required to be appointed by:

- Each APEC Member Economy
- The APEC Secretariat
- The ABAC Secretariat
- The Official APEC Observer Organizations
(ASEAN Secretariat, PECC, and PIF Secretariat)

In order to receive a username and password needed to access the APEC SOM1 Online Registration Portal, delegations are required to submit the full name, title, contact number, and e-mail address of their DAO and the alternate to registrationsom1@apcc2015.ph no later than **08 January 2015**.

5.2. Delegation Liaison Officer (DLO)

Each APEC delegation is also required to appoint a primary Delegation Liaison Officer (DLO) and an alternate. The DLO for each delegation should be present during the entire SOM1 and available as point of contact regarding any administrative matter that might arise.

The DLO's duties will also include the following:

- To pick up ID badges, lapel pins, overpasses, and meeting kits of delegates;
- To pick up all invitations for delegates;
- To submit request (if any) for bilateral meeting rooms.

The DLO may be the same person as the DAO, and is required to be appointed by:

- Each APEC Economy
- The APEC Secretariat
- The ABAC Secretariat
- The Official APEC Observer Organizations
(ASEAN Secretariat, PECC, and PIF Secretariat)

Delegations are required to submit the full name, title, and contact information of their DLO and the alternate to registrationsom1@apcc2015.ph no later than **08 January 2015**. The appointed DLO may use the same username and password assigned to the DAO to access the APEC SOM1 Registration Portal.

5.3. Delegation Media Liaison Officer (MLO)

All delegations are encouraged to appoint a Delegation Media Liaison Officer (MLO) as the primary point of contact for media issues. Delegations should submit their MLO's name, title, and email address to mediaregistrationsom1@appec2015.ph no later than **08 January 2015**.

5.4. Host Economy Liaison Officer (HELO)

A HELO will be assigned to each of the following:

- Senior Official/ Head of Delegation of APEC Economy
- The Executive Director of APEC Secretariat
- The Chair of ABAC
- Head of the Delegation of the Official APEC Observer Organizations (ASEAN Secretariat, PECC, and PIF Secretariat)

The HELO will serve as a point of contact for Senior Officials and Heads of Delegation on logistic and administrative matters. Name and contact information of each delegation's HELO will be provided prior to the beginning of the event.

The HELO will be in regular contact with the respective DLO or the alternate for further coordination.

6. REGISTRATION AND ACCREDITATION

6.1. Participant Registration

Online registration for APEC SOM1 will be available on 29 December 2014 until 20 January 2015.

All meeting participants must be registered by their respective DAO via the secure online registration link:

<http://reg.appec2015.ph/delegates>

To ensure the credibility of information, only DAOs and/or DLOs will receive a username and password that will give them access to the registration portal.

All information gathered through the Registration system will be protected and will be available only to a limited number of personnel of the APEC-NOC. At the conclusion of the APEC 2015 year of meetings, all personal data will be destroyed in a secure manner.

Upon successful accreditation, the system will generate on the submission page a confirmation PDF document which the DAO should save and transmit to the meeting participant.

Any concerns pertaining to online registration may be directed to techsupport@appec2015.ph.

6.2. Late Registration

After the online registration portal closes on **20 January 2015**, all other participants will be required to register on site at the APEC Registration Desks in the Fontana International Convention Center in Clark or Subic Grand Harbour Hotel in Subic.

Every effort shall be made to provide timely onsite accreditation and issuance of ID badges for late registrants. However, the organizers are unable to guarantee that the process shall be

completed prior to the meeting proper. DLOs shall verify the delegate status prior to the processing and issuance of ID badges of delegates who have not registered via the online portal.

6.3. Non-APEC Member Participation and Guest Registration

There are two ways by which invited guests or speakers may be registered for APEC SOM1:

- Invited persons may be included as members of delegation of any APEC Economy, the APEC Secretariat, ABAC, or an Official Observer Organization. Therefore, their respective DAO should register the invited person(s) in the same manner as other delegation members via the online registration portal.
- Invited guests who are not members of delegation must be accredited through the process outlined in the *APEC Guidelines on Managing Cooperation with Non-Members*. The APEC Secretariat will be the formal point of contact for applications to accredit non-members to APEC SOM1.

Additional inquiries regarding non-member registration and accreditation may be directed to som@apec2015.ph.

7. MEETING ACCESS

7.1. Pick-up and Display of ID Badges

DLO Badge Pick-up: DLOs may collect badges for members of their respective delegation at the Fontana International Convention Center (Clark) upon presenting proof of identity and signing a custody receipt. DLOs are strongly encouraged to collect the badges for all members of their respective delegations in bulk.

Delegates Badge Pick-up: Delegates who do not receive their ID badge from their DLO may collect their badge at the APEC Information Desk at the Fontana International Convention Center (Clark) by presenting their passport or other applicable travel documents.

DLOs/Delegates may collect their badges starting 25 January 2015 at the Fontana International Convention Center (Clark). Badge pick-up is from 0830H to 1730H daily until 7 February 2014.

Delegates are requested to display their APEC ID badges at all times while in the meeting venues.

7.2. Lapel Pins

A meeting lapel pin will be provided to Economy Senior Officials/Heads of Delegation, the APEC Secretariat Executive Director, ABAC Head of Delegation, Heads of all Official APEC Observer delegations, and the Chairs of the Committee on Trade and Investment (CTI), Economic Committee (EC), SOM Steering Committee on ECOTECH (SCE), and the Senior Finance Officials' Meeting (SFOM) in order to expedite entry to all venues, meetings and official events. These lapel pins will be given to DLOs for appropriate distribution prior to the beginning of the meetings.

Delegates with lapel pins will not be required to possess meeting overpasses.

7.3 Meeting Overpasses for the SOM Plenary

In addition to ID badges, meeting overpasses will be required to enter the SOM1 Plenary sessions venue.

Each Economy delegation will be provided ten (10) overpasses, while the ABAC Secretariat, the APEC Secretariat, the Observer Organizations, and registered guests will be provided an appropriate number. These procedures are intended to expedite access for authorized delegates, minimize inconvenience, and ensure adequate and comfortable seating for all participants.

7.4 Meeting Access Procedures

Entry to the venue of the Senior Officials' Meeting will require a meeting ID badge and an overpass, except for the Senior Officials and Heads of Delegation, who will be wearing lapel pins. All other delegates without overpasses will be directed to the viewing and listening room.

