

Seventy-third session of the **WHO Regional Committee** for the Western Pacific



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1. Preparations for the WHO Regional Committee for the Western Pacific

Time and place of the session

The seventy-third session of the World Health Organization Regional Committee for the Western Pacific will be held in hybrid format from 24 to 28 October 2022, with on-site participation at the Diamond Hotel Philippines on Roxas Boulevard at the corner of Dr. J. Quintos Street in Manila, Philippines.

Contact information

All correspondence to the Secretariat should be addressed to:

WHO Regional Committee Secretariat Office

World Health Organization
Regional Office for the Western Pacific
United Nations Avenue
1000 Manila, Philippines

Tel: (+63 2) 8528 8001
(+63 2) 8528 9097
(+63 2) 5306 9900

Fax: (+63 2) 8521 1036
(+63 2) 8526 0279
(+63 2) 8526 0362

Email: wprorcm@who.int

Languages

The official languages of the Regional Committee are Chinese, English and French. Simultaneous interpretation will be provided for the three official languages during the sessions. English and French are the working languages for documents.

Identification and security

Upon registering to attend the session, Member State representatives will receive luggage tags and lapel labels for identification upon arrival at the airport.

For identification and security during the event, representatives are requested to wear identification badges at all times during sessions and social functions. Badges will be available upon arrival at the Diamond Hotel Philippines prior to the session.

Hotel

Diamond Hotel Philippines has been designated as the official hotel for all representatives.



Diamond Hotel Philippines

Roxas Boulevard, Corner Dr. J. Quintos Street, Manila, Philippines

Tel: (+63 2) 8528 3000 • **Fax:** (+63 2) 8526 2255 • **Website:** www.diamondhotel.com

Room rates	Rate in local (₱) / (\$) **USD currency
Deluxe Rooms	Php ₱5,700.00 (USD \$100.40)
Premier Rooms	Php ₱8,200.00 (USD \$144.43)
Diamond Club	Php ₱12,600.00 (USD \$221.93)
Premium / Executive Suite	Php ₱18,000.00 (USD \$317.04)
Diamond Club / Executive Suite	Php ₱21,000.00 (USD \$369.88)

*Above rates apply if booking is made through the online registration. Room rates include breakfast and Wi-Fi.

**UN Exchange Rate is 56.775 Philippine Pesos (₱) to 1 US Dollar (\$) (15 September 2022).

In order for WHO to hold sufficient rooms, representatives are advised to register online:
<https://extranet.wpro.who.int/rcm/Register/>.

Room types are subject to availability. For WHO to hold requested rooms, representatives must register at the link provided above.

To ensure maximum safety and security, WHO encourages representatives and participants to book the official designated hotel only.

Travel and transport

Arrival

Ninoy Aquino International Airport (NAIA) is the main international gateway to the Philippines.

The airport has four terminals (depending on the carrier) located between the neighbouring cities of Pasay and Parañaque, about eight kilometres from the hotel.

WHO will assist representatives upon arrival at NAIA and will provide transport to the designated hotel. The drive to the Hotel takes 20 to 30 minutes (depending on traffic). Representatives should proceed to the International Organizations Desk after clearing Customs at NAIA in terminals 1 and 3. For assistance at Terminal 2, please proceed to the Public Information Counter, located at the arrival lobby after Immigration and Customs.

Representatives who do not notify WHO of their arrival time should take only official airport taxis. Representatives may request assistance from staff at the airport to get an airport taxi service to transport them safely to the hotel. The official yellow airport metred taxis are available in front of the main arrival area. The fare is 70 pesos (flag-down rate) plus four pesos for every 300 metres. The fare to the hotel should be about 400 pesos. Fares may increase due

to the traffic. If a driver refuses to turn on the metre, get out and board another taxi. Report the incident to airport security if possible.

For easier identification upon arrival at the airport, representatives are requested to wear lapel labels supplied by WHO. WHO luggage tags should also be affixed to their luggage.

Representatives must send their arrival and departure details to the Regional Committee Secretariat (wprorcmhotel@who.int) in order to have airport transport arranged. Any change in arrival and departure details should be communicated immediately to the Secretariat for transport support and other arrangements.

Departure

Representatives will be provided transportation from the Diamond Hotel to NAIA for departing flights.

Upon reconfirmation of flights, travellers will be provided with a transport flier indicating arrangement for transport to the airport.



Banking facilities

Foreign currency can be exchanged at the airport, banks and exchange desks of the Hotel. International credit cards are accepted at most tourist establishments.

Banks and ATMs are available at the airport offering different currency exchange facilities. Currency exchange booths at NAIA Terminal 3 are located at the arrival area and departure level. More currency exchange booths can be found at the arrival area.

An ATM is also accessible at the Diamond Hotel. The Banco de Oro (BDO) and Bank of the Philippine Islands (BPI) are within a three-minute walk from the Hotel.

Banks	Weekdays	Saturday	Sundays/national holidays
BPI	09:00 to 15:00	closed	closed
BDO	08:30 to 17:00	closed	closed

Many others are located along United Nations Avenue near WHO.

Currency and exchange rate

The peso (₱) is the Philippine currency. Corresponding denominations include:

- Coin centavos: 5, 10 and 25
- Coin pesos: 1, 5, 10 and 20
- Banknotes: 20, 50, 100, 200, 500 and 1000 pesos

Rate of exchange is 56.775 Philippine pesos to US\$ 1 (15 September 2022)

Information technology services

The Diamond Hotel Philippines offers a Wi-Fi network, so representatives and guests will have an internet access.

