

**GENERAL INFORMATION ABOUT THE
SPECIAL NAM MINISTERIAL MEETING ON INTERFAITH DIALOGUE
AND COOPERATION FOR PEACE AND DEVELOPMENT**

16-18 March 2010, PICC

The Special Non-Aligned Movement Ministerial Meeting (SNAMMM) on Interfaith Dialogue and Cooperation for Peace and Development will be held at the Philippine International Convention Center (PICC), CCP Complex, Pasay City from 16 to 18 March 2010.

SNAMMM National Organizing Committee (SNAMMM-NOC)

The SNAMMM National Organizing Committee is responsible for all matters related to the preparation and development of all meetings and activities of the Special NAM Ministerial Meeting (SNAMMM) on Interfaith Dialogue and Cooperation for Peace and Development.

Secretary of Foreign Affairs Alberto G. Romulo is the Chairman of the SNAMMM National Organizing Committee.

His designated alternate is **Undersecretary of Foreign Affairs Rafael E. Seguis**, who, as the Secretary-General of the SNAMMM-NOC, heads the SNAMMM-NOC Secretariat.

**SPECIAL NAM MINISTERIAL MEETING ON INTERFAITH DIALOGUE
AND COOPERATION FOR PEACE AND DEVELOPMENT**

16-18 March 2010, PICC

PROVISIONAL PROGRAMME

I. Program for the Senior Officials' Meeting

Sunday-Monday, 14-15 March 2010

- Arrival of Delegations
- Hotel Check-in
- Registration for the Meeting (*for those who have not pre-registered online or through the Philippine foreign service posts*)

Tuesday, 16 March 2010

**Venue: *Philippine International Convention Center
(Plenary Hall)***

0800h – 0900h	Continuation of Registration of participants and distribution of documents
0900h – 0935h	Opening of the Plenary of the Senior Officials' Meeting <ul style="list-style-type: none">• Opening Statement by the Senior Official from the Arab Republic of Egypt to the Senior Officials' Meeting, the representative of the Chairman of the NAM• Hand-over of Chairmanship of the Senior Officials' Meeting to the Philippines
0935h – 1000h	Plenary of the Senior Officials' Meeting <ul style="list-style-type: none">• Adoption of the agenda

- Report by the Coordinating Bureau (COB) of the NAM
 - Consideration of the recommendations of the NAM-COB (New York)
 - Provisional agenda of the SNAMMM
 - Election of the Bureau
 - Organization of work
 - Consideration of applications for participation as Guests

1000h – 1015h	Coffee Break
1015h – 1300h	Consideration of the Draft Final Document
1300h – 1430h	Lunch
1500h – 1730h	Consideration of the Draft Final Document – <i>continuation</i> –
1730h – 1815h	Coffee break/Preparation of Documents
1815h – 1830h	Plenary of Senior Officials Meeting <ul style="list-style-type: none">• Report by the Chairman of the Senior Officials’ Meeting• Adoption of the Final Document to be presented to the Ministerial Meeting• Consideration and adoption of the report of the Senior Officials’ Meeting
1830h	End of the Senior Officials’ Meeting
1930h –2130h	Reception hosted by Secretary Alberto G. Romulo in honor of Ministers, Heads of Delegations, and Senior Officials to the SNAMMM Cultural Program

II. Provisional Program for the Special Ministerial Meeting (SNAMMM)

Wednesday, 17 March 2010

Venue: Philippine International Convention Center (Plenary Hall)

0830h – 0900h	Distribution of documents
0915h – 0950h	Arrival of Guests and Heads and Members of NAM Delegations
0950h – 1010h	Group Photograph of Heads of Delegations with H.E. President Gloria-Macapagal Arroyo
1015h – 1030h	Opening of the Special NAM Ministerial Meeting on Interfaith Dialogue and Cooperation for Peace and Development <ul style="list-style-type: none">• Opening Remarks by the Chair of NAM-COB• Hand-over of chairmanship of SNAMMM to the Philippines• Welcome Remarks by Secretary Alberto G. Romulo, Secretary of Foreign Affairs of the Republic of the Philippines as Chair of the SNAMMM• Introduction of the keynote speaker.
1030h – 1045h	Keynote address by H.E Gloria Macapagal-Arroyo, President of the Republic of the Philippines <ul style="list-style-type: none">• The President departs• Coffee break
1100h – 1145h	Resumption of the Opening Session <ul style="list-style-type: none">• Statement by the Minister of Foreign Affairs of the Arab Republic of Egypt