8. ACCOMMODATION

8.1. Designated Hotels in Clark Freeport Zone, Pampanga

The following hotels have been selected for APEC SOM1 participants:

<p>1. Widus Hotel http://widus.com/ 5400 Manuel A. Roxas Highway, Clark Freeport Zone 2023 Pampanga, Philippines</p> <p>Contact Person: Precious Anne R. Cunanan Mobile: (0917) 517-2458 Tel: (45) 499-4100 loc. 1014 Fax: (45) 499-1000 Email: pdcunanan@widus.com</p> <p>Contact Person: Sheryl D. Mamangun Mobile: (0917) 494-3064 Tel: (45) 499-1000 loc. 1015 Fax: (45) 499-1000 Email: smamungan@hotelvidaclark.com</p>	<p>2. Fontana Hot Springs Leisure Parks www.fontanaleisureparks.com CM Recto Highway, Clark Freeport Zone, 2023 Pampanga, Philippines</p> <p>Contact Person: Rocelyn N. Ortega Mobile: (0917) 584-5794 Fax: 843-9163 Tel: (45) 599-5000 loc. 5807 Email: sm_crk@fontanaleisureparks.com</p> <p>Contact Person: Rick Y. Lopez Mobile: Tel: (45) 599-5000 loc. 5893 Fax: (45) 499-0937 Email: agml@fontana.com.ph</p>
<p>3. Holiday Inn www.holidayinn.com/clark Mimosa Drive, Mimosa Leisure Estate, Clark Freeport Zone 2023 Pampanga, Philippines</p> <p>Contact Person: Mabel L. Roman Mobile: (0917) 703-4200 Tel: (45) 599-8000 loc. 1394 Fax: 845-1888 loc. 1220 Email: mabel.lopez@ihg.com</p>	<p>4. Oxford Hotel M. Roxas St., Corner N. Aquino Ave. Clark Freeport Zone, Pampanga, Philippines, Pampanga, Philippines</p> <p>Contact Person: Charles Gutierrez Mobile: (0917) 833-7692 Tel: (45) 499-7888-7888 Email: oxford_hotel@yahoo.com.ph</p>
<p>5. Mimosa – Montevista Villas http://www.mimosaresort.com/ Villa 1046, Sampaguita Street, Mimosa Leisure Estate, Clark Freeport, Pampanga, Philippines</p> <p>Contact Person: Francis B. Licup Mobile: (0922) 832-9462 Tel: (45) 599-7000 loc. 2007 Fax: (045) 599-7000 loc. 2068 Email: fblicup_mimosa@yahoo.com</p>	<p>6. Oasis Hotel www.oasishotel.com.ph/ Clarkville Compound, Clark Perimeter Road, Balibago, Angeles, 2009, Philippines</p> <p>Contact Person: Anna Kristine R. Tinio Mobile: (0908)866-3303 Tel: (45) 893-3301 Fax: (45) 893-3306 Email: sales@oasishotel.com.ph</p>

<p>7. Lewis Grand Hotel http://lewisgrand.com/ Don Juico Avenue, Clarkview, Angeles City 2009 Philippines</p> <p>Contact Person: Jean Marie D. Rivera Mobile: (0917) 558-2473 Tel: (45) 625-3947 Email: sales@lewisgrand.com</p>	<p>8. Grandview Tower Hotel 555 Don Juico Avenue, Malabanas, Angeles, 2009 Pampanga, Philippines</p> <p>Contact Person: Armando Agosto Mobile: (0916) 774-4842 Tel: (45) 892-0103</p>
<p>9. Hotel Stotsenberg www.hotelstotsenberg.com Gil Puyat Ave. cor. Andres Soriano St. Clark Freeport Zone, Pampanga, Philippines</p> <p>Contact Person: Ms. Editha G. Pastoral Mobile: (0917) 594-2414 Tel: (45) 499-0777 loc. 8013 Email: edithapastoral@yahoo.com</p>	<p>10. Penthouse Hotel and Residences www.penthousehotel.com.ph 3-4 Abad Santos St., Balibago, Angeles City, Pampanga, Philippines</p> <p>Contact Person: Berlynn M. Manalastas Mobile: (0917) 881-3942 Tel: (45) 625-0288</p>

8.2 Designated Hotels in Subic Freeport Zone, Zambales (for Working Group Meetings)

The following hotels have been selected for APEC SOM1 participants:

<p>1. Subic Grand Harbour Bldg. 249 Waterfront Road, Subic Bay Freeport Zone, 2200</p> <p>Contact Person: Ms. Joy Asada Mobile: +63 908 358 8369 Tel/Fax: +63 47 250 9888 Email: joyasada@yahoo.com</p>	<p>2. Mansion Garden Hotel http://www.mansiongardenhotel.com/ Dewey Avenue corner Bonifacio Street, Subic Bay Freeport Zone</p> <p>Contact Person: Ms. Carla May Dimen Mobile: +63 917 512 3357 Tel: +63 47 250 3132 to 33, 35 to 36 Fax: +63 47 250 3134 Email: marketing.mansiongardenhotel@gmail.com</p> <p>Contact: Reservations Mobile: +63 998 976 8090</p>
<p>3. The Lighthouse Marina Resort http://www.lighthousesubic.com/ Lighthouse Drive, CBD Subic Bay Freeport Zone</p> <p>Contact Person: Ms. Jonalie Sola Mobile: +63 917 530 3234 +63 922 828 3401 Tel/Fax: +63 47 252 5000 loc. 225 Email 1: jsola@lighthousesubic.com Email 2: sales@lighthousesubic.com</p>	

Delegates shall be provided transportation between meeting venues and accredited hotels.

Delegates who prefer to stay in hotels other than those accredited shall arrange their own transportation between the hotel and the meeting venue.

8.3 Reservation Procedures

Delegates are requested to directly book with the hotels and provide the code **APECSOM1** to identify themselves as APEC SOM1 delegates. Hotels have been requested to ensure the availability of rooms for delegates' convenience; nevertheless, **delegates are strongly advised**

to make their hotel bookings at the earliest time possible. Bookings are made on a first come, first served basis.

Below are the rates for APEC-NOC accredited hotels in Clark Freeport Zone:

1. Widus Hotel

<i>ROOM CATEGORY</i>	<i>RATE</i>
Deluxe Room	Php4,200
Executive Room	Php4,800
Junior Suite	Php5,500
Family Junior Room	Php6,500
1 – Bedroom Suite	Php7,500
Extra Bed	Php1,500

2. Fontana, Hot Springs Leisure Park

<i>ROOM CATEGORY</i>	<i>RATE</i>
Standard Hotel Room	Php7,560
Deluxe Hotel Room	Php9,730
Fontana Hotel Suite	Php14,280
Presidential Hotel Suite	Php25,200
Standard 2 Bedroom Villa (w/o pool)	Php9,240
Standard 2 Bedroom Villa Upgraded (w/o pool)	Php9,240
Deluxe 2 Bedroom Villa (w/o pool)	Php10,920
Deluxe 2 Bedroom Villa Single Detached (w/o pool)	Php10,500
Standard 3 Bedroom Villa (w/o pool)	Php12,600
Standard 3 Bedroom Villa Converted (w/o pool)	Php12,600
Deluxe 3 Bedroom Villa (w/o pool)	Php13,440
Standard 2 Bedroom Villa (w/ pool)	Php17,640
Deluxe 3 Bedroom Villa (w/ pool)	Php19,320
5 Bedroom, 2 Storey Villa (w/ pool)	Php42,000
7 Bedroom, 3 Storey Villa (w/ pool)	Php126,000

3. Holiday Inn

<i>ROOM CATEGORY</i>	<i>RATE</i>
Deluxe Room	Php5,500
Grand Deluxe Room	Php7,000
Executive Suite	Php7,500
Premiere Suite	Php8,000
Garden Villa (Max. 4 occupants)	Php15,000