Upon request to the Enquiry Desk of the hotel, a user ID and password will be provided.

Medical services

The Diamond Hotel clinic is located on the fifth floor. A nurse is on duty around the clock, and a medical doctor is on duty from 09:00 to 17:00. Dial “0” from a hotel phone for assistance.

The WHO clinic operates from 08:00 to 17:00 daily in room 202-A of the main building at the Regional Office. The WHO staff physician (bautistal@who.int) will be on duty Monday to Friday from 08:00AM to 12:00 and be on call from 12:00 – 17:00. In addition, a nurse (reyesy@who.int) will be on standby to provide first aid, prescribed injections and simple treatments that cannot be administered at the hotel. For more information, please call/text (cellular) +63 918 913 4082.

For more extensive medical services, you may visit:

Manila Doctors Hospital

667 United Nations Avenue, Manila

Telephone: (+63 2) 8558 0888

(located across the street from WHO)



2. Information on the Philippines and Manila

Current status of general border with health control restrictions

Please note that border control measures are subject to change due to the COVID-19 situation.

Due to the evolving COVID-19 situation, Philippine Airlines and other international carriers and the Philippine Government have issued precautionary measures, mandatory protocols and requirements for travelers. For passengers in international flights to the Philippines, please be guided on new arrival and quarantine procedures in Manila.

Passenger guidelines arriving Manila, Philippines

Facemasks covering your mouth and nose are mandatory. Face shields are optional.

All delegates must register at One Health Pass and should present proof of full vaccination – primary series of COVID-19 vaccines and at least one COVID-19 booster shot. Proof of full vaccination with card or certificate, World Health Organization International Certificates of Vaccination and Prophylaxis or VaxCertPH are all acceptable.

It is recommended, but not mandatory, to have travel or medical insurance including coverage for COVID-19 treatment of US\$ 35 000.

Representatives and other participants are required to have a passport valid for at least six months from the date of entry to the Philippines, as well as an entry visa, if required. Nationals of some countries and areas may enter the Philippines and stay up to 30 days without a visa.

If you are uncertain about Philippine visa requirements, please consult the nearest consulate or embassy of the Philippines, or check the link below:

<https://extranet.wpro.who.int/rcm/visa/>

Representatives having difficulty getting a visa should communicate immediately with:

Administrative Services Officer

World Health Organization Regional Office for the Western Pacific
United Nations Avenue, P.O. Box 2932 1000 Manila, Philippines

Tel: (+63 2) 8528 8001

(+63 2) 5306 9900

Fax: (+63 2) 8521 1036

(+63 2) 8526 0279

(+63 2) 8526 0362

Email: wprorcm@who.int

Passengers who are not citizens or residents of the Philippines must hold a return ticket or a ticket to their next international destination departing no more than 30 days after their arrival. Holders of Hong Kong SAR (China) or Macau SAR (China) passports are entitled to stay for up to 14 days.

People who are unvaccinated against COVID-19, partially vaccinated and those whose vaccination status cannot be verified are NOT allowed to enter the Philippines.

Climate and clothing

The climate is tropical with temperatures ranging from 25°C to 32°C. The rainy season extends from mid-May to mid-November,

during which time it is advisable to have a light raincoat or umbrella. Humidity is high (65–90%) all year. Light clothing is recommended. Offices, hotels and shops are air-conditioned, and visitors sometimes may feel the need for a light jacket or a sweater. For official functions, a business suit or national costume is suggested.

Electricity and water

The standard power supply in Manila is 220 volts, but 110-volt outlets are available in the designated hotel. The frequency of electrical current is 60 kilohertz.

Although Manila tap water is generally potable, bottled water is recommended for drinking.

Languages spoken

Filipino is the national language. English is the business language and widely spoken.

Local time

The local time is eight hours ahead of Greenwich Mean Time (GMT). Philippines does not use daylight savings time.

Public facilities

Banks	Weekdays	Saturday	Sundays/national holidays
Banks	09:00–15:30	Most closed	Closed
Government offices	08:00–17:00	Closed	Closed
Post offices	08:00–17:00	Closed	Closed
Shopping malls	10:00–21:00	Open	Open

Safety

Visitors should take reasonable security precautions to guard against theft or fraudulent practices, such as spurious requests for financial assistance and bad-faith offers of goods and services, including currency exchange. Prudence and sound judgment should guide your actions at all times, whether in the hotel, on the street, in a taxi or simply talking on the telephone.

In case of emergency, the Regional Office's 24-hour telephone numbers are:

Tel: (+63 2) 8528 8001
(+63 2) 8528 9097
(+63 2) 8306 9900

Shopping and entertainment

Robinson's Place Manila is the closest mall, located 450-meters from the Diamond Hotel. It offers a wide variety of shopping, leisure, entertainment, and dining options.

There are also modern shopping centres in Makati, Mandaluyong and Manila, which are 30–45 minutes by car from the hotel, depending on traffic. These commercial centres also offer a wide variety of restaurants, modern cinemas, department stores and outlets for electrical equipment, appliances, furniture, clothing, pharmaceuticals, jewellery, books, etc.

Tipping

The standard practice is at least 10% of the bill when dining. Smaller tips are optional on bills that already include a 10% service charge.

Smoke-free policy

As WHO has a no-smoking policy for all WHO meetings and functions, this is also applicable at the designated hotel.