- Statement by the Guest of Honor, the President of the 64th Session of the UN General Assembly
- Statement by the Organization of the Islamic Conference (OIC) Secretary General*
- Statement by the UNESCO Director-General*
- Statement by the World Conference of Religions for Peace Secretary General*

*TBC

1145h – 1150h	Opening Plenary Session of the SNAMMM
	<ul style="list-style-type: none">• Adoption of the agenda• Report of the Chair of Preparatory Senior Officials' Meeting• Election of the Members of the Bureau• Organization of work• Consideration of applications for participation as Observers and Guests
1150h – 1315h	General Debate ¹
1315h – 1430h	Lunch
1430h – 1800h	General Debate — continuation
2000h - 2230h	Gala Dinner hosted by the Secretary Alberto G. Romulo in honor of the Ministers and Heads of Delegations and Members of Delegations to the SNAMMM

Venue: Reception Hall, PICC

¹ Based on list of speakers and precedence

Thursday, 18 March 2010

**Venue: Philippine International Convention Center
(Plenary Hall)**

1000h – 1230h	General Debate – continuation
1230h - 1430h	Lunch
1500h - 1630h	General Debate—continuation
1630h – 1645h	Coffee Break
1645h – 1730h	Closing Plenary Session of the SNAMMM <ul style="list-style-type: none">• Adoption of the Final Document• Consideration and adoption of the report of the Rapporteur• Statements from the Regional Groups<ul style="list-style-type: none">○ Group of 77 and China○ African Region○ Asian Region○ Latin America and the Caribbean Region○ European Region• Closing statement from the Chair of the SNAMMM
1730h -1800h	Press Conference

Friday-Saturday, 19-20 March 2010

- Hotel Check-out of Delegations
- Departure

GENERAL ADMINISTRATIVE ARRANGEMENTS

1. Secretariat of the SNAMMM National Organizing Committee

- 1.1 **Undersecretary of Foreign Affairs Rafael E. Seguis is the Secretary-General of the SNAMMM-NOC Secretariat.** All correspondence, questions and queries regarding the Conference should be addressed to him. The following are his contact details:

Undersecretary Rafael E. Seguis

Secretary-General

Special Non-Aligned Movement Ministerial Meeting

National Organizing Committee Secretariat

Address: 6th Floor, South Wing, Department of Foreign Affairs, 2330 Roxas Boulevard., Pasay City, Philippines

Telephone: +632-834-3102

Fax: +632-833-1626

Email Address: secretariat@snammm.org.ph

- 1.2 The official website of the Special NAM Ministerial Meeting on Interfaith Dialogue and Cooperation for Peace and Development is:

Website: www.snammm.org.ph

Email Address: info@snammm.org.ph

- 1.3 All NAM Member Countries, NAM Observer Countries and Organizations, and other Guests (individual and/or country) are requested to submit the name and contact numbers, including email addresses) of designated Focal Persons either through their Missions in Manila or New York to the SNAMMM Secretary-General.
- 1.4 Each Focal Person will be the Country's/ Organization's/ Guest's contact person and shall be responsible for all organizational matters of his/ her delegation.
- 1.5 The Focal Person may also contact the Deputy Secretary-General, Ambassador Victoria S. Bataclan, regarding administrative and logistical aspects of the meeting:

Ambassador Victoria S. Bataclan

Deputy Secretary-General

Special Non-Aligned Movement Ministerial Meeting

National Organizing Committee Secretariat

Address: 6th Floor, South Wing, Department of Foreign
Affairs, 2330 Roxas Boulevard., Pasay City,
Philippines

E-mail address: victoria.bataclan@gmail.com

2. Visa and Immigration Formalities

- 2.1 All delegates are required to possess valid passports to enter the Philippines. Delegates are responsible for arranging their visas, if required.
- 2.2 Delegates from countries that require visas for the Philippines must obtain their visas from the nearest Philippine Embassy or Consulate before travelling to the Philippines. For a list of nationals that do not require visas, please refer to the **DFA website (www.dfa.gov.ph)**.
- 2.3 For queries and assistance regarding visas, delegates may contact:

Mr. Adrian Elmer S. Cruz

Director, Visa Division

Office off Consular Affairs

Department of Foreign Affairs

Tel. No.: +632-834-4701

Fax No.: +632-551-5996

Hand Phone No.: +63906-214-4205

E-mail address: ady.cruz@yahoo.com

3. Airport Entry and Departure Courtesies

- 3.1 Each delegation is required to submit the complete flight details of all members of the delegation through the **Registration Form** provided by the SNAMMM-NOC Secretariat. Failure to do so may result in delayed arrangements for transporting the delegation to its designated hotel.