4. Oxford Hotel

<i>ROOM CATEGORY</i>	<i>RATE</i>
Superior King Room	Php4,200
Superior Twin Room	Php4,500
Junior Suite Room	Php6,800
Deluxe King Room	Php7,200
Deluxe Triple Room	Php7,500
Executive Room	Php8,500
Executive Suite	Php10,000
Presidential Suite	Php25,000

5. Mimosa – Montevista Villas

<i>VILLA CATEGORY</i>	<i>RATE</i>
Executive Suite 2 Bedroom	Php7,000
Superior 2 Bedroom	Php6,500
Premier 2 Bedroom	Php6,000
Standard 2 Bedroom	Php5,500

6. Oasis Hotel

<i>ROOM CATEGORY</i>	<i>RATE</i>
Standard Single Room	Php2,998
Standard Double Room	Php3,291
Jr. Suite Single	Php4,035
Jr. Suite Double	Php4,328

7. Lewis Grand Hotel

<i>ROOM CATEGORY</i>	<i>RATE</i>
Deluxe King Room	Php3,411
Grand Deluxe Room	Php3,591
Hollywood Deluxe Room	Php4,221
Double Occupancy Room	Php4,990
Executive Suite	Php4,990
Poolside Jacuzzi Suite	Php7,150
Presidential Suite	Php13,311

8. Grandview Tower Hotel

<i>ROOM CATEGORY</i>	<i>RATE</i>
Deluxe King Room	Php1,950
Premium Deluxe King	Php2,470
Premium Deluxe Queen	Php2,470
Junior Suite	Php2,730
Family Suite	Php3,250
Grandview Suite	Php3,900

9. Penthouse Hotel and Residences

<i>ROOM CATEGORY</i>	<i>RATE</i>
Executive Room	Php4,500
Residential Suite	Php5,200
One Bedroom Suite	Php6,400
Penthouse Suite	Php14,400

10. Hotel Stotsenberg

<i>ROOM CATEGORY</i>	<i>RATE</i>
Deluxe Room	Php4,500
Executive Suite	Php5,500

Below are the rates for APEC-NOC accredited hotels in Subic Bay Freeport Zone:

a. Subic Grand Harbour

<i>ROOM CATEGORY</i>	<i>RATE</i>
Harbour Suite (Facing the sea)	PHP 6,300
Harbour Superior (Facing the sea)	PHP 4,400
Superior (Facing the city)	PHP 3,800
De Luxe (Facing the sea)	PHP 4,400
De Luxe Interior	PHP 4,000
Superior Interior	PHP 3,800
Mezzanine (Facing the city)	PHP 3,600
Harbour Mezzanine (Facing the sea)	PHP 4,000

b. Mansion Garden Hotel

<i>ROOM CATEGORY</i>	<i>RATE</i>
Standard	PHP 2,800
Standard De Luxe	PHP 3,150
Double De Luxe	PHP 5,455
King Suite	PHP 5,990

c. The Lighthouse Marina Resort

<i>ROOM CATEGORY</i>	<i>RATE</i>
Aqua Terrace	PHP 5,600
Aqua Veranda	PHP 6,400
Aqua Spa Suite	PHP 7,200

Any inquiries regarding accommodations may be addressed to accommodations@aphec2015.ph.

9. MEDIA ARRANGEMENTS

9.1. Registration and Accreditation

Access to media facilities, services and specified events will be available only to accredited media representatives.

All media representatives wishing to cover APEC SOM1 should register online. The information provided should be accurate and complete. Information on press registration procedures will be circulated in due course.

ID badges will be issued to accredited media representatives, and must be worn to be allowed entry to the media center located at the Mimosa Convention Center, Clark Freeport Zone.

Further inquiries should be directed to mediasupport@aphec2015.ph.

9.2 Passports/Visas

All media representatives are required to possess a valid passport with a temporary visitor's visa (9a). Once representatives receive an online confirmation of their registration, they can apply for a temporary visitor's visa through the Philippine Embassy or Consulate-General in their respective Economies.

Media representatives are required to submit the following upon application of a temporary visitor's visa:

- a. Passport;
- b. APEC Accreditation Confirmation Letter; and
- c. Letter of Assignment

9.3 Media Advisory

A media advisory detailing accreditation, accommodation, immigration and customs requirements, the arrangements of the press coverage, news opportunities, photo opportunities, maps and further information will be distributed in advance of the APEC SOM1.

9.4 Media Center

The International Media Center (IMC) will be located at the Mimosa Convention Center, Clark Freeport Zone from 05 to 07 February 2015, 07:00H to 22:00H daily. Accredited media can utilize all facilities at the IMC.

The International Media Center will be equipped with a media secretariat, press conference room, telecoms business center, common press working area, computers, internet access, telephones, photographic services, press and photo release counters, press bulletins, lounging areas and coffee bars.

The IMC also provides media help desks (for general information, accreditation, IT Technical Support, press shuttle and transportation; and media hotel and accommodation), information kiosks (for press tours and site visits), and media agency rooms (on rental basis). There are also facilities on a rate card or pre-paid basis for broadcasting, phone and fax (IDD, ISDN), internet access, and mobile phone.

The host broadcaster is tasked to establish and manage the International Broadcast Center (IBC) to serve the requirements of local and international media members covering the events. Its services include distribution of pool signal, live stand-up positions, playout facilities, and satellite uplinks.

The host photographer will provide a selection of images taken at designated meetings and events free of charge. These will be uploaded onto the Media Section and Photo Gallery at <http://apec2015.ph> and <http://apec.org>.

Press releases will be made available at the International Media Center. The media can also access and download stories and photographs from the APEC website.

Selected documentation—including statements, speeches, press materials, media advisories, press bulletins, and announcements—will be available at the International Media Center.

10. AIRPORT ARRIVALS AND DEPARTURES

10.1. Visa Requirements

Foreign delegates—except nationals of Hong Kong, China, Chinese Taipei and regular passport holders from the People's Republic of China—may enter the Philippines for a stay not exceeding thirty (30) days, or the number of days specified in their respective existing agreements with the Philippines, without an entry visa, *provided* they present a valid return/onward ticket at the

port of entry, and possess a diplomatic/official/regular passport with a validity period of not less than six (6) months.