WHO-hosted function for Member State representatives

A function will be hosted by the WHO Regional Office for the Western Pacific, the evening of Monday, 24 October 2022. For representatives, the details on venue and transportation will be provided closer to the date.

Telecommunications facilities

For printing services and Wi-Fi connections, coordinate with the WHO designated enquiry desk at the meeting venue.

For international calls to the Philippines, the country code is (+63) and the area code for Manila is (02). For calls or texts to Philippine mobile phones, key in the country code (+63) followed by the succeeding numbers except the first “0” of the mobile number.

For outgoing international calls, the international direct dialling (IDD) code is 00 + country code + (area code + telephone number).

Representatives are responsible for the cost of telephone calls. Fax services and Wi-Fi are available in major hotels and business centres.

Helpful links

DFA (Department of Foreign Affairs)	https://dfa.gov.ph/
DOH (Department of Health)	https://doh.gov.ph/
Customs	https://customs.gov.ph/
Manila International	https://www.miaa.gov.ph/
Airport Authority	
Hotel	https://www.diamondhotel.com/

3. Credentials

Credentials are to be submitted electronically to the Regional Office for the Western Pacific through the Office of the Director of Administration and Finance at least 15 days before the opening of the session of the Regional Committee.

Office of the Director of Administration and Finance

Division of Administration and Finance

World Health Organization Regional Office for the Western Pacific

Office: +63 2 8528 9603, +63 2 8528 9609

Trunk line: + 63 2 8528 8001

Email: wprodaf@who.int

Mobile: +63 999 229 2401, +63 999 221 0416

4. Proceedings and key events

Timetable

The schedule can be accessed through this link:

<https://www.who.int/westernpacific/about/governance/regional-committee/session-73>

Statements

Member States are strongly encouraged to limit interventions to three minutes (300 words or less). A timer will show on screen during each intervention, and delegates will be reminded once three minutes have elapsed. In addition, Member States are requested to designate speakers and submit their names along with the agenda items referenced in their interventions before 14 October to WPRCMenquiry@who.int. This will help ensure the inclusion of more speakers, especially Member State representatives joining separately from their delegations via different connections.

To ensure high-quality interpretation and record keeping, Member States are requested to send in advance the statements/interventions they plan to make to wprorcm@who.int. Written copies of oral statements assist the Secretariat in developing the timely summary of the meeting. Again, please note that three-minute-long spoken statements should not exceed 300 words in writing.

Documentation

Session documents are available on the WHO Regional Office for the Western Pacific website and WHO Events mobile app while conference papers and draft resolutions will be accessible on the Regional Committee portal. The website is accessible at: <https://www.who.int/westernpacific/about/governance/regional-committee/session-73>

Side events

Three side events are planned:

“Towards More Ambitious Public Financing to Sustain the Healthiest and Safest Region”

12:45 to 13:45 (Manila time) on **Tuesday, 25 October 2022**

“A Crisis at Our Doorstep: Act Now on Antimicrobial Resistance to Save Lives”

12:45 to 13:45 (Manila time) on **Wednesday, 26 October 2022**

“Passage to Innovation”

12:45 to 13:45 (Manila time) on **Thursday, 27 October 2022**

5. Virtual meeting platform

Meeting platform

The seventy-third session of the Regional Committee will follow a hybrid format, with credentialed representatives participating either on-site or virtually via the Zoom online platform. More information about the platform is available at: <https://zoom.us/webinar>.

The Zoom platform can support participation of up to 1000 credentialed representatives joining virtually. Participants joining the meeting virtually must raise their hand in the Zoom platform if they wish to take the floor. Names will be called based on the order in the queue.

The Regional Committee will also be broadcast on the WHO Western Pacific Region YouTube channel and website, on the Regional Committee portal and on the WHO Events mobile app. Any member of the public can watch the proceedings on that livestream in English, French or Chinese. It will be available at: <https://www.who.int/westernpacific/about/governance/regional-committee/session-73>

Requirements for connecting to the platform

Having the latest version of the Zoom client software installed is highly recommended for connecting to the meeting. Alternatively, a standard browser running on a personal computer or laptop will suffice.

An internet connection with bandwidth of 2 Mbps or higher is required. Participants joining virtually may wish to consider preparing an alternative internet connection, such as using a mobile phone as a hotspot or a mobile 4G router as a backup in case of connection failures.

Webcams and headsets with microphones are required for speakers to make interventions.

Connecting to the virtual meeting platform

Registration for the Seventy-third session of the Regional Committee is via the online registration form at: <https://extranet.wpro.who.int/rcm/Register/>

Member States will be provided individual Zoom links via email, which will allow heads of delegations or designated alternates to join as panelists with speaking rights. Other registered participants with no speaking role will receive an email with instructions on how to access the Zoom webinar attendee link on the Regional Committee portal at: <https://worldhealthorg.sharepoint.com/sites/wproportal/rc73>.

Access to the Regional Committee portal will be secured through invitation delivered via the email address used for registration. Participants can also download the WHO Events app facilitating access to key meeting information and documents.

Simultaneous interpretation for Chinese, English and French will be available via the Zoom meeting platform.

Please refer to Annex 1 for the guide on connecting to Zoom and refer to Annex 2 for instructions on how to access the Regional Committee portal. The WHO Events app is available for download from the AppStore (Apple) or PlayStore (Android). Search for “WHO Events” and install the free app. To access the event, open the WHO Events app on your device, click the download icon on the “73rd Regional Committee for the Western Pacific” event. Event will open automatically after downloading.

