

# Shipping Schedule - Sample

## Appendix 154

40th ADB Annual Meeting (4-7 May 2007) in Kyoto, Japan

### SHIPPING SCHEDULE AND PROCEDURE

#### OUTBOUND SHIPMENT

Shipping Activity/Description	Sea shipment	Air shipment (1st option)	Air shipment (2nd option)
Deadline of submission of publications/docs to DER/OSEC	9 March (Fri.)	10 April (Tues.)	6 April (Fri.)
Survey of items for shipment by the mover (2:00 pm)	12 or 13 March (Mon. or Tues.)	11 April (Wed.)	9 April (Mon.)
Packing (8:00 am-5:00 pm)	14, 15, 16 & 19 March (Wed., Thurs., Fri. & Mon.)	13 April (Fri.)	10 April (Tues.)
Pick-up of packages (12:00 nn)	21 March (Wed.)	13 April (Fri.)	11 April (Wed.)
Fumigation at Sta. Fe's warehouse (one day after fumigating is required for the cooling period prior to loading)	22-23 March (Thurs & Fri)	16 (Mon.)	12 April (Thurs.)
Loading at Sta. Fe's warehouse	26 or 27 March (Mon or Tues)	18 or 19 April (Wed. or Thurs.)	13 April (Fri.)
Closing time (delivery of loaded container to the S/L yard)	28 March (Wed)	20 April (Fri.)	13 April (Fri.)
Estimated departure from Manila	29 March (Thurs)	21 April (Sat)	14 April (Sat.)
Final booking to be submitted by Santa Fe to the S/L	30 March (Friday)	21 April (Sat)	16 April (Mon.)
Santa Fe to send the documents to JRO & Nippon Express	3 or 4 April (Tues. or Wed.)	21 April (Sat)	17 April (Tues.)
JRO to file for exemption	5 or 6 April (Thurs. or Fri.)	23 April (Mon.)	18 April (Wed.)
JRO to obtain the approved exemption and turn over to Nippon Express	10 or 11 April	26 April (Fri.)	23 April (Mon.)
Estimated arrival in Kobe port/Kansai airport	12 April (Thurs.)	22 April (Sun.)	15 April (Sun.)
Clearance period	13-24 April (excl. Sat. and Sun)	27 or 28 April (Fri. or Sat.)	25 April (Wed.)
Expected date of release/delivery to the 40th AM venue	Between 25 April-2 May	Between 30 April-2 May	25 April (Wed.)

#### Sea shipment using Atiko Trans Shipping Line:

**Sailing frequency:** every Thursday

**Cut-off time:** every Wed., 7:00 p.m. South Harbor

**Transit time:** approx. 14 days.

**Routing:** Manila-Hongkong-Osaka-Kobe or  
Manila-Hongkong-Kobe

#### Air shipment using Cathay Pacific (CX):

**Flight frequency:** Daily out Manila (5 flights a day)

**Connection freq.**

HK-Osaka (Kansai): Daily out HK (5 flights a day)

**Transit time:** 1-2 days

**Notes.**

1. For sea shipment, JRO needs approx. 2 full business days to prepare, file and obtain approval of the “Request for Customs Exemption” and Nippon Express needs 5 days for clearance and delivery after vessel’s arrival in Kobe port.
2. For air shipment, JRO also need approx. 2 full business days to prepare, file and obtain approval of the Request for Customs Exemption” and Nippon Express needs 2 days for clearance and delivery after arrival of shipment in Kansai airport.

/ees 30 Jan. '07

40th ADB Annual Meeting shipping schedule\_tentative

40th ADB Annual Meeting (4-7 May 2007) in Kyoto, Japan

## SHIPPING SCHEDULE AND PROCEDURE RETURN SHIPMENT TO MANILA

There will be two shipments to be arranged with the contracted mover: one by air and one by sea. Approximate transit time for each shipment to reach Manila will be as follows: 2-3 days for shipment by air and 10-15 days for shipment by sea. Only documents and materials which are immediately required in ADB will be included in the air shipment.