The following table provides summary information pertinent to entry visas of APEC economy members for temporary visits:

		ALLOWABLE PERIOD OF STAY WITHOUT ENTRY VISA AS TEMPORARY VISITOR	
	ECONOMY	Regular Passport	Diplomatic/Service/Official Passport
1	Australia	30 days	
2	Brunei Darussalam	30 days	
3	Canada	30 days	
4	Chile	30 days	90 days
5	People's Republic of China	Visa Required	
6	Hong Kong, China	*	*
7	Indonesia	30 days	
8	Japan	30 days	
9	Republic of Korea	30 days	
10	Malaysia	30 days	
11	Mexico	30 days	90 days
12	New Zealand	30 days	
13	Papua New Guinea	30 days	
14	Peru	30 days	90 days
15	Russian Federation	30 days	90 days
16	Singapore	30 days	
17	Chinese Taipei	Visa Required	
18	Thailand	30 days	
19	United States of America	30 days	
20	Vietnam	30 days	

*Holders of Hong Kong Special Administrative Region passports may be allowed entry to the Philippines without a visa for a maximum of fourteen (14) days. **An entry visa must be secured prior to arrival if the intended period of stay is more than fourteen days.**

Visa requirements for a short stay in the Philippines are waived for bearers of a valid APEC Business Travel Card (ABTC) from the following economies:

- Australia
- Brunei Darussalam
- Chile
- People's Republic of China
- Hong Kong, China
- Indonesia
- Japan
- Republic of Korea
- Malaysia
- Mexico
- New Zealand
- Papua New Guinea
- Peru
- Russia
- Singapore
- Chinese Taipei
- Thailand
- Viet Nam

Further inquiries related to entry visas may be directed to visa@apcc2015.ph.

10.2 Customs and Passport Control

All foreign passport holders entering the Republic of the Philippines shall undergo customs control. Customs Declaration forms are required to be filled in by visitors who carry legal tender Philippine notes and coins or checks, money order, and other bills of exchange drawn in Philippine Pesos against banks operating in the Philippines in excess of PhP 10,000.

10.3 Airports

The Ninoy Aquino International Airport and Clark International Airport are the recommended ports of entry for SOM1.

10.3.1 Ninoy Aquino International Airport

The Ninoy Aquino International Airport (IATA: MNL) is the main international airport that serves Metro Manila and its neighboring cities. There are four (4) terminals at the airport:

- a. Terminal 1 (NAIA Terminal) – international flights, non-Philippine Airlines flights
- b. Terminal 2 (Centennial Terminal) – international and most domestic flights of Philippine Airlines
- c. Terminal 3 (NAIA International Terminal) – international and domestic flights
- d. Terminal 4 (Domestic Terminal) – domestic flights

Delegates departing from NAIA are expected to pay an Airport Terminal Fee of PhP 550.

Airport shuttle services are available for delegates transferring from terminal to terminal. On the average, transfers from one terminal to another take 5 to 20 minutes, with shuttle vehicles available every 30 minutes.

Each terminal has an APEC Information Desk, co-located with the Tourism Information Desk right after the Customs Control Counter. Delegates are advised to proceed to the APEC Information Desk, where they will be given **identifier stickers**, **luggage tags**, and full assistance on their transportation to **Villamor Airbase**, which will serve as the assembly area for the delegates' transfer to Clark and Subic starting 22 January 2015.

An APEC Information Desk shall be available in Villamor Airbase to provide information and assistance.

10.3.2 Clark International Airport

The Clark International Airport (IATA:CRK), located in the Clark Freeport Zone, Angeles City, Pampanga Province, is an international gateway to the Philippines that serves the general vicinity of the Greater Manila region and northern regions of Luzon.

Annex B provides information on international flights to Clark International Airport. Clark is accessible from Incheon, Macau, Hong Kong, Kuala Lumpur, Singapore, and Doha. Subic is a 45-minute drive from Clark.

Delegates are encouraged to arrive at Clark International Airport to avoid taking land transit from Manila. Delegates departing from CRK are expected to pay an Airport Terminal Fee of PHP 600.

The CRK terminal has an APEC Information Desk, co-located with the Tourism Information Desk right after the Customs Control Counter. Delegates are advised to proceed to the APEC Information Desk, where they will be given full assistance on their airport transfer to accredited hotels.

11. TRANSPORTATION

11.1 Transportation for SOM Leaders, Heads of Delegation and Delegates

Senior Officials/Heads of Delegation, the APEC Secretariat Executive Director, ABAC Secretariat, and Heads of all APEC Official Observers will each be provided a chauffeur-driven car during the APEC SOM1 in Clark Freeport Zone and Subic. The Senior Official's Flight and Accommodations Information Form (**Annex C**) shall be sent to registrationsom1@apec2015.ph no later than **23 January 2015**.

Delegates are strongly advised to inform or contact the APEC NOC before departing for the Philippines if their respective embassies will provide land transportation to Clark and/or Subic. Additional information regarding transportation shall be available at the APEC Information Desk at the meeting venue and APEC Information Desks of accredited hotels.

11.2 Transportation for Delegates

Delegates arriving from Ninoy International Airport may take a shuttle bus for transfer to Villamor Airbase. They shall have access to a lounge while awaiting a onward transfer to Clark or Subic.

A shuttle bus to and from Manila shall be available every two (2) hours. Delegates arriving from Clark International Airport shall also be provided buses to the designated hotels in Clark Freeport Zone and Subic. For more detailed schedule of shuttle services, please refer to the table below.

Origin	Destination	Schedule
Ninoy Aquino International Airport (T1, T2 and T3)	Villamor Airbase	Every 30 minutes
Villamor Airbase	Accredited hotels in Clark	Every 2 hours
	Accredited hotels in Subic	Every 2 hours
Clark International Airport	Accredited hotels in Clark	Every 30 minutes
	Accredited hotels in Subic	Every 2 hours
Accredited hotels in Clark	Conference venues in Clark	Every 30 minutes
Accredited hotels in Subic	Conference venues in Subic	Every 30 minutes
Conference venues in Clark	Accredited hotels in Clark	Every 30 minutes
Conference venues in Subic	Accredited hotels in Subic	Every 30 minutes
Accredited hotels in Clark	Ninoy Aquino International Airport	Every 2 hours
	Clark International Airport	Every 30 minutes
Accredited hotels in Subic	Clark International Airport	Every 2 hours
	Ninoy Aquino International Airport	Every 2 hours

APEC shuttle services shall be available from 22 January to 10 February 2015. Approximate travel time from NAIA to Clark is two (2) hours, NAIA to Subic is three (3) hours and from Clark to Subic is one (1) hour.

11.3 Special Transportation Requirements

Participants who are in need of handicap-accessible transportation should notify the APEC 2015 National Organizing Council (APEC-NOC) no later than **15 January 2015**.

11.4 Media Transportation

Media representatives who present their respective accreditation badges or printed APEC Accreditation Confirmation Letters may avail themselves of a free shuttle service.

11.5 Information on Transportation

Further inquiries on transportation may be addressed to the e-mail address transportation@appec2015.ph.

12. MEETING VENUE FACILITIES, SERVICES, AND ACTIVITIES

12.1 Common Delegation Room

A Common Delegation Room will be available in the meeting venues for use of all meeting participants and will be staffed from 08:00H to 20:00H daily from 25 January to 08 February 2015. The room will be equipped with computers, black and white printers, multifunctional copiers, chairs, free wireless internet, and basic supplies.

12.2 Bilateral Meeting Rooms

Bilateral meeting rooms will be available at no cost to delegations and on a reservation basis from 08:00H to 20:00H on 25 January to 07 February 2015, with time slots available in 30-minute increments, and room capacity of 8 seats. Delegates should allow five (5) minutes between bilateral meetings for room setup.