Conduct and decorum for virtual participants

- Please establish a connection to the platform at least 15 minutes before the session start time.
- Ensure the location is quiet and free from distractions.
- Have a neutral background and face the camera.
- When speaking to the plenary, ensure the microphone volume is at an appropriate level.
- Virtual meetings may have a delay of up to three seconds, so speak slowly and clearly.
- Select the correct channel for language interpretation.
- Mute microphones when not speaking.

Testing the platform

Remote participants are encouraged to conduct a test of the Zoom platform to ensure they have the right equipment and settings. Dates and times for testing sessions will be scheduled and communicated via the email address used for registration. Remote participants should carry out tests with the equipment and the location they plan to use to join the Regional Committee session. All registered participants are also encouraged to download the WHO Events app in advance and access the Regional Committee portal.

Support

Delegates may contact the Secretariat by email at WPRCEnquiry@who.int any time before the session for support to access the meeting information resources and test the Zoom meeting platform, as well as during the session if they have difficulty using the platform.

Annexes

Annex 1: Regional Committee Zoom connection guide

Annex 2: Instructions on accessing the Regional Committee portal

Information in this booklet is intended as a guide. While every effort has been made to ensure accuracy, please consult websites provided for up-to-date information.

Annex 1

73rd session of the Regional Committee for the Western Pacific

Zoom Connection Guide

Equipment

In order to have full access to all Zoom functions, we recommend to use the following:

- Laptop or Desktop Computer

	Minimum	Recommended
Processor	Single-core 1 Ghz	Dual-core 2 Ghz or higher
RAM	N/A	4 GB and higher
OS	Windows 7 or 8 Mac OS X *based on Zoom website	Windows 10 or 11 Mac OS Monterey
Browser		Edge, Chrome, Safari, Firefox
Accessories		Webcam, Speakers and Microphone

- Mobile Devices

	Minimum	Recommended
iPhone	iOS 8.0	iOS 16
iPad	iPad OS 13	iPad OS 15.7
Android	Android 5.0	Android 12

Internet Connection

	Minimum	Recommended
Bandwidth	2 Mbps	5 Mbps or higher

Backup Internet Connection

- An alternative internet connection may be necessary in case your primary connection fails during the meeting. You may use your mobile phone as a **Hotspot** or have a **Mobile 4G Router**.

Accessing the RCM73 Zoom Webinar Link

- Member states will be provided individual Zoom links via e-mail which will allow heads of delegations or alternates to join as panelists with speaking rights.

- Other registered participants (Attendees) will receive an email with instructions on how to access the Zoom webinar attendee link on the [RCM73 SharePoint Portal](#).
- On the portal, select your category and click **Join** to access the Zoom Webinar (except for Partners or Members of the Public).
- Enter the Zoom Webinar password
- When prompted by Zoom, enter your email address and name as follows:
 - ✓ COUNTRY/ORGANISATION – First Name, SURNAME

Audio and Video (Panelists)

Kindly enable your video and make sure that your microphone is muted except when addressing the plenary. Please speak close to the microphone.

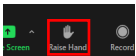
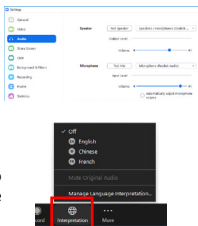
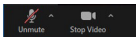
In Audio Settings, please set the Speaker and Microphone volume to the appropriate levels.

Simultaneous Interpretation

The webinar will be broadcast in multiple languages. It is important to select the appropriate channel at the start of the Webinar.

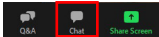
Raise Hand

If you wish to make an intervention, please click the “Raise Hand” button on the Zoom control bar. Your name will be called based on the order in the queue.



Chat

Panelists may send messages to the WPRO secretariat or other panelists using the Chat window.



Best Practices

Here are some reminders to maintain an orderly meeting environment:

- Join the meeting at least 15 minutes before the start time.
- Ensure your location is quiet and free from distractions.
- Have a neutral background and face the camera.
- Virtual meetings may have a delay of 2-3 seconds so please speak slowly and clearly.
- Select the correct channel for language interpretation.

Technical Issues

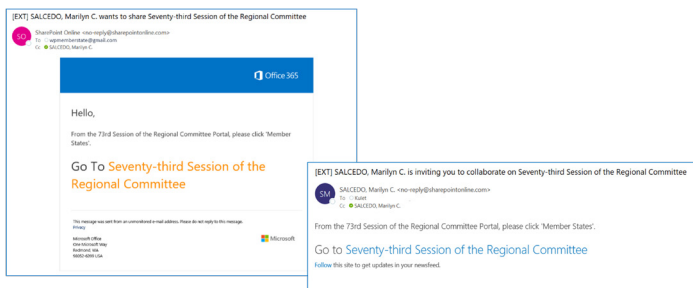
In case of technical issues, please e-mail your concerns to: WPRCMenuquiry@who.int.

Annex 2

Instructions on accessing the Regional Committee portal

Step 1:

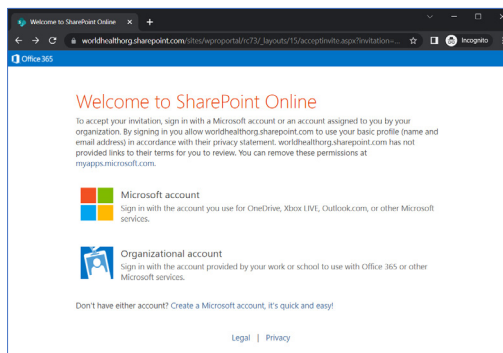
Following your registration and verification as a participant in the session of the Regional Committee, you will receive an email to access the official Regional Committee portal coming from no-reply@sharepointonline.com a few days before the start of the event. Please see the sample email below. Kindly check your spam folder if the email does not appear in your inbox. Click “Seventy-third Session of the Regional Committee” in the email to accept the invitation and confirm your access.



