



EGNRET 44



**Asia-Pacific  
Economic Cooperation**

**EGNRET**

**44th Meeting  
of  
APEC Expert Group on New and Renewable Energy Technology**

**ADMINISTRATIVE CIRCULAR**

13-16 April 2015





# EGNRET 44

## 1. INTRODUCTION

This Circular presents the arrangements and other relevant information of the 44th Meeting of the APEC Expert Group on New and Renewable Energy Technology (EGNRET). EGNRET 44 will be held in Fort Ilocandia, Laoag Ilocos Norte on April 13-14, 2015. After the EGNRET 44 Meeting, an APEC workshop will be arranged on April 15, 2015 at the same location as EGNRET 44. The workshop is entitled as “Final Dissemination Workshop on Capacity Building for Installers and System Designers for Solar PV Rooftop Installations”. A site visit of Renewable facilities (i.e solar and wind farm) will be scheduled on the last day of the event, April 16, 2015.

For these three events (EGNRET 44, APEC workshop on Capacity Building for Installers and System Designers for Solar PV Rooftop Installations, and the site visit), delegates are strongly advised to complete your registration at your earliest convenience. Please kindly refer to the registration deadlines.

The detail of APEC Workshop on Capacity building for installers and system designers for solar PV rooftop installations, please refer to Annex ( D)

## 2. DATE and OVERALL SCHEDULE

The EGNRET 44 Meeting is scheduled on April 13 to April 14 (Monday - Tuesday), 2015.

The overall schedule:

<b>Apr. 12 (Sun.)</b>	<b>Arrival to Laoag, Philippines</b>
<b>Apr. 13(Mon.)</b>	<b>EGNRET Meeting</b>
<b>Apr. 14(Tue.)</b>	<b>EGNRET Meeting</b>
<b>Apr. 15(Wed.)</b>	<b>APEC EGNRET Workshop</b>
<b>Apr. 16(Thu.)</b>	<b>Site Visit to RE Facilities</b>
<b>Apr. 17(Fri.)</b>	<b>Departure</b>

## 3. VENUE

EGNRET 44 and the workshop will be held at Fort Ilocandia Resort Hotel in Laoag City, Ilocos Norte.

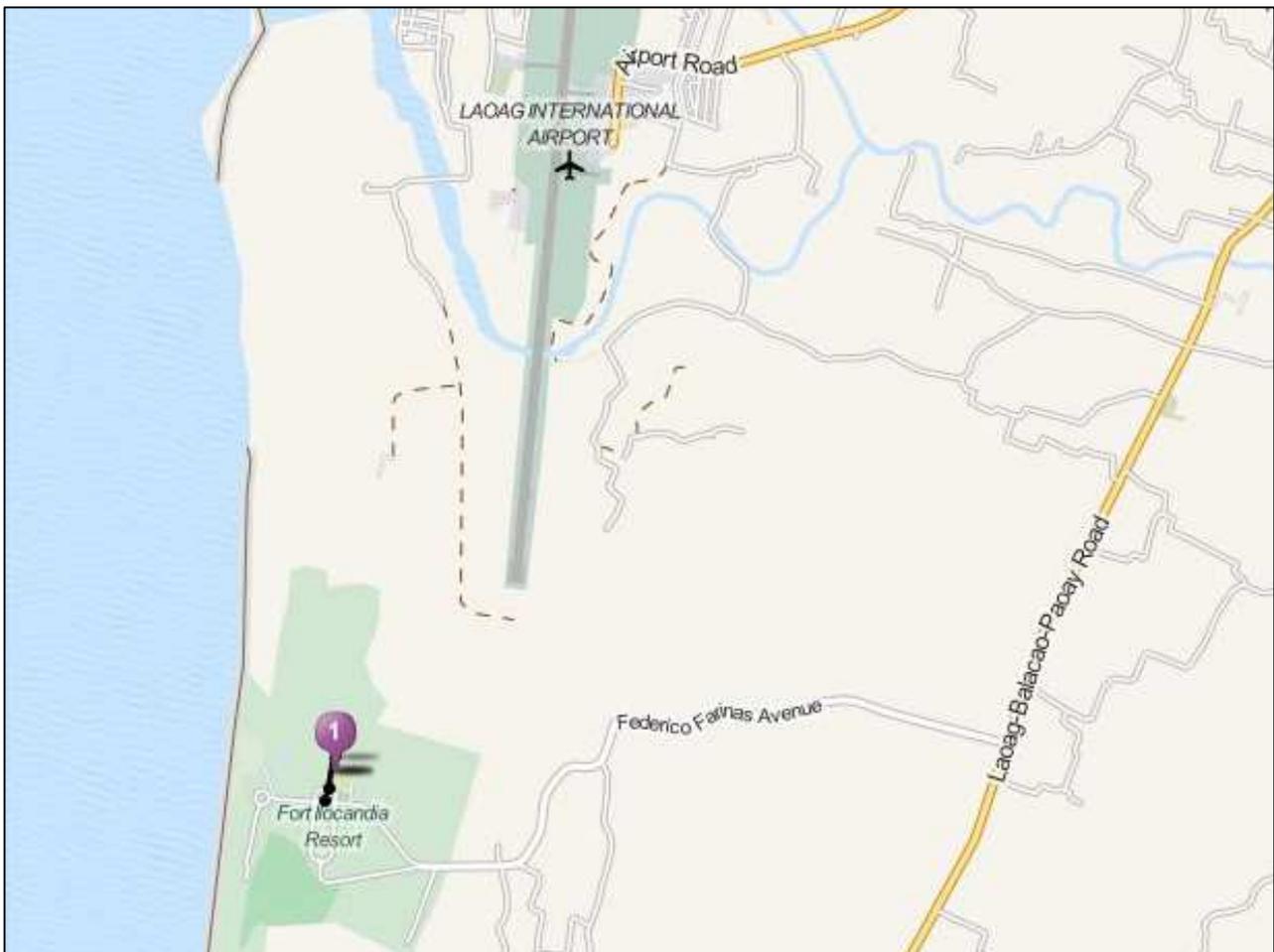
Address: Brgy 37 Calayab Laoag City, Ilocos Norte Philippines