Bilateral Meeting Rooms need to be reserved in advance by emailing a duly accomplished **Bilateral Meeting Room Booking Form (Annex D)**. Meeting rooms are assigned on a first come, first served basis.

On-site reservations for the use of the bilateral meeting rooms may be directed to the Economy's designated HELO or e-mailed to bilateralroom@appec2015.ph.

12.3 Viewing Room

A listening and viewing room shall be made available for the SOM Plenary sessions.

12.4 Prayer Room

A prayer room for Muslim delegates will be available at designated hotels for SOM1.

12.5 Medical Services

Basic and emergency medical services will be provided 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. Details on hospital locations and operation hours are available at the APEC Information Desk.

12.6 Tourism and Travel Information

12.6.1 Hosted Technical Visit

Delegates shall be hosted to a technical visit to Nayong Pilipino, a 45-acre park that showcases the diversity of the Philippines and its culture.

Inquiries regarding the hosted technical visit can be made at the APEC Information Desk.

12.6.2 Paid Tour

Paid tours will be available to delegates.

Further tourism information on tours for Clark Freeport Zone and Subic Bay Freeport Zone will be available through the APEC Information Desk at the meeting venues and accredited hotels.

12.6.3 Attire

It is advisable that delegates wear comfortable clothes and shoes (including swimwear) to be able to enjoy the activities provided.

13. DOCUMENT REPRODUCTION AND DISTRIBUTION

13.1 Requirements for Submission of Meeting Documents

- Submit meeting documents in soft (electronic) copy with a duly completed **Document Reproduction Request Form (Annex E)**.
- Submit all documents ten (10) days in advance or by the stipulated deadlines to facilitate review and reproduction in advance of the meetings. Please be advised that the Documentation Center cannot guarantee the timely processing of the documents that are submitted after the stipulated deadlines.
- Indicate in the email subject field the name of the meeting for which the documents are being submitted.
- Send separate emails to submit documents for different meetings.
- **Refrain from password-protecting files**, as the Documentation Center will need to insert the standard cover page into each document

13.2 Submission of Papers for APEC SOM1

- Documents for SOM1 must, in addition, be accompanied by a soft copy of a one-page **Executive Summary (Annex F)**, outlining decision points and/or deliberations required from Senior Officials.
- Papers must be submitted in soft copy via email by **26 January 2015** to the Documentation Center Manager, with a copy to the SOM Chair and the APEC Secretariat's Information Manager, using the following email addresses:

To: documentation@apcc2015.ph
Cc: som@apcc2015.ph; gg@apcc.org
Subject Field: SOM1 Documents

13.3 Submission of Documents for Related Meetings

Documents for all other Related Meetings held within the margins of SOM1 must be submitted in soft copy directly to the relevant APEC Secretariat Program Director supporting the meeting, for approval before reproduction.

The APEC Secretariat Program Director supporting the meeting will contact the members directly, with instructions on the submission of papers, including deadlines, for meetings under their charge.

13.4 Documentation Center

The Main Documentation Center will be located at the Fontana International Convention Center and will be open from 08:00H to 18:00H daily on 25 January to 07 February 2015. Satellite Documentation Centers will be available at selected meeting venues.

13.5 Document Distribution

Meeting documents will be distributed in the meeting rooms approximately 30 minutes prior to the start of each meeting.

13.6 Final Papers

Final meeting papers will be made available through the APEC Meeting Document Database (MDDDB) shortly after the meeting.

13.7 Information Disclosure – Deliberative Information

APEC operates by consensus and it needs space to consider and debate issues away from public scrutiny in order to develop that consensus.

For the deliberative process to function optimally, it is necessary to safeguard the free and candid exchange of ideas.

Therefore, while APEC makes publicly available summary reports and other documents classified for public release by the originating fora, meeting participants are expected to display sensitivity in disclosing information to the public during the course of its deliberations.

14. DRESS CODE

The dress code for APEC SOM1 and its Related Meetings is **smart casual**, unless otherwise noted on invitations for specific events.

15. GENERAL INFORMATION

15.1 Clark Freeport Zone, Pampanga

Clark Freeport Zone is a redevelopment of the Clark Air Base, a former United States Air Force Base in the Philippines. Located in the heart of the Philippines' Central Luzon region, Clark Freeport Zone occupies over 33,000 hectares of varying establishments, whether for business or leisure. Clark Freeport Zone hosts some of the more adventurous activities like sky diving, and ultralights, and is home to the annual Hot Air Balloon Festival celebrated every February. Clark is accessible from Incheon, Macau, Hong Kong, Kuala Lumpur, Singapore, and Doha.

15.2 Subic Bay Freeport Zone

Subic Bay Freeport Zone is the Philippines' first free port, and covers the fenced area of the former US Naval Base. Known for being a playground for sports and extreme adventures, Subic Bay Freeport Zone allures visitors with panoramic views of the Zambales Mountain Range while they enjoy the extreme sports available in the Zone. Subic is a 45-minute drive from Clark.

15.3 Weather

January and February in Northern Luzon, where Clark and Subic Freeport Zones are located, are the most pleasant months of the year, with centigrade temperatures dropping into the low 20s and getting cooler and drier further to the north. Rainfall is erratic throughout the day and occurs on most days in January.

15.4 Time

The Philippine Standard Time is 8 hours ahead of GMT. DST is not adopted in the Philippines.

15.5 Currency

The official currency of the Philippines is the Philippine Peso. Retailers in the Philippines will generally not accept other currencies, so it is necessary for visitors to change foreign currency into Philippine Pesos to make cash payments.

According to the regulations of the Bangko Sentral ng Pilipinas (Central Bank of the Philippines), Philippine currency brought in or taken out of the Philippines must not be more than PhP10,000.00. The transportation of foreign currency is legal; however, foreign currency in excess of USD10,000.00 or its equivalent in other foreign countries brought into the Philippines must be declared to the Customs Officer at the Ninoy Aquino International Airport (NAIA.)

Delegates are advised to have foreign currencies exchanged into the local currency (Philippine Peso) at NAIA, after clearing immigrations and customs. Average exchange rate is USD 1 = PhP 44.67.

15.6 Credit Cards

Visa and MasterCard are accepted at most establishments. Most public transportation, small shops, and restaurants accept only cash payments in Philippine Pesos.

15.7 Electricity Supply

The power supply in the Philippines is 220-240 volts, 60 hertz.

15.8 Restaurants

Information on local restaurants will be available at the APEC Information Desk.

15.9 Delegate Handbook

All accredited delegates will be provided a Delegate Handbook.