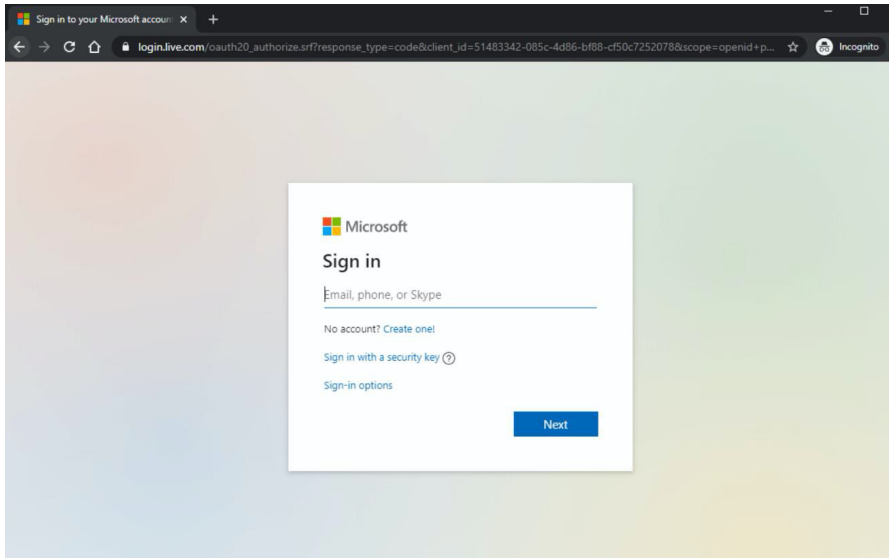
Step 2:

You need not create a new account and may proceed to Step 3 if you have a Microsoft email address (outlook.com, hotmail.com, live.com or msn.com) or an enterprise Microsoft account (organizations that use Microsoft 365, for example).

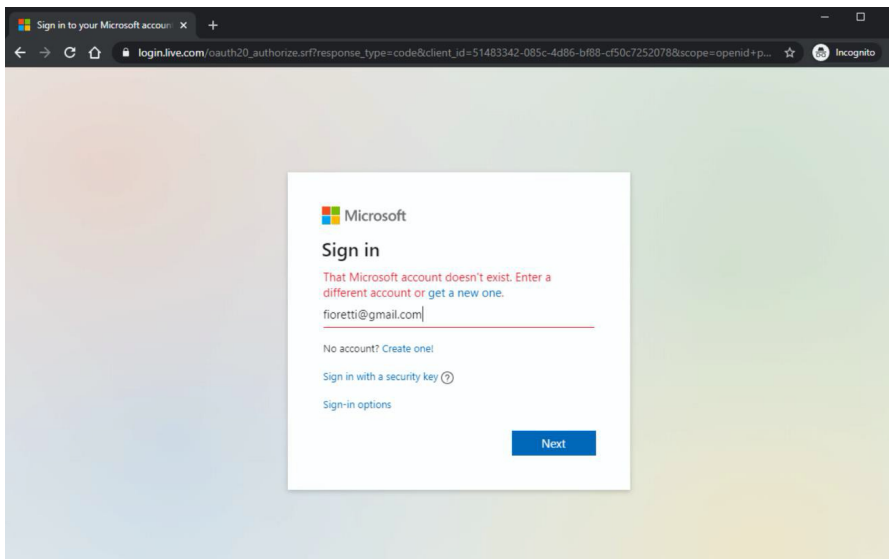
Otherwise, you will need to create a Microsoft account, so please Click Microsoft account.



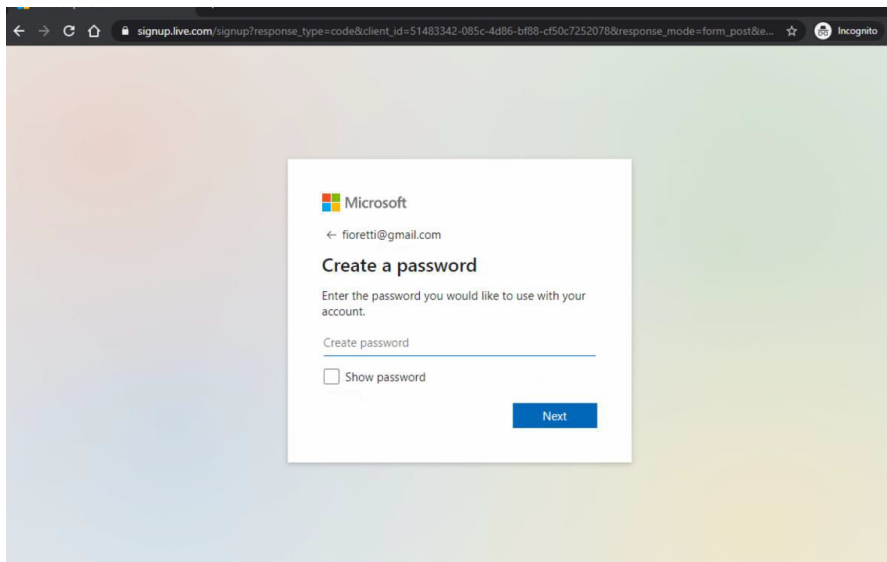
Enter your email address (any valid email address will work). **Click Next.**