- 3.2 For the arrival of delegates in Manila through the Ninoy Aquino International Airport (NAIA), there will be three terminals of the courtesy lanes designated for the SNAMMM delegates to facilitate the usual entry and departure formalities.
- 3.3 Members of the Committee on Protocol of the host country will be at the airport to assist the Ministers and Delegates upon their arrival in and departure from Manila. The Airport Terminal Staff of all VIP facilities will provide full assistance on customs, immigration and luggage clearance.
- 3.4 All delegates are requested to put **red ribbons** on their luggage to facilitate identification and retrieval during arrival. All luggage shall be subject to security screening.
- 3.5 In cases of arrivals in Manila on non-commercial flights, delegations are requested to submit the flight details and call signals of the aircraft bearing the Minister/s as soon as possible.
- 3.6 For queries and assistance regarding Airport Entry and Departure Courtesies, delegates may contact:

SNAMMM-NOC Committee on Protocol:

Over-all Coordinator: Mr. Porfirio M. Mayo Jr.

Tel. No.: +632-834-3339

Fax No.: +632-832-1731

Hand Phone No.: +63918-929-7754

E-mail address: junmayo@gmail.com

Head, PICC Group: Mr. Eduardo Paraan

Tel. No.: +632-834-3170

Hand Phone No.: +63929-390-4509

E-mail address: ezparorbogey@yahoo.com

Head, Airport Group: Mr. Claro Cabuniag

Tel. No.: +632-834-4158

Hand Phone No.: +63920-441-2292

E-mail address: caloycab@yahoo.com

4. Registration

- 4.1 All participants to the Special NAM Ministerial Meeting on Interfaith Dialogue and Cooperation for Peace and Development are encouraged to **register online** through the secure registration portal of the official SNAMMM website (**www.snammm.org.ph**).
- 4.2 All participants (including security and media), except special guests, are required to attach to the electronic registration form either a Note Verbale, note, letter or document addressed to the Department of Foreign Affairs – Secretary-General SNAMMM-NOC Secretariat attn: Registration Team - containing an endorsement of the participation of the delegate on behalf of the country/ organization/ agency. The SNAMMM Coordinator for Registration will then validate information received through the on-line registration based on the official list of delegation sent by the Embassy/ Consulate/ organization/ agency.
- 4.3 The official list should indicate the Surname, First Name, Title and Position of each member in the Delegation. The position of each person in the Delegation should be clearly stated; for example: Foreign Minister, Head of Delegation, Spouse of Foreign Minister, Senior Official, Delegate, Other Spouses, Support Staff (administrative, technical, security).
- 4.4 The Focal Person may be a representative from the participating country's Embassy/Consulate/Honorary Consulate in the Philippines, Permanent Mission in New York or from capital. The name, telephone number and e-mail address of the Focal Person should be communicated to the Office of the Secretary General of SNAMMM, Philippine Foreign Service Post which has jurisdiction over the country, or the Philippine Mission in New York.
- 4.5 **Registration Guidelines**
 - 4.5.1 Prior to registration, each delegation will be given by the Department of Foreign Affairs in Manila, Philippine Mission in New York or Philippine Embassy a username and a password to allow its delegates to access their own country portal for online registration.

4.5.2 To register, participating delegates/members are requested

to fill out the registration form correctly and completely as it appears on the webpage.

Digital photographs must be uploaded onto the registration form.

IDs will be made based on the information supplied in the online registration, provided that delegates have included their digital photographs.

4.5.3 IDs will be available for distribution before the meeting to the participants or their designated representatives at the Registration Counter at the Philippine International Convention Center. Schedule for the pick-up of IDs will be posted on the website.