Phone: (63-77) 6790900-10

Fax Number: (63-77)670-9101 05 6709111

Website: <http://www.fortilocandia.com.ph>

Detailed map is shown below:



#### 4. SCHEDULE

The tentative agenda for EGNRET 44 Meeting can be found in Annex A in this Circular.

#### 5. MEETING THEME and ECONOMY PRESENTATION



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The theme for EGNRET 44 will be “**Strategy and roadmap of Photovoltaic systems in APEC economies**”. Please prepare the Member Economy presentations on this topic which is scheduled in the afternoon of April 13, 2015. Please send your presentation files to Dr. Bing-Chwen Yang (bcyang@itri.org.tw) and Ms. Vivian Hsieh (vivianHsieh@itri.org.tw) by **April 9, Thursday**.

### 6. NEW PROPOSAL CONCEPT NOTE

The deadline of the session 2 Concept Note is on July 1, 2015. If you would like to propose new project at EGNRET 44 for session 2, 2015, please develop two-three page Concept Note, and send it to Dr. Bing-Chwen Yang at bcyang@itri.org.tw and Ms. Vivian Hsieh at vivianHsieh@itri.org.tw as soon as possible. Any presentation of the proposal concept at the meeting is welcome. The APEC new Project Concept Note Template can be found in Annex (C). More forms and resources for the project submission are available at:

<http://www.apec.org/Projects/Forms-and-Resources.aspx>

### 7. REGISTRATION

To assist us with meeting preparations, we hope you could notify us if you are planning to attend EGNRET 44 meeting. Please fill in the attached EGNRET 44 Registration Form Annex (B) and return to Dr. Bing-Chwen Yang at bcyang@itri.org.tw and Ms. Vivian Hsieh at vivianHsieh@itri.org.tw by **April 1, 2015 (Wednesday)**. Thank you very much indeed. **Also please note that this form is for meeting arrangements only, NOT for hotel reservation.** For hotel reservation, you can directly book with the proposed hotels, please make reservation and let us know which hotel you are going to stay in the meeting registration form.

### 8. ACCOMMODATION

1. Hotel: Fort Ilocandia Resort Hotel (5 stars)  
Address: Brgy. 37, Calayab, Laoag City, Ilocos Norte  
**Laoag Office:**  
Telefax No. (63-77) 670-9101,  
**Manila Office:**  
Telephone Nos. (63-2) 478-6506, (63-2) 654-7055  
Fax No. (63-2) 478-5315

Email: [booking@forilocandia.com.ph](mailto:booking@forilocandia.com.ph)

Website: <http://www.fortilocandia.com.ph/>

Location Map: [http://www.fortilocandia.com.ph/Fort%20Ilocandia%20Hotel%20-%20The%20only%205-star%20deluxe%20resort%20hotel%20in%20northern%20Philippines\\_20.htm](http://www.fortilocandia.com.ph/Fort%20Ilocandia%20Hotel%20-%20The%20only%205-star%20deluxe%20resort%20hotel%20in%20northern%20Philippines_20.htm)