If you have a non-Microsoft account (such as Gmail), the following message will appear. **Click Next.**

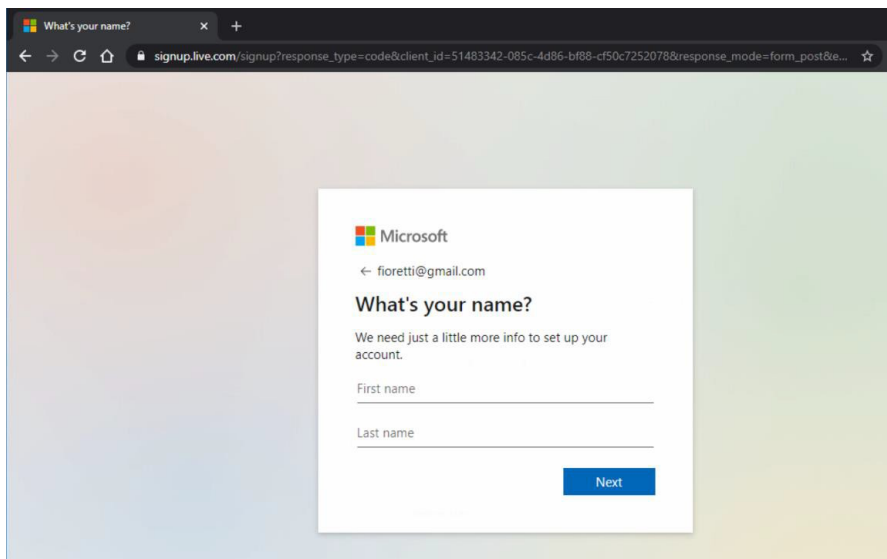


Follow the instructions to register for an account. Enter a password. **Click Next.**



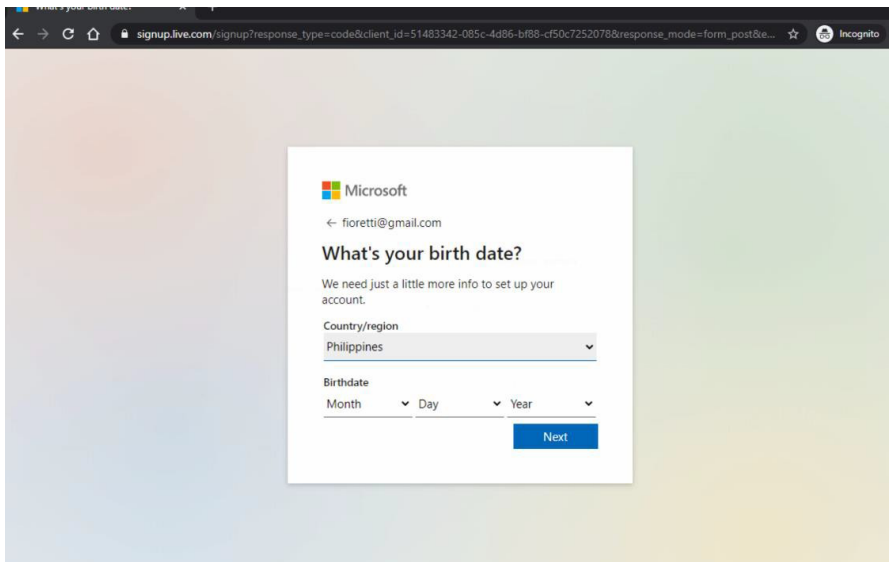
The screenshot shows a web browser window with the URL `signup.live.com/signup?response_type=code&client_id=51483342-085c-4d86-bf88-cf50c7252078&response_mode=form_post&e...`. The page features a white Microsoft logo at the top left, followed by the email address `fioretti@gmail.com`. The main heading is "Create a password". Below this, a message states: "Enter the password you would like to use with your account." There is a text input field labeled "Create password". Below the input field is a checkbox labeled "Show password". A blue "Next" button is positioned at the bottom right of the white form area.

Enter your first and last name. **Click Next.**



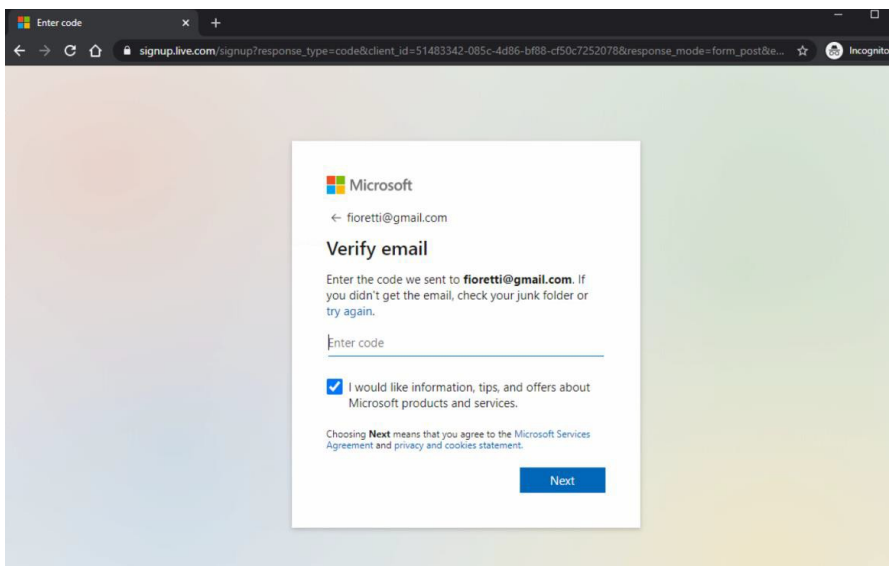
The screenshot shows the same web browser window as the previous one, but the page content has changed. The heading is now "What's your name?". The message below reads: "We need just a little more info to set up your account." There are two text input fields, one labeled "First name" and one labeled "Last name". A blue "Next" button is located at the bottom right of the white form area.

