



Food and Agriculture
Organization of the
United Nations

PRACTICAL INFORMATION FOR PARTICIPANTS

REGIONAL WORKSHOP IN SUPPORT FOR THE RATIFICATION AND EFFECTIVE
IMPLEMENTATION OF THE MINAMATA CONVENTION ON MERCURY

AND

REGIONAL PREPARATORY MEETING FOR THE 2015 MEETINGS OF THE CONFERENCES OF THE
PARTIES TO BASEL, ROTTERDAM AND STOCKHOLM CONVENTIONS

FOR THE ASIA AND PACIFIC REGION

17 TO 20 MARCH 2015, JAKARTA, INDONESIA

Meetings venue

The regional workshop in support for the ratification and effective implementation of the Minamata Convention and the regional preparatory meeting for the 2015 meetings of the conferences of the parties to the Basel, Rotterdam and Stockholm conventions will be held back to back at:

Hotel Borobudur

Sumba Room A & B, 3rd Floor
Jalan Lapangan Banteng Selatan
Jakarta 10710
Indonesia
Tel.: (62-21) 380 5555, 383 5000
<http://hotelborobudur.com>

Dates and openings

- The regional workshop in support for the ratification and effective implementation of the Minamata Convention will start at 9:00 a.m. on Tuesday, 17 March 2015 and is scheduled to finish by 6:00 p.m. on Wednesday, 18 March 2015.
- The regional preparatory meeting for the 2015 meetings of the conferences of the parties to the Basel, Rotterdam and Stockholm conventions will start at 9:00 a.m. on Thursday, 19 March 2015 and is scheduled to finish by 6:00 p.m. on Friday, 20 March 2015.

Registration

Registrations for both meetings will be open at 8:00 a.m. on Tuesday, 17 March 2015.

Language

Both meetings will be conducted in English.

Accommodation

Hotel rooms for funded participants have been booked and paid for at **Hotel Borobudur**. **Funded participants are however responsible for payment of other miscellaneous expenses upon check-out.**



Food and Agriculture
Organization of the
United Nations

Non funded participants are welcome to stay at the **Hotel Borobudur** at the same rate, as meeting participants. The room rate, including breakfast, is IDR 1.100.000 nett/room/night for one Superior Room. Bookings have to be made through the BCRC-SEA by email to rizcky.rezza@gmail.com. The Hotel will then follow up directly with the meeting participants on their booking arrangements.

Hotel Borobudur is located in central Jakarta, close to business districts and government offices.

Other hotels within the area include:

- Sari Pan Pacific Jakarta Hotel
<http://www.panpacific.com/en/hotels-resorts/indonesia/jakarta.html>
- Sriwijaya Hotel
<http://www.sriwijayahotel.com/>
- Oasis Amir Hotel
<http://oasisamirhotel.com/>
- Alila Hotel
<http://www.alilahotels.com/jakarta>
- Lumire Hotel
<http://www.lumirehotel.com/>

Daily subsistence allowance (DSA) and payment

UNEP will provide sponsored participants with a round trip economy class air ticket from the country of origin to the venue of the meeting by the most economic and direct route. Sponsored participants will also receive daily subsistence allowance (DSA) in US dollars during the meeting, in line with UN rules and regulations, to cover dinners and other incidental expenses. These liabilities should be settled directly by the participants.

To facilitate the payment of the DSA, sponsored participants are requested to provide their passports and inbound boarding passes to the BCRC-SEA, at the meeting venue.

UNEP shall not be liable for any costs, including but not limited to:

- Costs incurred by participants for travel insurance, accident insurance, medical expenses and hospital expenses in connection with their participation in the meetings;
- Compensation for death, disability or illness of the participants through their participation in the meetings;
- Expenses and costs of international travel, such as passport fees, visas, immunizations, port calls, travel to and from the airport;
- Loss or damage to personal property of participants;
- Purchase of property and compensation for damage caused by weather or other conditions;
- Other unforeseen expenses.

Contacts in Jakarta

Ms. Cynthia Indriani

Mobile Phone: +62 81382259125

Email : cynthia_indriani@bcrc-sea.org

Mr. Rizcky Rezza Bramansyah

Mobile Phone: +62 8568805969

Email : rizcky.rezza@gmail.com



Basel Convention Regional Centre for South East Asia (BCRC-SEA) /Stockholm Convention Regional Center Indonesia (SCRC-Indonesia)

Jalan D.I. Panjaitan Kav. 24, Building A Ground Floor
Kebon Nanas, Jakarta Timur 13410
Indonesia.

Tel/Fax : +62 21 8520408

Visa Arrangements

All participants requiring visa for entering into Indonesia are responsible for obtaining the appropriate entry visa prior to their departure. Participants are also responsible for obtaining any transit visa that may be necessary for their travel.