16. SUMMARY OF IMPORTANT DATES

Task	Deadline	Email Address or Website
Submission of DAO and DLO details	08 January 2015	registrationsom1@appec2015.ph
Submission of MLO details	08 January 2015	mediaregistrationsom1@appec2015.ph
Submission of Special Transportation Requirements	15 January 2015	transportation@appec2015.ph
Online Registration for Delegates	20 January 2015	http://reg.appec2015.ph/delegates
Submission of Senior Official's/HOD's Flight and Accommodation Form	23 January 2015	registrationsom1@appec2015.ph
Submission of soft copy of papers for SOM1	26 January 2015	documentation@appec2015.ph / som@appec2015.ph / gg@appec.org

ANNEX A. Meeting Schedule

FIRST SENIOR OFFICIALS MEETING (SOM 1) AND RELATED MEETINGS Clark and Subic, 26 January – 07 February 2015

Date	Time	Meeting	Venue
Monday, 26 January 2015	0900-1230 1430-1800	Experts Group on Illegal Logging and Associated Trade (EGILAT)	Clark
	0900-1230 1430-1800	Anti-Corruption and Transparency (ACT) Working Group	Clark
	0900-1230 1430-1800	Sub-Committee on Customs Procedures (SCCP)	Clark
	0900-1230 1430-1800	Health Working Group (HWG)	Clark
	0900-1230 1430-1800	Life Sciences Innovation Forum (LSIF) Training Program	Clark
Tuesday, 27 January 2015	0900-1230 1430-1800	Experts Group on Illegal Logging and Associated Trade (EGILAT)	Clark
	0900-1230 1430-1800	Anti-Corruption and Transparency (ACT) Workshop	Clark
	0900-1230 1430-1800	Sub-Committee on Customs Procedures (SCCP)	Clark
	0900-1230 1430-1800	Health Working Group (HWG)	Clark
	0900-1230 1430-1800	Life Sciences Innovation Forum (LSIF) Training Program	Clark
Wednesday, 28 January 2015	0900-1230 1430-1800	Oceans and Fisheries Working Group (OFWG)	Clark
	0900-1230 1430-1800	Anti-Corruption and Transparency (ACT) Network	Clark
	0900-1230 1430-1800	Sub-Committee on Customs Procedures (SCCP)	Clark
	0900-1230 1430-1800	Life Sciences Innovation Forum (LSIF) Regulatory Harmonization Steering Committee (RHSC)	Clark
	0900-1230 1430-1800	Life Sciences Innovation Forum (LSIF) Training Program	Clark
	0900-1230 1430-1800	Emergency Preparedness Working Group (EPWG) and Senior Disaster Management Officials Forum (SDMOF) Preparatory Meeting	Subic

Thursday, 29 January 2015	0900-1230 1430-1800	Chemical Dialogue (CD) Steering Group Industry Pre- Meeting	Clark
	0900-1230 1430-1800	Oceans and Fisheries Working Group (OFWG)	Clark
	0900-1230 1430-1800	Counter-Terrorism Working Group (CTWG) Workshop c/o USA	Subic
	0900-1230 1430-1800	Sub-Committee on Customs Procedures (SCCP)	Clark
	0900-1230 1430-1800	Life Sciences Innovation Forum (LSIF) Regulatory Harmonization Steering Committee (RHSC)	Clark
	0900-1230 1430-1800	Investments Experts Group (IEG)	Clark
	0900-1230 1430-1800	Emergency Preparedness Working Group (EPWG) and Senior Disaster Management Officials Forum (SDMOF) Preparatory Meeting	Subic
	0900-1230 1430-1800	APEC Alliance on Supply Chain Connectivity (A2C2) (TBC with USA)	Clark
	0900-1230 1430-1800	Life Sciences Innovation Forum (LSIF) Training Program	Clark
Friday, 30 January 2015	0900-1230 1430-1800	Chemical Dialogue (CD) Meeting Proper	Clark
	0900-1230 1430-1800	Oceans and Fisheries Working Group (OFWG)	Clark
	0900-1230 1430-1800	Counter-Terrorism Working Group (CTWG) Workshop c/o USA	Subic
	0900-1230 1430-1800	Life Sciences Innovation Forum – Regulatory Harmonization Steering Committee (LSIF - RHSC)	Clark
	0900-1230 1430-1800	Investments Experts Group (IEG)	Clark
	0900-1230 1430-1800	APEC Business Continuity Planning Workshop c/o Chinese Taipei (TBC)	Clark
	0900-1230 1430-1800	Electronic Commerce Steering Group (ECSG) Data Privacy Sub- Group (DPS) Informal Meeting	Subic

	0900-1230 1430-1800	Business Mobility Group (BMG) ABTC Working Group	Subic
Saturday, 31 January 2015	0900-1230 1430-1800	Sub-Committee on Standards and Conformance (SCSC)	Clark
	0900-1230 1430-1800	Counter-Terrorism Working Group (CTWG)	Subic
	0900-1230 1430-1800	Life Sciences Innovation Forum Planning Group	Clark
	0900-1230 1430-1800	Life Sciences Innovation Forum – Regulatory Harmonization Steering Committee (LSIF - RHSC)	Clark
	0900-1230 1430-1800	Intellectual Property Experts Group (IPEG)	Clark
	0900-1230 1430-1800	Policy Discussion on Improving the Quality of Public Service c/o Chinese Taipei	Clark
	0900-1230 1430-1800	Electronic Commerce Steering Group (ECSG) Data Privacy Sub- group (DPS) Meeting with EU	Subic
	0900-1230 1430-1800	Group on Services (GOS)	Clark
	0900-1230 1430-1800	Business Mobility Group (BMG) Bilateral	Subic
Sunday, 1 February 2015	0900-1230 1430-1800	Sub-Committee on Standards and Conformance (SCSC)	Clark
	0900-1230 1430-1800	Counter-Terrorism Working Group (CTWG)	Subic
	0900-1230 1400-1600 1600-1800	Friends of the Chair (FoTC) on Regional Economic Integration (REI) Friends of the Chair (FoTC) on Global Value Chains (GVCs) Friends of the Chair (FoTC) on Next Generation Trade and Investment Issues (NGETI)	Clark
	0900-1230 1430-1800	Market Access Group (MAG)	Clark
	0900-1230 1430-1800	Project Management Unit (PMU) Training room	Clark
	0900-1230 1430-1800	Intellectual Property Experts Group (IPEG)	Clark
	0900-1230 1430-1800	Electronic Commerce Steering Group (ECSG) Data Privacy Sub- group (DPS) Meeting	Subic

	0900-1230 1430-1800	Joint EC-GOS-PECC meeting	Clark
	0900-1230 1430-1800	Business Mobility Group (BMG) Plenary	Subic
Monday, 2 February 2015	0900-1230 1430-1800	Sub-Committee on Standards and Conformance (SCSC)	Clark
	0900-1230 1430-1800	Competition Policy Law Group (CPLG)	Clark
	0900-1230 1430-1800	EC Workshops (ANSSR activities)	Clark
	0900-1230 1430-1800	Project Management Unit (PMU) Training room	Clark
	0900-1230 1430-1800	Friends of the Chair (FoTC) on Environmental Goods and Services (EGs)	Clark
	0900-1230 1430-1800	Electronic Commerce Steering Group (ECSG) Paperless Trading Sub-group (PTS) Meeting	Subic
	1430-1800	Preparatory Meeting on High-Level Policy Dialogue on Human Capacity Building (HLPD - HCB)	Subic
	0900-1230 1430-1800	Business Mobility Group (BMG) Workshop	Subic
Tuesday, 3 February 2015	0900-1230 1430-1800	Public Private Dialogue (PPD) on Services	Clark
	0900-1230 1430-1800	Competition Policy Law Group (CPLG)	Clark
	0900-1230 1430-1800	Project Management Unit (PMU) Training room	Clark
	0900-1230 1430-1800	Seminar on UNCITRAL Model Law Instruments (c/o USA)	Clark
	0900-1230 1430-1800	Friends of the Chair (FoTC) on Environmental Goods and Services (EGs)	Clark
	1430-1800	Committee on Trade and Investment (CTI)	
	0900-1230 1430-1800	Electronic Commerce Steering Group (ECSG) Plenary	Subic
	0900-1230 1430-1800	Preparatory Meeting on High-Level Policy Dialogue on Human Capacity Building (HLPD - HCB)	Subic
	0900-1230 1430-1800	Budget and Management Committee (BMC)	Clark
Wednesday,	0900-1230	SCE For a Chairs and Lead	Clark