Enter your country and birth date. **Click Next.**



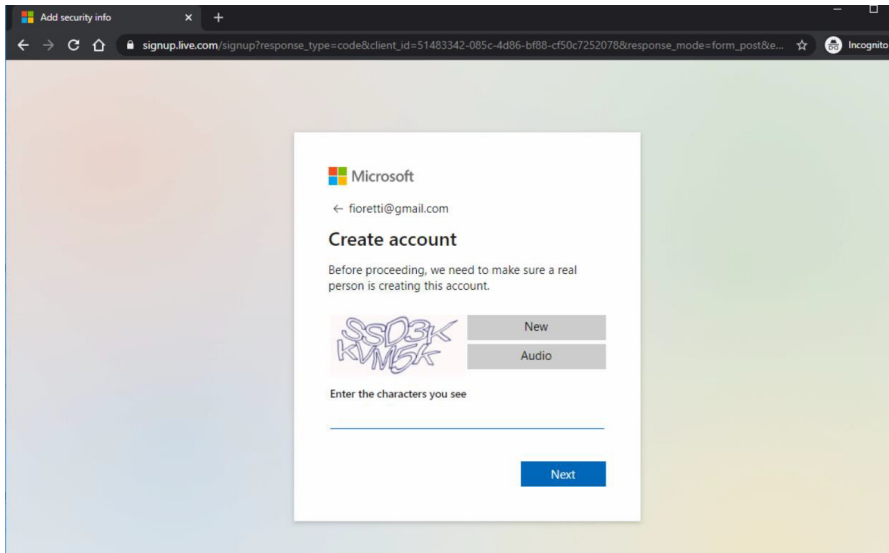
The screenshot shows a web browser window with the URL `signup.live.com/signup?response_type=code&client_id=51483342-085c-4d86-bf88-cf50c7252078&response_mode=form_post&e...`. The page displays the Microsoft logo and the email address `fioretti@gmail.com`. The main heading is "What's your birth date?". Below this, it says "We need just a little more info to set up your account." There are two dropdown menus: "Country/region" with "Philippines" selected, and "Birthdate" with "Month", "Day", and "Year" dropdowns. A blue "Next" button is at the bottom right.

You should receive an email from Microsoft with a verification code. Enter the code. **Click Next.**

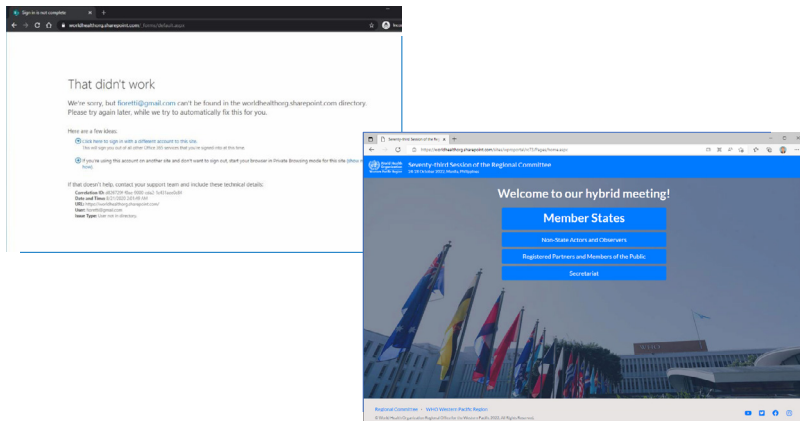


The screenshot shows the same web browser window, but the page has advanced to the "Verify email" step. It displays the Microsoft logo and the email address `fioretti@gmail.com`. The heading is "Verify email". Below this, it says "Enter the code we sent to `fioretti@gmail.com`. If you didn't get the email, check your junk folder or try again." There is a text input field labeled "Enter code". Below the input field, there is a checkbox that is checked, with the text "I would like information, tips, and offers about Microsoft products and services." At the bottom, it says "Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement." A blue "Next" button is at the bottom right.