Information on visa for entering Indonesia is available at:

<http://www.imigrasi.go.id/index.php/en/public-services/visa-for-visitor>

i) Participants from the following countries may receive visa on arrival at the airport :

Algeria	Denmark	Japan	New Zealand	South Africa
Argentina	Egypt	Kuwait	Norway	Spain
Australia	Estonia	Lao PDR	Oman	Suriname
Austria	Fiji	Latvia	Panama	Sweden
Bahrain	Finland	Libya	Poland	Switzerland
Belgium	France	Liechtenstein	Portugal	Timor Leste
Brazil	Germany	Lithuania	Qatar	Tunisia
Bulgaria	Greece	Luxemburg	Republic of Korea	Turkey
Cambodia	Hungary	Maldives	Rumania	United Arab Emirates
Canada	Iceland	Malta	Russia	United Kingdom
China	India	Mexico	Saudi Arabia	United States of America
Cyprus	Ireland	Monaco	Slovakia	
Czech Republic	Italy	Netherlands	Slovenia	

The general requirements for obtaining a visa on arrival are:

- Applicant's passport must be valid for at least 6 (six) months at the date of entry
- Round-trip airplane ticket
- Fees (stay up to 7 (seven) days; US\$ 10, and up to 30 (thirty) days: US\$ 35)

This information on visa application is available at:

<http://www.kemlu.go.id/Pages/ServiceDisplay.aspx?IDP=7&IDP2=21&Name=ConsularService&l=en>



- ii) Arrangements for participants of countries not eligible for visa on arrival who reside in countries without an Indonesian Embassy. Participants should apply for visa at Indonesian Embassy, Consulate General, or Consulate in a neighboring country.

A list of Indonesian Embassies, Consulates General, and Consulates can be accessed interactively at: <http://www.kemlu.go.id/Pages/Mission.aspx?l=en>

In case an Indonesian Embassy, Consulate General, or Consulate in a neighboring country is difficult to access, the Indonesian government will issue a Letter of Guarantee to obtain a visa on arrival (visa on arrival regulation applies) to facilitate entry to Indonesia for the event. **Participants requiring such assistance are requested to send a scanned copy of their passport to rizcky.rezza@gmail.com at the latest by 22nd February 2015.**

- iii) Arrangements for diplomatic and official visa.

Directorate of Consular Affairs provides visa authorization to enter Indonesia for diplomatic/ official visa. The request for diplomatic and service/official visa is submitted to the Indonesian Embassies and Consulate General, or consulate overseas by filling in the form along the enclosure of applicant's recent photograph. 2(two) color, size 4x6 cm photographs; diplomatic or service/official passport valid for at least 6 months on the date of entry; diplomatic note explaining his or her diplomatic assignment (for diplomatic visa) or official assignment (for service/official visa)

List of countries which have agreement on visa exemption with Indonesia for diplomatic and service passport holders only can be found at:

<http://www.kemlu.go.id/Pages/ServiceDisplay.aspx?IDP=5&IDP2=24&Name=ConsularService&l=en>

Local Transport and Security

Participants are requested to make their own transportation arrangements from Soekarno Hatta International Airport to their hotel

The hotel is approximately 28 km or 50 minutes drive from the Soekarno Hatta International Airport. It can take longer in case of traffic jam. It is recommended to use only taxis obtained at a designated taxi queue or clearly marked taxi stand. Politely decline all offers of help from touts or anyone who approaches you to avoid scam. Depending on traffic, a minimum metered fare is 120.000-170.000 IDR from Soekarno-Hatta airport to central Jakarta. Add around 25.000 IDR to the metered fare for required taxi surcharges and toll road fees.

Airport transfer are also provided by hotel Borobudur at Rp.440.000 (about US\$ 40) net per way for maximum 3 people in a car. For participants who wish to use this service please contact directly the hotel at reservation@hotelborobudur.com with a copy to rizcky.rezza@gmail.com.

Conventional crime such as pickpocketing and scam exist in Jakarta. Participants are therefore advised to take a few security and safety measures. All valuable, electronics, jewelries are best kept in safety deposit in hotel room when not in use.

Electricity supply

The Indonesian electricity supply is 220 volts AC 50 HZ. The outlet has **two round prongs** "schuko" type F with two earth connectors on the side. It is advised that participants bring a multi traveler adapter.



Food and Agriculture
Organization of the
United Nations



Currency

The currency used in Indonesia is Rupiah (IDR). Rupiah comes in a range of coins 100 IDR, 200 IDR, 500 IDR, 1.000 IDR, and note denominations of 1.000 IDR, 2.000 IDR, 5.000 IDR, 10.000 IDR, 20.000 IDR, 50.000 IDR, 100.000 IDR. The exchange rate is currently approximately 1 USD = IDR 12.570.

Weather and Climate

Jakarta has a temperate climate, temperatures in March are expected to range between 27°C and 32°C. Frequent showers and rainfalls are expected during the month of March.

Local Time

Indonesia standard time is UTC/GMT +7 hours.

Local Mobile Phone Provider

You can purchase mobile phone sim cards at the airports where you can also purchase the credits.