4 February 2015	LUNCH 1430-1800	Shepherds meeting SOM Committee on ECOTECH (SCE) Lead Shepherds/Chairs Joint Session and Lunch SOM Committee on ECOTECH – Committee of the Whole (SCE-CoW)	
	0900-1230 1430-1800	Economic Committee (EC)	Clark
	0900-1230 1430-1800	Committee on Trade and Investment (CTI)	Clark
	0900-1230 1430-1800	Preparatory Meeting on High-Level Policy Dialogue on Human Capacity Building (HLPD – HCB)	Subic
Thursday, 5 February 2015	0900-1230 1430-1800 1800-	SOM Committee on ECOTECH (SCE) Friends of the Chair (FoTC) on Connectivity Policy Support Unit Board	Clark
	0900-1230 1430-1800	Economic Committee (EC)	Clark
Friday, 6 February 2015	0900-1230 1430-1800	Senior Officials Meeting (SOM)	Clark
	0900-1230 1430-1800	PPP Experts Advisory Panel Meeting	Clark
Saturday, 7 February 2015	0900-1230 1430-1800	Senior Officials Meeting (SOM)	Clark
	0900-1230 1430-1800	PPP Experts Advisory Panel Meeting	Clark

ANNEX B. Flight Schedules

LEGEND:

ICN – Incheon Korea
MFM – Macau Airport
KUL – Kuala Lumpur
HKG – Hong Kong
SIN – Singapore
DOH – Doha, Qatar
CEB – Cebu

DAY	OPERATOR	FLIGHT NO.	ROUTE	TYPE OF A/C	SEATING CAPACITY	ETA	ETD
MON	CEBU PACIFIC	5J371	MFM-CRK	A-319	150	0145H	*
	CEBU PACIFIC	5J150	CRK-HKG	A-319	150	*	0705H
	QATAR AIRWAYS	QR930/QR931	DOH-CRK-DOH	A-330		0920H	1050H
	DRAGONAIR	KA 373/KA 376	HKG-CRK-HKG	A-320	168	0955H	1055H
	CEBU PACIFIC	5J149/5J537	HKG-CRK-SIN	A-319	150	1135H	1230H
	AIR ASIA	AK 982/983	KUL-CRK-KUL	A-320		1245H	1310H
	TIGER AIR	TR2702/TR2703	SIN-CRK-SIN	A-319/A-320	150/180	1740H	1820H
	TIGER AIR	DG 7932	CRK-HKG	A-319/A-320	150/180	*	1810H
	CEBU PACIFIC	5J538/5J370	SIN-CRK-MFM	A-319	150	2020H	2110H
	TIGER AIR	DG 7933	HKG-CRK	A-319/A-320	150/180	2250H	*
	JIN AIR	LJ023/LJ024	ICN-CRK-ICN	B-737-800	180	2255H	2355H
	ASIANA	OZ707/OZ708	ICN-CRK-ICN	A-321	177	2345H	0100H
TUE	CEBU PACIFIC	5J371	MFM-CRK	A-319	150	0145H	*
	CEBU PACIFIC	5J150	CRK-HKG	A-319	150	*	0705H
	QATAR AIRWAYS	QR930/QR931	DOH-CRK-DOH	A-330		0920H	1050H
	DRAGONAIR	KA 373/KA 376	HKG-CRK-HKG	A-320	168	1000H	1055H
	CEBU PACIFIC	5J149	HKG-CRK	A-319	150	1135H	*
	TIGER AIR	DG 7932	CRK-HKG	A-319/A-320	150/180	*	1810H
	TIGER AIR	TR2702/T	SIN-CRK-SIN	A-319/A-	150/180	1740H	1820H

DAY	OPERATOR	FLIGHT NO.	ROUTE	TYPE OF A/C	SEATING CAPACITY	ETA	ETD
TUE		R2703		320			
	CEBU PACIFIC	5J609	CRK-CEB	A-319	150	*	2045H
	TIGER AIR	DG 7933	HKG-CRK	A-319/A-320	150/180	2250H	*
	JIN AIR	LJ023/LJ024	ICN-CRK-ICN	B-737-800	180	2255H	2355H
	ASIANA	OZ707/OZ708	ICN-CRK-ICN	A-321	177	2345H	0100H
WED	CEBU PACIFIC	5J608/5J150	CEB-CRK-HKG	A-319	150	0620H	0705H
	QATAR AIRWAYS	QR930/QR931	DOH-CRK-DOH	A-330		0920H	1050H
	CEBU PACIFIC	5J149/5J537	HKG-CRK-SIN	A-319	150	1135H	1230H
	AIR ASIA	AK982/983	KUL-CRK-KUL	A-320		1245H	1310H
	TIGER AIR	DG 7932	CRK-HKG	A-319/A-320	150/180	*	1810H
	TIGER AIR	TR2702/TR2703	SIN-CRK-SIN	A-319/A-320	150/180	1740H	1820H
	CEBU PACIFIC	5J538/5J370	SIN-CRK-MFM	A-319	150	2020H	2110H
	TIGER AIR	DG 7933	HKG-CRK	A-319/A-320	150/180	2250H	*
	JIN AIR	LJ023/LJ024	ICN-CRK-ICN	B-737-800	180	2255H	2355H
	ASIANA	OZ707/OZ708	ICN-CRK-ICN	A-321	177	2345H	0100H
THU	CEBU PACIFIC	5J371	MFM-CRK	A-319	150	0145H	*
	CEBU PACIFIC	5J150	CRK-HKG	A-319	150	*	0705H
	QATAR AIRWAYS	QR930/QR931	DOH-CRK-DOH	A-330		0920H	1050H
	CEBU PACIFIC	5J149	HKG-CRK	A-319	150	1135H	*
	TIGER AIR	TR2702/TR2703	SIN-CRK-SIN	A-319/A-320	150/180	1740H	1820H
	TIGER AIR	DG 7932	CRK-HKG	A-319/A-320	150/180	*	1810H
	CEBU PACIFIC	5J609	CRK-CEB	A-319	150	*	2045H
	TIGER AIR	DG 7933	HKG-CRK	A-319/A-320	150/180	2250H	*
	JIN AIR	LJ023/LJ024	ICN-CRK-ICN	B-737-800	180	2255H	2355H
	ASIANA	OZ707/OZ708	ICN-CRK-ICN	A-321	177	2345H	0100H