Activities	Responsible Party	Date
Meet with host country mover - Nippon Express at the meeting venue to discuss procedures for return shipment, together with Congress (Ikuko Nishimura) and MOF (Miyachi).	JD/ZB/RS	4 May
Issue memo to ADB personnel advising them of dates of distribution and collection of boxes and to: <ul style="list-style-type: none"> <li>Separate boxes into those that will go by sea and those that will go by air (if any);</li> <li>Label each box accordingly; and</li> <li>Tape the following information on each box: <ul style="list-style-type: none"> <li>(i) list of contents (sample form in Attachment 1);</li> <li>(ii) name of owner of box; and</li> <li>(iii) office room number in ADB.</li> </ul> </li> </ul>	ZB to be signed by RB	5 May
Prepare boxes on-site for distribution to different offices.	Nippon Express/RS	6 May (p.m.)
Pack boxes and prepare as instructed in the memo. (Refer to Guidelines in Attachment 2) Ensure that boxes are professionally packed and securely sealed by movers.  <b>For owners of sensitive equipment:</b> retrieve the purpose-built wooden crates for the equipment from storage place.	All ADB Secretariat staff/ All EAs of BOD & HODs/ Nippon Express	7 May (p.m.)
Ensure that any sensitive equipment is securely packed in the purpose-built wooden crates and properly endorsed to the movers.	Owner of equipment	7 May (p.m.)
Collect boxes when the afternoon Business Session starts. (see Order of Collection - Attachment 3)	Nippon Express/RS	7 May
Store collected boxes in Room E. Keep a record of the weight of each box in the working file. <sup>1</sup> Affix special sticker to clearly identify those to be shipped by air and by sea.	Nippon Express/RS	7 May
Segregate boxes that will go by air and those that will go by sea.	Nippon Express/RS	8 May
Serially number the boxes - separate number of shipments by air and by sea.	RS	8 May
Prepare valued inventory list of all Annual Meeting shipments. Submit the inventory list and signed marine insurance application forms (for air and sea shipments) to OAIS-LM as soon as the goods are packed.	RS	8 May
Deliver boxes to the warehouse of ADB's appointed forwarding agent in Kyoto - Famous Pacific Forwarding (FAMOUS PACIFIC SHINYEI CO., LTD. Awajimachi Park Bldg., 6-11 Awajimachi, 2-Chome, Chuo-Ku, Osaka, 541-0047, Japan, Tel. No. 81-6-62042694, Contact Person: Yuko Atoji) - for the return shipment and submit copy of Packing List and Pro forma Invoice to (1) Famous Pacific Forward, the forwarding agent, and (2) Japan Representative Office (JRO) in Tokyo (JRO fax number - 03-3504-3165, email: khamada@adb.org, ksato@adb.org, zbisera@adb.org, rtsamia@adb.org)	Nippon Express	9 May
JRO to prepare the tax exempt application	JRO	9/10 May
JRO to file the exempt application for export at the Ministry of Foreign Affairs	JRO	10 May
JRO to obtain the approved exemption and turn over to Famous Pacific Forwarding	JRO	15 May
Coordinate directly with the ADB appointed forwarding agent the consignment instructions <sup>2</sup> and freight arrangement (freight collect).	ADB Shipping Unit	9 May onwards

Activities	Responsible Party	Date
<ul style="list-style-type: none"> <li>• Arrange for the dispatch of air and sea shipments to Manila</li> <li>• Advise the shipping schedule</li> <li>• Send copy of Packing Lists, Bill of Lading and Air Waybill to Shipping Unit of ADB (fax no. 632-636-2579) as soon as available.</li> </ul>	Famous Pacific Forwarding	9 May
When the air and sea shipments arrive at the airport/port of Manila, assign one of ADB's brokers to clear and deliver shipment.	ADB Shipping Unit	Per advise by ADB Shipping Unit
Coordinate with ADB Shipping Unit on expected arrival dates of the shipments at ADB HQ.	ZB/RS	On arrival in ADB HQ
Check physical condition of crates/boxes/packages.	RS	On arrival in ADB HQ
Inform ADB staff concerned of arrival of shipments and request them to be present during the delivery of their boxes.	RS	On arrival in ADB HQ
Supervise unpacking of crates/boxes/packages and, in case of any damage, file a "report of possible insurance claim due to damage" pending testing of the equipment/items to ADB Shipping Unit (Attn: Susan Fernandez) within the prescribed 15 calendar days period. Provide support documentation of damage such as photos taken of external damage to the equipment/ items in question.	Owner of equipment	On date shipments are delivered to their respective owners.
Coordinate with OAS to preserve any purpose-built crates by keeping them at a safe place for re-use at next Annual Meeting.	Owner of equipment	Per advise by OAS

(01.V.2007)

SHIPMENTPROCEDURES-INBOUND.DOC

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<sup>1</sup> Movers should bring weighing scale and weigh each box/crate and indicate it in the packing list/inventory list. The packing list should indicate the contents of each box/crate. A copy of the packing list should also be given to the ADB staff (RS) on site. The mover should also prepare Pro Forma Invoice stating the estimated value of shipment (to be provided by ADB) for Customs clearance purposes in Manila.

<sup>2</sup> Shipments should be consigned as follows:

ASIAN DEVELOPMENT BANK  
No. 6 ADB Avenue, Mandaluyong City, Metro Manila