

Convention on Biological Diversity

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SUB-REGIONAL CAPACITY-BUILDING WORKSHOP FOR COMMUNICATION, EDUCATION AND PUBLIC AWARENESS (CEPA) AND MEDIA RELATIONS FOR SOUTH-EAST ASIA

Jakarta, Indonesia, 30 November – 3 December 2009

Information Note for Participants

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1. Opening and registration

The Sub-Regional Capacity-building Workshop for Communication, Education and Public Awareness (CEPA) and Media Relations for South-East Asia will be held from 30 November to 3 December 2009 in Jakarta, Indonesia.

The Workshop will start at 11:00 a.m. on Monday, 30 November 2009, and registration will take place at the venue of the Workshop at 9:30 a.m. the same day.

2. Venue

The Workshop will be held at:

Hotel Gran Meliá Jakarta

Jalan H.R. Rasuna Said Kav. X - O, Kuningan,

Jakarta 12950 Indonesia

Tel: +(62-21) 526-8080

Fax: +(62-21) 526-8181

E-mail (Reservations): reservation@granmeliajakarta.com

Web site: <http://www.granmeliajakarta.com>

3. Working language of the Workshop

The workshop will be held in English.

4. Documents

Participants are kindly reminded to bring their own copies of the pre-session documents for the Workshop as there will be no extra copies made available on site. Pre-session documents are available on the Secretariat's web site at:



<http://www.cbd.int/doc/?meeting=CEPAMRCBW-ASEAN-01>

5. General information on access to Jakarta, Indonesia

Jakarta is serviced by the Jakarta - Soekarno-Hatta International Airport (30 km from the city centre). The journey to the city centre takes approximately 60 minutes (longer during rush hour).

The Gran Melia Silver Bird Taxi service provided by the hotel is available to pick you up upon arrival. Kindly provide the arrival date and time to Mr. Shaukani by e-mail: fom@granmeliajakarta.com or by fax at +62 215266060 as soon as possible **but no later than Friday, 23 November 2009.**

Mr. Helmi Shaukani
E-mail: fom@granmeliajakarta.com
Telephone: + 62 81385554561
Fax: +62 215266060

The fares are US \$24.50 each way or a portion of it when shared amongst 2-3 participants can be charged to the rooms. The Gran Melia airport representative will be greeting participants with a sign bearing the name of the hotel, at the gate after the baggage claim counter.

Alternatively, participants can book taxis at counters in the arrivals areas and in the main halls of the terminals and often operate on a pre-paid coupon system which can be purchased at the terminal. The cost of the fare is approximately IDR 200,000 (US \$20) to the city centre.

It should be noted that an airport tax is **applicable upon departure** at IDR 150,000 net per person (approx. US \$15). The airport tax must be **paid in local currency only**. Exchange facilities are available at the Gran Melia Hotel.

6. Visa information



Participants from countries listed below **do not** require an entry visa for Indonesia, all other participants 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**. Nationals from countries which can obtain a visa on arrival are advised to secure a visa prior to departure, as some airline companies may not allow boarding in the absence of a visa.

Information on visa procedures as well as a list of relevant Indonesian diplomatic/consular missions abroad are available as follows, respectively:

<http://www.indonesia.travel/visiting-indonesia>

http://www.indonesia-ottawa.org/page.php?l=1400indonesian_embassies

<http://www.indo.com/tplan/visa.html>

For ease of reference, the following documents are required for visa applications:

- A valid passport (a least 6 months);
- A round trip or through ticket to country of destination;
- 2 photographs, size 4 X 6 cm;
- Proof of written guarantee of possession of sufficient funds for living expenses during entire stay in Indonesia;
- Payment of the visa fee (as necessary)¹.

¹ The CBD Secretariat will request from the host country a waiver of the visa fees.

**COUNTRIES AND TERRITORIES WHOSE CITIZENS DO NOT REQUIRE
VISAS IN ORDER TO ENTER INDONESIA AS VISITORS (AS LISTED ON THE
WEBSITE OF THE MINISTRY OF CULTURE AND TOURISM OF THE
GOVERNMENT OF THE REPUBLIC OF INDONESIA)**

Citizens of the following countries and territories do not require a visa to **visit** or **transit** Indonesia:

Brunei Darussalam	Macao S.A.R.	Philippines
Chile	Malaysia	Singapore
China (Hong Kong S.A.R. only)	Morocco	Thailand
Ecuador	Peru	Viet Nam

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

7. Health Information

There are no vaccination requirements for Indonesia except for travellers coming from a yellow fever endemic country require a yellow fever vaccination certificate for travellers over 1 year of age. For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

A malaria risk exists throughout the year in all areas of the five eastern provinces of Papua, West Papua, Maluku, North Maluku and East Nusa Tenggara. In the other parts of the country, there is malaria risk in some districts, except in Jakarta Municipality, big cities, and within the areas of the main tourist resorts. P. falciparum resistant to chloroquine and sulfadoxine–pyrimethamine reported. P. vivax resistant to chloroquine reported. For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

8. Hotel information

A block booking has been made at the Hotel Gran Meliá Jakarta on behalf of all participants in the Workshop. It should be noted that the block booking includes breakfast and lunch, with regard to supper; participants will have to make their own arrangements with Gran Melia or at restaurants in the vicinity. The CBD Secretariat will settle the hotel accommodation at a single occupancy rate including breakfast and lunch on behalf of the sponsored participants. Any extras, such as telephone, room upgrade, bar, laundry, e-mail, restaurant, fares for Silver Bird Taxi, etc. are at their own costs and must be settled upon checking out.

Further information on Jakarta is available at the web-site of the Jakarta City Tourism Office at the following link:

<http://jakarta-tourism.go.id/wisatadkiapp/>



9. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive the relevant portion of their DSA on the first day of the Workshop.

10. Official language in Indonesia

The official language in Indonesia is Indonesian, however English is spoken in hotels and restaurants.

11. Weather and time zone information



In November and December, temperatures in Jakarta usually range between a maximum of 32°C in the daytime and a minimum of 24°C at night. Current weather conditions can be found at: <http://www.worldweather.org/043/c00310.htm>

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

12. Electricity

The electrical currents are 230 volts, 50 Hertz the type of socket is two round pins (with or without ground connection) as shown below.



13. Currency



The currency in Indonesia is the Indonesian Rupiahs (IDR or Rps.). The current exchange rate as at 19 October 2009 is US \$1 = IDR 9,395.00 and (Euro) € 1 = IDR 14,035.73.

14. 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 insurance for the period of participation prior to departure.
