



Convention on Biological Diversity

Distr.
GENERAL

9 July 2018

ENGLISH ONLY

SUSTAINABLE OCEAN INITIATIVE (SOI)
SUBREGIONAL CAPACITY-BUILDING WORKSHOP
FOR THE CORAL TRIANGLE
Jakarta, Indonesia, 31 July – 3 August 2018

INFORMATION NOTE FOR PARTICIPANTS

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1. Opening and registration

The Sustainable Ocean Initiative (SOI) Subregional Capacity-building Workshop for the Coral Triangle will be held in Jakarta, Indonesia from Tuesday, 31 July to Friday, 3 August 2018.

The meeting will start at 9:00 a.m. on Tuesday, 31 July and registration will take place at the venue of the meeting at 8:30 a.m.

2. Venue

The meeting will be held at:

The Grand Melia Jakarta

Jalan H.R. Rasuna Said Kav X-0 – Kuningan

Jakarta, Indonesia

Tel: +(62) 21 300 14151

Fax: +(62) 21 526 8181

E-mail: info@granmeliajakarta.com

Website: <https://www.melia.com/en/hotels/indonesia/java/gran-melia-jakarta/index.html>

3. Working language

The meeting will be held in English.

4. Documents

In order to minimize the environmental footprint of the workshop and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no extra copies made available on site during the workshop. Documents are available on the following web page:



<https://www.cbd.int/meetings/SOI-WS-2018-02>

5. General information on access to Jakarta



Jakarta is serviced by the Jakarta - Soekarno-Hatta International Airport. Taxis are available and counters are located on the Arrivals level after customs and outside at the taxi stand. Different types of taxis are available to select from such as Bluebird and Silverbird, the cost of transfer is approximately Rp.120,000 (US \$9.00) and takes about 40 minutes.

6. Visa information



Participants from most countries require a visa for Indonesia and are strongly advised to contact the nearest Indonesian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. A list of countries that may receive a visa upon arrival, visa free in Indonesia can be found on the web site of the Ministry of Tourism of Indonesia at following link: <http://www.indonesia.travel/gb/en/before-you-go/visa-immigration> Other information is available on the website of the Ministry of Law and Human Rights of Indonesia at: <http://www.imigrasi.go.id/index.php/en/>

A list of relevant Indonesian diplomatic/consular missions abroad, is available on the following web site at: <https://www.kemlu.go.id/en/kedutaan/default.aspx>. Information on visa procedures can be found on the web site of the Embassy/Consulate in your region.

To facilitate the issuance of visas, the Secretariat will issue invitation letters to be attached to the visa applications.

Further information on hotels and other related information in Indonesia can be found on the web site of the Ministry of Tourism and Creative Economy at the following link: <http://www.indonesia.travel/>

7. Hotel information

A block booking has been made at **The Grand Melia Jakarta** on behalf of all funded participants according to your flight arrangements. The accommodation includes a single room, breakfast and the meeting package (lunch and coffee breaks during the meeting). Any additional hotel services, such as international calls, room service, bar, laundry, local transportation or additional meals, must be paid by participants upon check-out.

Self-funded participants may avail themselves of the block booking by completing the form in the Annex below and sending it to reservation@granmeliajakarta.com with copy to Ignatius.chriswijayanto@granmeliajakarta.com . A special rate for a single room including breakfast is offered for self-funded participants at a daily rate of IDR 1,450,000

The hotel details are:

The Grand Melia Jakarta

Jalan H.R. Rasuna Said Kav X-0 – Kuningan

Jakarta, Indonesia

Tel: +(62) 21 300 14151

Fax: +(62) 21 526 8181

E-mail: info@granmeliajakarta.com

Website: <https://www.melia.com/en/hotels/indonesia/java/gran-melia-jakarta/index.html>

8. Payment of the Daily Subsistence Allowance (DSA)

The DSA will be paid to participants on the first day of the meeting. Funded participants are requested to present their passport and boarding passes.

9. Official language

The official language in Indonesia is Indonesian. English is understood in some hotels and restaurants.

10. Weather and time zone information



In July, temperatures in Jakarta usually range between a maximum of 33°C in the daytime and a minimum of 26°C at night. Current weather conditions can be found at: <http://worldweather.wmo.int/en/city.html?cityId=310>.

The standard time zone will be GMT/UTC + 7 hours.

11. Electricity

The electrical currents are 230 Volts, 50 Hertz the type of sockets are as shown below.



12. Currency



The currency in Indonesian Rupiahs (IDR or Rps.) The current exchange rate as at 9 July 2018 is US \$1 = IDR 14,289.70 and (Euro) € 1 = IDR 16,822.90 (rates are subject to change, source: www.xe.com).

13. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Annex



GROUP RESERVATION FORM UNDP PARTICIPANTS 28 July - 4 Aug 2018

IDENTIFICATION (Please type clearly)

GUEST NAME: _____ NO. OF GUEST: _____

Mr/ Mrs/ Ms _____
First Name Middle Name Last Name

INSTITUTION

Company Name _____ Job Title _____

Mailing Address _____

City _____ State _____ Postal Code _____ Country _____

Country/ Area Code _____ / _____ Phone _____ Fax _____

E-Mail Address _____

ACCOMMODATION

ROOM TYPE: ☐ Deluxe Room (IDR 1,450,000nett) inclusive Breakfast for 1 person
☐ Premium Room (IDR 1,650,000nett) inclusive Breakfast for 1 person

Smoking Room ☐ Yes ☐ No

Special Request/ Preferences (including early check-in/late check-out):

Arrival Date _____ Flight Details _____ Arrival Time _____

Departure Date _____ Flight Details _____ Departure Time from Hotel _____

Check-in time is at 1400hrs and check-out time is at 1200hrs

Early Check-in is subject to availability and charged at:

- 100% before 0800hrs
- 50% from 0800 – 1000hrs

Late Check-out will be subject to availability and charge at:

- 30% from 1401 – 1600hrs
- 50 % from 1601 – 2100hrs
- 100 % after 2101hrs

Arrival Transportation / Departure Transportation

☐ Silver Bird Taxi (Mercy E - 200 or Toyota Alphard) IDR 484,000,-Net/way/car
☐ Limo (Toyota Alphard / Mercedes) IDR 750,200,-Net/way/car

PAYMENT METHOD/ CREDIT CARD GUARANTEE

CREDIT CARD ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Credit Card No. _____ Expiry Date _____

Name of Card Holder _____ Signature _____

PLEASE SEND THE COMPLETED REGISTRATION FORM TO: reservation@granmeliajakarta.com
Copy to Ignatius.chriswijyanto@granmeliajakarta.com

GROUP ROOM RATE TERM AND CONDITIONS:

- Rate quoted is in IDR per room per night basis, inclusive of 10% government tax & 11% service charge
- Rates have been specially negotiated for guests and conference participants of UNDP from 28 July – 4 August 2018
- Reservation confirmation can only be made with valid credit card information as a guarantee
- Confirmed reservation cancelled less than 24 hour period to 18:00hrs on the day of arrival or no show will be subject to 1 (one) night cancellation charge

Jl HR Rasuna Said Kav X – 0, Kuningan – Jakarta 12950, Indonesia

Tel: +62 21 5268080/30014151 • Fax: +62 21 526 8181/526 6060 • www.melia.com/en/hotels/indonesia/java/gran-melia-jakarta