DAY	OPERATOR	FLIGHT NO.	ROUTE	TYPE OF A/C	SEATING CAPACITY	ETA	ETD
FRI	CEBU PACIFIC	5J608/5J150	CEB-CRK-HKG	A-319	150	0620H	0705H
	QATAR AIRWAYS	QR930/QR931	DOH-CRK-DOH	A-330		0920H	1050H
	DRAGONAIR	KA 373/KA 376	HKG-CRK-HKG	A-320	168	1000H	1055H
	CEBU PACIFIC	5J149/5J537	HKG-CRK-SIN	A-319	150	1135H	1230H
	AIR ASIA	AK 982/983	KUL-CRK-KUL	A-320		1245H	1310H
	TIGER AIR	DG 7932	CRK-HKG	A-319/A-320	150/180	*	1810H
	TIGER AIR	TR2702/TR2703	SIN-CRK-SIN	A-319/A-320	150/180	1740H	1820H
	CEBU PACIFIC	5J538/5J370	SIN-CRK-MFM	A-319	150	2020H	2110H
	TIGER AIR	DG 7933	HKG-CRK	A-319/A-320	150/180	2250H	*
	JIN AIR	LJ023/LJ024	ICN-CRK-ICN	B-737-800	180	2255H	2355H
ASIANA	OZ707/OZ708	ICN-CRK-ICN	A-321	177	2345H	0100H	
SAT	CEBU PACIFIC	5J371	MFM-CRK	A-319	150	0145H	*
	CEBU PACIFIC	5J150	CRK-HKG	A-319	150	*	0705H
	QATAR AIRWAYS	QR930/QR931	DOH-CRK-DOH	A-330		0920H	1050H
	DRAGONAIR	KA 375/KA 376	HKG-CRK-HKG	A-320	168	1000H	1055H
	CEBU PACIFIC	5J149	HKG-CRK	A-319	150	1135H	*
	TIGER AIR	TR2702/TR2703	SIN-CRK-SIN	A-319/A-320	150/180	1740H	1820H
	TIGER AIR	DG 7932	CRK-HKG	A-319/A-320	150/180	*	1810H
	CEBU PACIFIC	5J609	CRK-CEB	A-319	150	*	2045H
	TIGER AIR	DG 7933	HKG-CRK	A-319/A-320	150/180	2250H	*
	JIN AIR	LJ023/LJ024	ICN-CRK-ICN	B-737-800	180	2255H	2355H
ASIANA	OZ707/OZ708	ICN-CRK-ICN	A-321	177	2345H	0100H	
SUN	CEBU PACIFIC	5J608	CEB-CRK	A-319	150	0620H	*
	CEBU PACIFIC	5J150	CRK-HKG	A-319	150	*	0705H
	QATAR AIRWAYS	QR930/QR931	DOH-CRK-DOH	A-330		0920H	1050H

DAY	OPERATOR	FLIGHT NO.	ROUTE	TYPE OF A/C	SEATING CAPACITY	ETA	ETD
SUN	CEBU PACIFIC	5J149/5J537	HKG-CRK-SIN	A-319	150	1135H	1230H
	AIR ASIA	AK982/983	KUL-CRK-KUL	A-320		1245H	1310H
	TIGER AIR	DG 7932	CRK-HKG	A-319/A-320	150/180	*	1810H
	TIGER AIR	TR2702/TR2703	SIN-CRK-SIN	A-319/A-320	150/180	1740H	1820H
	CEBU PACIFIC	5J538/5J370	SIN-CRK-MFM	A-319	150	2020H	2110H
	TIGER AIR	DG 7933	HKG-CRK	A-319/A-320	150/180	2250H	*
	JIN AIR	LJ023/LJ024	ICN-CRK-ICN	B-737-800	180	2255H	2355H
	ASIANA	OZ707/OZ708	ICN-CRK-ICN	A-321	177	2345H	0100H

ANNEX C. Senior Official's Flight and Accommodations Information Form (SOM1)

Economy/Delegation: _____

Senior Official/Head of Delegation Information	
First Name	
Last Name	
Title	
Ministry/Organization	

Senior Official/Head of Delegation Hotel Information		
Hotel Name	Check-in Date (DD/MM/YY)	Check-out Date (DD/MM/YY)

Flight Information		
Arrival Information	Airline	
	Flight Number	
	Terminal	
	Arrival Time	
Departure Information	Airline	
	Flight Number	
	Terminal	
	Departure Time	

Point of Contact Regarding Senior Official/Head of Delegation Logistical Arrangements	
First Name	
Last Name	
Title	
Ministry/Organization	
Telephone	
Email	

Please submit this form to registrationsom1@apcc2015.ph by 23 January 2015.

ANNEX D. Bilateral Meeting Room Booking Form

Requesting Economy/Organization Information	
Economy/Organization	
Name of Contact Person	
Title	
Ministry/Department	
Telephone	
Email	

Participating Economy/Organization Information	
Economy/Organization	
Name of Contact Person	
Telephone	
Email	

Meeting Room Request Details	
Date	
Time	
Total Number of Seats	
Special Requests (if any)	

Bilateral Meeting Rooms are available between 0800 hrs to 2000 hrs at the Fontana International Convention Center from 25 January to 07 February 2015.

Please submit one form per requested bilateral meeting. Please email the completed form to bilateralroom@apec2015.ph or make an on-site reservation through the Economy's designated HELO. Request will be entertained on a first-come, first-served basis.

A confirmation email will be sent to both participating economies listed above with a notification of assigned bilateral rooms and meeting times.

ANNEX E. Document Reproduction Request Form (DRRF)

***Please use one DRRF per document**

Meeting Name	
Meeting Date	
Contact Person	
Organization	
Tel No.	
Email	

DOCUMENT DETAILS	
The information below will be used by the Documentation Center to create the cover page for each paper/presentation and to update the document classification list for each meeting	
Title	
Agenda Item	
Purpose – Consideration or Information	
Access – Public or Restricted If restricted, state reasons e.g. draft, under consideration, working document, non-paper	
Submitted By Please indicate which <i>Economy</i> or <i>Forum</i> or <i>Secretariat</i> or <i>Observer</i>	
Forum Doc. No. Applicable only if this exact document had been tabled at an earlier forum. If yes, please state that document number.	

Estimated No. of Copies:

For APEC Fora Meetings:

Please email document and DRRF to relevant APEC Secretariat Director (Program)

For SOM1 Documents:

Please email document, executive summary and DRRF to:

To: documentation@apec2015.ph

CC: som@apec2015.ph ; gg@apec.org

Subject Field: SOM1 Documents

Annex F. Executive Summary

Required Action/Decision Points

(e.g. note, approve, recommend to Senior Officials or Ministers)

It is recommended that Senior Officials or Ministers:

- 1.
- 2.

**For conciseness, please try to limit the information to one page. Thank you.*