Enter the characters displayed on the authentication page. **Click Next.**



After account verification, you will be redirected to the main WHO SharePoint site. The “that didn’t work” page will display. At this point, please click on the following link to enter the Regional Committee portal: <https://worldhealthorg.sharepoint.com/sites/wproportal/rc73>



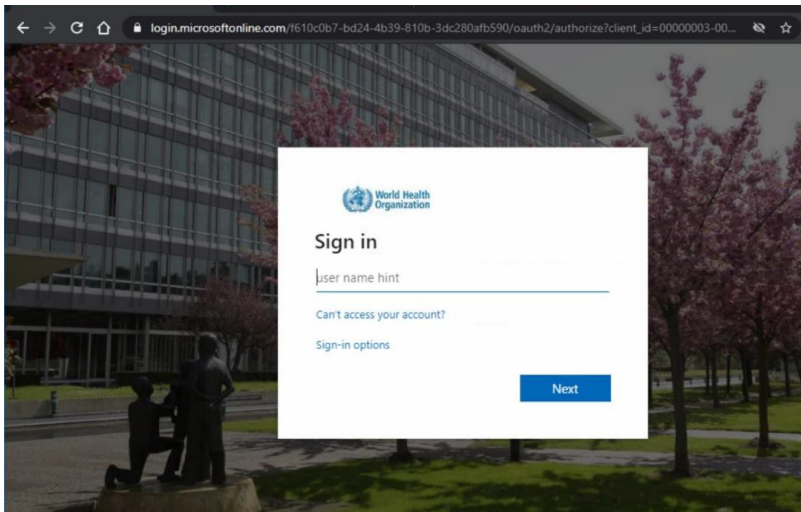
The link will take you to the portal.

Step 3:

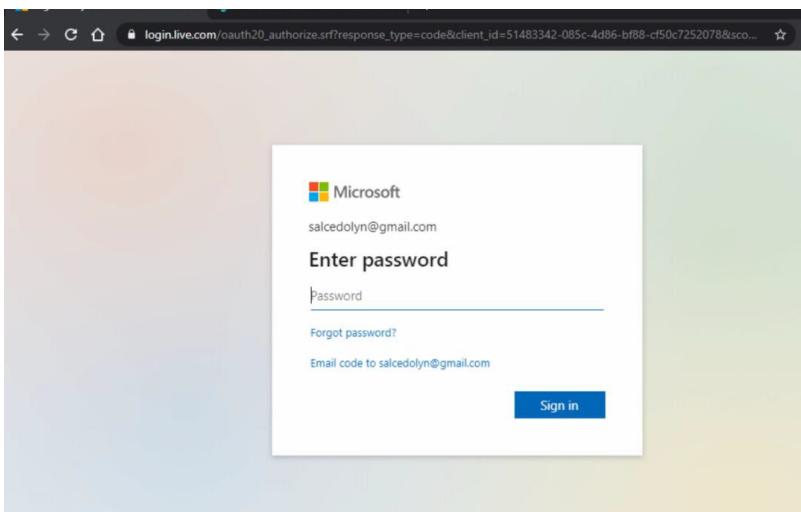
If you are using a Microsoft email address or enterprise Microsoft account, click on the Regional Committee portal link: <https://worldhealthorg.sharepoint.com/sites/wproportal/rc73>.

You will be redirected to the login page.

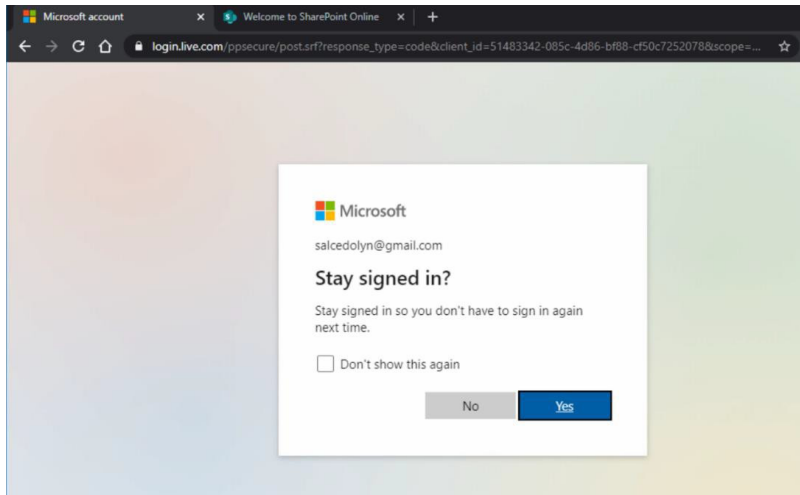
Enter your email address where it says, "user name hint". **Click Next.**



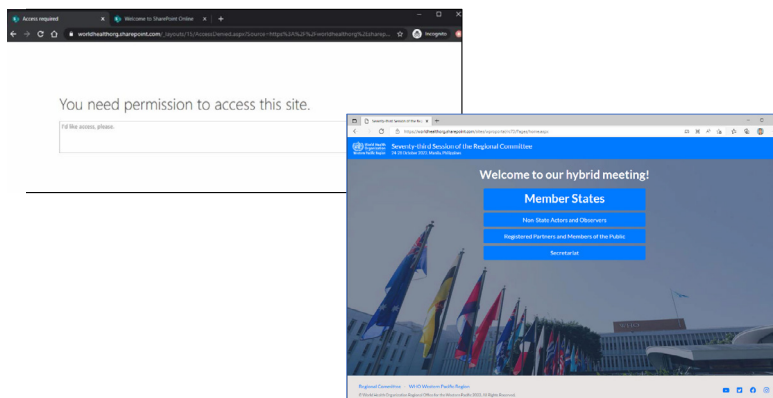
Enter your password. **Click Next.**



After entering the password and signing in, you will see this page. **Click Yes** to stay signed in.



After account verification, you will be redirected to the main WPRO SharePoint site. You will see a page saying you do not have access. At this point, please click on the following link to enter the Regional Committee portal: <https://worldhealthorg.sharepoint.com/sites/wproportal/rc73>



The link will take you to the portal.

If you have issues logging into your account, please email WPRCMenquiry@who.int

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**World Health
Organization**

Western Pacific Region