



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
929-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

TRAVEL ADVISORY

TRAINING-WORKSHOP ON ESTABLISHING CITY-LEVEL GHG INVENTORIES (GHGI) FOR PHILIPPINE LGUS AND FUNDAMENTALS OF CLIMATE CHANGE MITIGATION ACTIONS - BATCH 2

26-29 September 2023
Waterfront Insular Hotel Davao, Davao City

TARGET PARTICIPANTS

Considering the technical nature of the subject matter, we would like to request your staff/staff members who attended last year's activities to attend the said training/workshop. In case these staff/s are not available for the scheduled training/workshop, we encourage technical staff who have in-depth and comprehensive knowledge of the availability and accessibility of internal and external data that may be relevant for the conduct of community-level GHG emissions inventory of the city to attend on their behalf.

Only two (2) representatives per City from the following offices are encouraged to attend:

- City Planning and Development Office (CPDO)
- City Environment and Natural Resource Office (CENRO)
- Any LGU Office assigned to conduct city-level GHG Inventory

Participants are requested to confirm their participation by registering through the link at <https://bit.ly/GHGIBatch2> or you may scan the QR code.



SCHEDULE AND VENUE

Participants are expected to arrive **before 9:00 AM on September 26, 2023** at the conference room. The website of **Waterfront Insular Hotel Davao** is <https://www.waterfronthotels.com.ph>.

The training-workshop will provide the participants with accommodation, internet access, conference room, and meals.

For an orderly and organized check-in, please proceed to the hotel front desk or approach the Secretariat (DENR CCS). Participants are to surrender the key cards by 12:00 noon of September 29, 2023.

TRAVEL AND TRANSPORTATION

Confirmed participants are requested to email their name and flight details to ccs@denr.gov.ph and are **advised to proceed to the venue at Waterfront Insular Hotel Davao**. The DENR Central Office will **NOT** provide a service vehicle.

WORKSHOP REFERENCE MATERIALS

Please do not forget to answer the Pre-Training Assessment at <https://bit.ly/HarnessingPreTest>. Also revisit/access the previous presentations at <https://bit.ly/harnessingfy2022>. The training workshop presentations/lectures will be provided through an online folder.

Aside from online registration, participants are required to fill-in the daily attendance sheet. Physical attendance sheets are critical documents in the payment process.

Participants are highly encouraged to **bring their own pen, laptop, and extension cord** for convenience, and the **Anti-Red Tape Act (ARTA) Identification Card or Office ID** for attendance confirmation.

City participants are requested to **prepare and bring available actual data, and completed worksheets** from last year's coaching session, for the training/workshop. The actual data may include city-level electricity data, transport fuel, waste treatment, disposal data, etc. Please refer to the Community-level GHGI Data Requirement at <https://bit.ly/GHGREquirement>.

HEALTH AND SAFETY PROTOCOLS

Though the State of Public Health Emergency (COVID-19) is no longer in effect, we still encourage all participants to observe health and safety protocols.

For participants who have health issues or on medication (e.g. allergies, high blood monitoring), we strongly advise to bring your medicines. The organizer and the hotel management shall be informed of your condition in case of emergency.

ADDITIONAL INFORMATION AND QUERIES

For further queries or additional information, you may contact the DENR Climate Change Service through landline at 8928-1194 or e-mail at ccs@denr.gov.ph