- Hotel: Plaza del Norte Hotel (4 stars)  
Address: Bgy. 41 Balacad, Laoag City, Ilocos Norte  
**Laoag Office:**  
Telephone Nos. (63-77) 600-0331, Telefax (63-77) 600-0817  
Mobile Nos. (63-943) 705-0832, (63-943) 705-089  
**Manila Office:**  
Telephone Nos. (63-2) 812-3456, Telefax No. (63-2) 550-1311

Email: [reservations\\_plazadelnorte@yahoo.com](mailto:reservations_plazadelnorte@yahoo.com)

Website: <http://plazadelnortehotelandconvention.com/>

Room Rates: Php 7,320.00/night (Superior Room)

Inclusions: Breakfast, 10% service charge and 12% government tax

- Hotel: Java Hotel (3 stars)  
Address: Gen. Segundo Ave., Bgy. 55-B Salet, Laoag City, Ilocos Norte  
**Laoag Office:**  
Telephone Nos.: (63-77) 770-5996, (63-77) 770-5592  
**Manila Office:**  
Telephone Nos.: (63-2) 246-1010

Website: <http://www.javahotel.com.ph/>

## 9. TRAVEL INFORMATION

### **9.1 Entry Regulations and Customs Information.**

Starting August 1, 2013, nationals from 151 countries may enter the Philippines without a visa and stay for a maximum of thirty (30) days, provided they are holders of a passport valid at least six (6) months beyond the period of stay in the Philippines, and present a return or outward bound ticket to their country of origin or to a next country of destination.



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***Pursuant to the Bureau of Immigration's Memorandum Circular No. RADJR-2013-006.***

For the list of 151 countries, please visit  
[http://itsmorefuninthephilippines.com/download/151\\_countries\\_covered\\_in\\_30\\_days\\_Visa\\_free\\_entry.pdf](http://itsmorefuninthephilippines.com/download/151_countries_covered_in_30_days Visa_free_entry.pdf)

Chinese Nationals, including citizens for Hong Kong and Taiwan, will need a special permit.

Before leaving the plane, you will be asked to fill out the Baggage Declaration Form.

The following items are allowed duty-free:

A reasonable quantity of personal clothes, jewelry, and toiletries  
Two cartons of cigarettes or two tins of pipe tobacco  
Up to two (2) liters of alcohol

The following items are prohibited:

Firearms  
Dangerous drugs  
Narcotics  
Pornographic materials

The following items are regulated:

Transceivers  
DVDs and VCDs  
Controlled chemicals/substances/precursors

The following items are restricted and require prior import permits and health, sanitary or phytosanitary certificates:

Foreign agricultural products, such as animals, plants, wildlife  
Their products and by-products, such as meat, eggs, fruit  
Endangered species

“Balikbayans” have separate rules and should check with the Embassy or Consulate in their current residence.



## 9.2 Flight Schedule & Transportation

### Flight Schedule & Transportation

#### Philippine Airlines:

##### **MANILA to LAOAG**

Flight No.: PR 2196	Frequency: Daily	Time: Departure - 12:00, Arrival - 13:00
Flight No.: PR 2198	Frequency: Daily	Time: Departure - 19:00, Arrival - 19:00

##### **LAOAG to MANILA**

Flight No.: PR 2197	Frequency: Daily	Time: Departure - 13:40, Arrival - 14:40
Flight No.: PR 2199	Frequency: Daily	Time: Departure - 20:40, Arrival - 21:40

Website:

[http://www.philippineairlines.com/files/3414/2562/7183/Domestic\\_Summer\\_Mar\\_0627\\_15.pdf](http://www.philippineairlines.com/files/3414/2562/7183/Domestic_Summer_Mar_0627_15.pdf)

#### Cebu Pacific Air:

##### **MANILA to LAOAG**

Flight No. 5J404	Frequency: Daily	Time: Departure – 1900, Arrival – 2020
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##### **LAOAG to MANILA**

Flight No. 5J405	Frequency: Daily	Time: Departure – 2040, Arrival – 2200
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Website:

[https://www.cebupacificair.com/Flight%20Schedule/Domestic%20Flight%20Schedule%20\(020215\).pdf](https://www.cebupacificair.com/Flight%20Schedule/Domestic%20Flight%20Schedule%20(020215).pdf)

## 9.3 Business and Banking Hours

Private and government offices are usually open between 8:00 a.m. to 6:00 p.m., Monday to Friday.

Most banks close by 4:00 p.m. But ATMs – some with Cirrus, Citi and Maestro tie-ups for international withdrawals – are common in most cities and major towns.