To claim IDs, any of the following supporting documents should be presented:

- Passport (for delegates/support staff) or any valid ID with photo
- Letter of Authorization for designated representatives who will pick up the ID on behalf of the actual owner/ user of the ID
- Note Verbale for Embassies/Consulates

4.6 For any registration concerns, delegates may contact the following:

Registration Team

Coordinator: Ms. Jocelyn A. Morales

Tel. Nos.: +632-834-3463 or +632-834-3071

Fax No.: +632-832-3215

Hand Phone No.: +63916-611-8367

E-mail address: registration@snammm.org.ph

The Registration Committee is located at the Summit Lounge, 14th Floor DFA Building, 2330 Roxas Boulevard, Pasay City.

5. Use of IDs by Delegates and Delegation Support Staff

- 5.1 Delegates and Delegation Support Staff are required to wear their IDs in a visible place at all times in all meeting and social event venues of the SNAMMM.
- 5.2 Loss of IDs should be reported immediately to the Registration Team at the SNAMMM Administrative Secretariat. Once the identity of the delegate is verified and the circumstances of the loss are duly established, re-issuance of the ID will be made upon submission of a letter of endorsement signed by the designated focal person of the applicant's respective country/ organization/ agency and the presentation of the applicant's original passport.

6. Transportation

- 6.1 The host country will provide a chauffeur-driven vehicle for the following:
 - Minister/ Head of Delegation from capital of NAM Member Countries;
 - Minister/ Head of Delegation from capital of NAM Observer Countries; and
 - Special Guest Speakers.
- 6.2 Shuttle services will be provided to transfer delegations from and to the international airport and designated hotels upon arrival and departure; between the designated hotels at scheduled regular intervals and the convention site; as well as for social functions organized by the Philippines in conjunction with the Special NAM Ministerial Meeting.
- 6.3 Additional vehicles may be hired by delegates at their own expense. Rental vehicles are available at the international airport and at the hotels.
- 6.4 Embassy cars and rented vehicles will require accreditation from the SNAMMM-NOC Secretariat. Requests for accreditation should be forwarded to the SNAMMM-NOC Secretariat. Delegates should contact:

SNAMMM-NOC Committee on Transportation:

Coordinator: Mr. Henry Bensurto Jr.

Tel. No.: +632-834-4938

Fax No.: +632-831-6871

Hand Phone No.: +63919-947-0090

E-mail address: cmoasecretariat@yahoo.com

Asst. Coordinator: Mr. Manolo O. Sales

Tel. No.: +632-834-4938/4993

Email address: knollee2003@yahoo.com

7. Accommodation

- 7.1 Courtesy accommodation (at designated hotels) will be provided to each of the following, and their spouses, for the indicated duration:

Categories	Positions	Dates
NAM Member Countries	(a) Minister or Head of Delegation from capital	16 to 18 March 2010
	(b) SOM from capital	15 to 18 March 2010
NAM Officials and Special Guests		15 to 18 March 2010
NAM Observer Countries	Minister or Head of Delegation from capital	16 to 18 March 2010
NAM Observer Organizations	Head of delegation from headquarters	16 to 18 March 2010

The courtesy only includes breakfast for the Minister or Head of Delegation, SOM, NAM Official, and Special Guest and their respective Spouses, if any, at designated hotel outlets.

Expenses for all other hotel services - such as laundry, regular meals, liquor/ mini-bar consumption, cigarettes, local and international telephone calls - will be borne by the delegate.

- 7.3 Delegations will be informed of their designated hotel upon registration.

7.4 Other than those who will be given courtesy accommodations, each country/organization is requested to directly guarantee and arrange payment for rooms of their own delegates as well as other facilities required by the Delegation at their designated hotel.

7.5 Queries regarding accommodations may be forwarded to:

Committee on Hotel Accommodations:

Coordinator: Ms. Faith Bautista

Tel. No.: +632-834-3275

Hand Phone No.: +63928-228-5123

E-mail address: solafide868801@gmail.com

Assistant Coordinator: Ms. Christina Llacuna

Tel. No.: +632-834-4884

Hand Phone No.: +63921-364-5075

E-mail address: krstymllacuna@yahoo.com

8. Security

8.1 The Philippine National Police (PNP), in coordination with the Armed Forces of the Philippines (AFP), the Presidential Security Group (PSG), and other law enforcement agencies will be responsible for the security of all delegates.

8.2 The SNAMMM-NOC Secretariat will assign one Security Officer (SO) to each Head of Delegation coming from capital. For security purposes, delegations are requested to inform the designated SO of the movements of their Heads of Delegation.