Most shopping malls, department stores, and supermarkets are open from 10:00 a.m. to 8:00 p.m., with hours extending until 10:00 p.m. on Saturdays, Sundays and holidays.



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Thanks to the Philippines' fast growing Business Process Outsourcing (BPO) industry, more and more establishments in major cities have 24/7 service. Apart from convenience stores, fast-food outlets like McDonald's and Jollibee can serve up your burger while your body clock's still adjusting.

### **9.4 Credit Cards**

Visa, Diners Club, Mastercard, American Express & JBC and other credit and debit cards are widely accepted at major stores, restaurants, and hotels.

### **9.5 FOREIGN EXCHANGE REGULATIONS**

It is illegal for any incoming or outgoing passenger to bring in or take out Philippine Pesos in excess of P10,000.00 without prior authority from the Bangko Sentral ng Pilipinas.

Any violation of this rule may lead to the money's seizure and civil penalties and/or criminal prosecution. (BSP Circular 98-1995)

The transportation of foreign currency or monetary instruments is legal. However, the carrying of foreign currency in excess of US\$10,000.00 or its equivalent in other foreign currencies must be declared to a Customs Officer or the Bangko Sentral ng Pilipinas.

Violation of this rule may lead to seizure and sanctions, fines and / or penalties.

For more information about Bureau of Customs Passengers Guidelines, visit <http://www.customs.gov.ph/bustravel.php>

### **9.6 Currency**

1 Philippine Peso (Php) = 100 centavos.

Bank notes: Php20, Php50, Php100, Php200, Php500, Php1,000.

Coins: 5 cents, 10 cents, 25 cents, Php1, Php5, Php10.



Foreign currency may be exchanged at most hotels, and in most of the large department stores, banks and authorized money changing shops. Exchanging money anywhere else is illegal and the laws are strictly enforced.

### **9.7 Tipping**

Feel free to tip waiters, drivers, porters, housekeepers, salon staff, barbers, and other service providers.

A tip of 10% of the total bill is the usual practice. But if the bill already includes a 10% service charge, tipping is optional.

### **9.8 VAT (Value-Added Tax)**

Value-Added Tax is a form of sales tax. It is a tax on consumption levied on the sale, barter, exchange or lease of goods or properties and services in the Philippines and on importation of goods into the Philippines. It is an indirect tax, which may be shifted or passed on to the buyer, transferee or lessee of goods, properties or services.

### **9.9 Getting There:**

Fort Ilocandia is located in Laoag City, Ilocos Norte, you can find the hotel at northern tip of the Philippines. Situated 1400 kilometres from Manila. 45 minutes biplane from Manila and Taiwan, 80 minutes from Hongkong and Macau.

Driving directions from Manila (Approximately 8 hours drive). Take the North Luzon Tollway from Manila. Pass through the cities of Tarlac, San Fernando La Union, pass the town of Vigan, Batac & San Nicolas and enter the city of Laoag. Follow the main road and make a left on the airport road, proceed until you see the Northwestern University on your right. Make a left on the road in front of the University, and make a right towards the entrance to Fort Ilocandia Resort Hotel.

### **9.10 Getting Around**

Hotel visitors may book through the hotel private cars & vans, may take public transportation to various destinations via bus, jeepney or tricycle and rent “bancas” or pump boats for island adventure.

### 9.11 Places of Interest

#### a) Paoay Church

Built during the Spanish era, where sugar cane juice was used in strengthening the lime mortar in the construction process and not water. It’s architecture is a unique combination of Gothic, Baroque and Oriental. Construction of the church started in 1704 and was completed in 1894.



#### b) The Marcos Museum and Mausoleum

The ancestral house of the Marcoses in Batac showcases the memorabilia of the late President Ferdinand E. Marcos and the unique collection of the Marcoses.



#### c) Pagudpud Beach

Known as a gateway to Cagayan Valley, It is located in the northernmost tip of Ilocos Norte. It has breathtaking scenery of cascading waterfalls flowing streams and was the white sand beach.



d) **Cape Bojeador Lighthouse**

Constructed in March 31, 1892, the lighthouse stands on the promontory in Burgos, 45 kilometers north of Laoag City. It is still sending out signals to ships passing by the Cape facing the northern portion of the South China Sea.



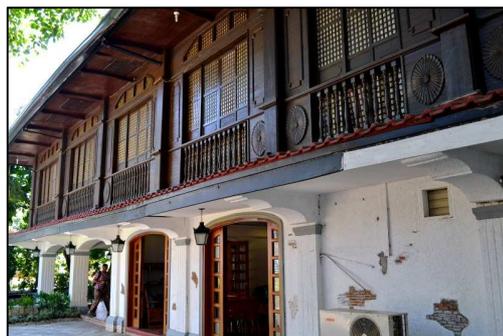
e) **The historic Town of Vigan” A World Heritage Site”**

Vigan established in the 16<sup>th</sup> century, it's the best preserved example of planned Spanish colonial town in Asia. Its architecture reflects the coming together of cultural elements from elsewhere in the Philippines and from China with those of Europe to create a unique culture and townscape without parallel anywhere in East and Southeast Asia. Vigan is one of the UNESCO World Heritage Sites found in the Philippines.



f) **Malacañang of the North**

It is also called : Balay Ti Amianan” built as the official residence of the late President Ferdinand Marcos. This is now a museum which houses the memorabilia of the President.



**g) Legendary Paoay Lake**

The lake otherwise known as “Dakkel a Danum” meaning “big water” has area of 470 hectares with a depth of 10 meters. It is landlocked and is 3 kilometers from the sea. Its water level is below sea level and is always fresh from the sea. Its water level is below sea level and is always fresh as it is supplied by subterranean source. Paoay Lake and its extremities was declared a National Park on June 21, 1969 under Rep. Act No. 5631.



**9.11 Seasonal Information**

Tropical with 2 distinct seasons: wet and dry.

Dry season: from November to May

Wet season: from June to October

Average year round temperature: 27° Celsius / 81° Fahrenheit

Average high temperature year round in Manila during noon time: 31°C/88°F

Temperatures at noon during the summer months of April & May can reach over 34°C/93°F

**9.12 Smoking**

Smoking Ban in Public Places.—Smoking shall be absolutely prohibited in the following public places:

a. Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels and recreational facilities for persons under eighteen (18) years old;

b. Elevators and stairwells;



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- c. Locations in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;
- d. Within the buildings and premises of public and private hospitals, medical, dental, and optical clinics, health centers, nursing homes, dispensaries and laboratories;
- e. Public conveyances and public facilities including airport and ship terminals and train and bus stations, restaurants and conference halls, except for separate smoking areas; and
- f. Food preparation areas.

All designated smoking areas shall have at least one (1) legible and visible sign posted, namely “SMOKING AREA” for the information and guidance of all concerned. In addition, the sign or notice posted shall include a warning about the health effects of direct or secondhand exposure to tobacco smoke. Non-Smoking areas shall likewise have at least one (1) legible and visible sign, namely: “NON-SMOKING AREA” or “NO SMOKING.”

### **9.13 Useful Telephone Numbers**

Although the Philippines is a safe country, the following numbers will be helpful in cases of emergency. Below numbers are **Metro Manila** numbers.

Department of Tourism Assist Line	+63 2 524 1703
Department of Transportation and Communication (for reporting abusive or choosy cab drivers)	+63 918 884 8484; +63 2 727 1710; +63 2 726 7125
International Airport Terminal Manager (for reporting any act of abuse and/or discourtesy)	+63 2 877 1109 extension 3003/3031

Department of Tourism Assist Line	+63 2 524 1703
Ninoy International Airport	+63 2 551 0698; +63 2 833 1180

Emergency Numbers within Laoag City , Ilocos Norte :

Laoag City Police Station	+ 63(77) 772-0564
Laoag City Office of the Mayor	772-0001, 0917650194
Office of the Provincial Governor	+63 (77)772-1211 loc. 131

### **9.14 Electricity and Water Supply**

The Electricity in Philippines is 220 Volts, alternating at 60 cycles per second. Tap water should be regarded as non-potable, but bottled water is widely available.

### **10. CONTACTS**

Dr. Chung-Hsien Chen  
APEC EGNRET Chair  
Email: [ctchen@moeaboe.gov.tw](mailto:ctchen@moeaboe.gov.tw)

Dr. Bing-Chwen Yang  
APEC EGNRET Secretariat  
E-mail: [bcyang@itri.org.tw](mailto:bcyang@itri.org.tw)

Ms. Vivian Hsieh  
APEC EGNRET Secretariat  
E-mail: [vivianHsieh@itri.org.tw](mailto:vivianHsieh@itri.org.tw)



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### **ANNEXES (Separate Files) (c/o APEC Secretariat)**

- (A) EGNRET 44 Draft Agenda**
- (B) EGNRET 44 Participant Registration Form**
- (C) APEC Project Concept Note Form(updated)**
- (D) General Information of APEC Workshop on Capacity building for installers and system designers for solar PV rooftop installations**