8.3 For queries regarding security concerns, please contact:

Committee on Security:

Coordinator: RADM Amable B. Tolentino AFP (Ret.)

Tel. No.: +632-834-3366

Fax No.: +632-833-1297

Hand Phone No.: +63917-584-5831

E-mail address: sonnytol@hotmail.com

Assistant Coordinator: Mr. Frederico T. Sumala

Tel. No.: +632-834-3299

Hand Phone No.: +63921-262-0067

E-mail address: federicosumala@yahoo.com

9. Conference Services and Other Facilities

9.1 Document Reproduction and Distribution

9.1.1 Official meeting documents will only be available in English.

9.1.2 Documents will be available at the Documentation Center located in the Main Reception Lobby of the Philippine International Convention Center (PICC).

9.1.3 Delegations who wish to distribute documents other than those being used by the meeting should first clear these documents with:

Ambassador Leslie B. Gatan

Assistant Secretary-General for Substantive Matters

Tel. No.: +632-834-4890

Fax No.: +632-833-1322

Hand Phone No.: +63916-770-4678

E-mail address: lgatan@hotmail.com

Ms. Odette Salcedo

Tel. No.: +632-834-3142

Hand Phone No.: +63906-345-3866

E-mail address: odette526@hotmail.com

9.1.4 Delegations will be responsible for translations and reproduction of their own documents; the Documentation Center will be responsible for distribution following clearance from the SNAMMM Secretary-General.

9.4 Interpretation Facilities

9.2.1 In accordance with the practice of the Non-Aligned Movement, English will be the working language of the conference.

9.2.2 Simultaneous interpretation in Arabic, French, and Spanish will be provided during the proceedings of all formal meetings.

9.5 **Delegation Lounge and Business Center**

9.3.1 A business center, equipped with computers, printers, and photocopiers will be located in the conference center at the PICC Forum for free use of delegations. There will be internet facilities.

9.6 **Bilateral/Regional Meeting Rooms/Press Interviews and Conferences**

9.6.1 Rooms for bilateral meetings/regional consultations will be arranged upon request. The availability of bilateral/regional meeting rooms will be on a first-come first-served basis. Delegations are requested to reserve meeting rooms as soon as possible given the limited number of available rooms. Reservation forms are available at the SNAMMM-NOC Administrative Secretariat.

Core Group on Bilateral Matters and Regional Meetings:

Coordinator: Ms. Josefina I. Estrada

Tel. No.: +632-834-3345

Fax No.: +632-831-8894

Hand Phone: +63917-974-7126

E-mail address: estrada.josefina@gmail.com

9.4.2 Delegations who wish to have rooms for their individual use should directly contact the management of the Philippine International Convention Center. The cost of room rentals and other related expenses will be borne by the requesting delegation.

9.4.3 The Leaders Hall located in the Main Lobby of the convention center is the designated Press Conference Room. Two rooms for press interviews will be provided for use by delegations upon request on a first come first-served basis. Delegations are requested to make arrangements through the following:

Speakers Bureau:

Asst. Coordinator: Mr. Jaime Ramon T. Ascalon

Tel. No.: +632-834-3068

Hand Phone No.: +63918-537-3528

E-mail address: jascalon@gmail.com

9.7 **Religious Services**

9.5.1 Information about schedules of all religious services available can be obtained from the hotels.

9.5.2 An Islamic Prayer Room is located at the ground level of the convention center in the Secretariat Building.

9.6 **Medical Facilities**

9.6.1 A Medical Clinic will be located on the second floor of the convention center in the Delegation Building.

9.6.2 A Medical Team is on-call at all the designated Delegation hotels.

9.6.3 Delegates who require special health care arrangements are requested to submit the details to:

Committee on Medical and Health Services:

Coordinator: Dr. Natividad Vizcarra

Tel. No.: +632-834-4025

Hand Phone No.: +63920-911-7968

E-mail address: janice_villamar@yahoo.com

9.8 **Tourism Information**

9.8.1 Tourism information – such as sightseeing tours, places of interest in the city, restaurants, and shopping – will be available at the Delegate Help Desk located in the Main Lobby area of the convention center.

9.8.2 For more information, please contact:

Committee on Tourism Information and Services:

Coordinator: Mr. Josel Ignacio

Tel. No.: +632-834-4384

Hand Phone No.: +63928-147-8001

E-mail address: sel_ignacio@yahoo.com