



BASEL CONVENTION REGIONAL CENTRE for SOUTH-EAST ASIA

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

The Seventh Physical meeting of Partnership for Action on Computing Equipment (PACE) May 27-29, 2014

The Second meeting of the Expert Working Group on ESM (EWG) May 29-31, 2014

INFORMATION NOTE FOR PARTICIPANTS

Meeting venue

Grand Kemang Hotel - Spinar Room
Jl. Kemang Raya 2H
Kebayoran Baru
Jakarta 12730, Indonesia
Tel: +62 21 719 4121
Fax: +62 21 719 4131
E-mail: intouch@gk.mesahotelsandresorts.com
www.mesahotelsandresorts.com/grandkemang

Language

The meeting will be conducted in English only.

Paperless meeting

Please note, the meeting will be paperless and in English only: printed documents will not be available, all pre-session documents will be made available on the Convention website and in-session documents will be circulated electronically via a wireless intranet.

Accommodation

A special room rate has been negotiated for all meetings participants with the **Grand Kemang Hotel in Kemang, Jakarta** (www.mesahotelsandresorts.com/grandkemang). The room rate including breakfast is 1.005.000,- nett/room/night for one Grand Deluxe King Room. Funded participants have been automatically booked at this hotel. Non-funded participants and observers should contact Mrs. Cynthia Indriani (details below) to make their hotel bookings at the Grand Kemang Hotel. ***All participants will be responsible for payment of their rooms and other miscellaneous expenses upon check-out***

Contacts in Jakarta:

Mrs. Cynthia Indriani - Mobile Phone: +62 81382259125, Email: cynthia_indriani@bcrc-sea.org

Mrs. Yulisa - Mobile Phone: +62 81387057586

Basel Convention Regional Centre for South East Asia (BCRC-SEA)

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Indonesia.

Tel/Fax : +62 21 8520408

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Visa Arrangements:

All participants who require a visa for entering Indonesia are requested to obtain the appropriate entry visa prior to their departure. Participants are also requested to obtain any transit visa that may be necessary for their travel.

Information on visas for entering Indonesia is available at:

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

List of countries that may apply for a Visa on Arrival:

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

Countries which have agreement on visa exemption with Indonesia for diplomatic and service passport holders only:

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

1. Participants from the ASEAN member states are allowed to enter Indonesia without a visa for a period of stay of thirty (30) days or less.
2. Participants from the following countries/regions may receive Visa On Arrival at the airport ;
 - 1.Algeria 2.Argentina 3.Australia 4.Austria 5.Bahrain 6.Belgium
 - 7.Brazil 8.Bulgaria 9.Cambodia 10.Canada 11.China 12.Cyprus
 - 13.Czech Republic 14.Taiwan 15.Denmark 16.Egypt 17.Estonia 18.Fiji
 - 19.Finland 20.France 21.Germany 22.Greece 23.Hungary 24.Iceland
 - 25.India 26.Ireland 27.Italy 28.Japan 29.Kuwait 30.Laos PDR
 - 31.Latvia 32.Libya 33.Liechtenstein 34.Lithuania 35.Luxemburg 36.Maldives
 - 37.Malta 38.Mexico 39.Monaco 40.Netherlands 41.New Zealand 42.Norway
 - 43.Oman 44.Panama 45.Poland 46.Portugal 47.Qatar 48. Republic of Korea
 - 49.Rumania 50.Russia 51.Saudi Arabia 52.Slovakia 53.Slovenia 54.South Africa
 - 55.Spain 56.Suriname 57.Sweden 58.Switzerland 59.Timor Leste 60.Tunisia
 - 61.Turkey 62.United Arab Emirates 63.United Kingdom 64.United States of America

The general requirements for Visa On Arrival are:

- Expiration date of the applicant's passport must be at least 6 (six) months in the future at the date of entry
- Round-trip airplane ticket

- Fees (stay of up to 30 (thirty) days: US\$ 25)

Transportation

Participants are requested to make their own transportation arrangements from Soekarno Hatta International Airport to Grand Kemang Hotel .

The hotel is approximately 1 hour drive from the Soekarno Hatta International Airport. In certain situations (including rush hour) the duration will be longer. Only use taxis from a designated taxi queue or clearly marked taxi stand. Politely decline all offers of help from touts or anyone who approaches you to avoid a scam. It is recommended to choose the Bluebird Group Taxi company considering its professionalism. They have 3 categories of carriers: Bluebird for regular taxis, Silverbird for executive taxis and Golden bird for limousines. Depending on traffic, a minimum metered fare is 150.000-200.000 IDR from Soekarno-Hatta airport to central Jakarta. Add approximately 25.000 IDR to the metered fare for required taxi surcharges and toll road fees.

The Grand Kemang Hotel also provides pick up/drop off services from/to Soekarno Hatta International Airport. The prices depend on the type of vehicle:

- a. Avanza Toyota (small MPV) : 254.100 IDR Nett/one way
- b. Innova Toyota (medium MPV) : 302.500 IDR Nett/one way
- c. Camry Toyota (saloon sedan) : 375.100 IDR Nett/one way
- d. Alphard/Velfire Toyota (luxury MPV) : 592.900 IDR Nett/one way

If you wish to use their services, you will need to contact the hotel directly 3 days prior to your arrival (at the latest). Please contact Ms. Roro or Ms. Agnes at Reservation@gk.mesahotelsandresorts.com or resv@gk.mesahotelsandresorts.com

Daily allowance and payment

Sponsored participants will be provided with a Daily Subsistence Allowance (DSA) to cover their accommodation and local expenses. The Basel Convention Regional Centre accepts no responsibility for the payment of rooms, meals, taxis, excess baggage charges, insurance, ground transport charges, and other incidental expenses. These liabilities should be settled directly by the participants. ***To facilitate disbursement of DSA, participants must keep and bring along their boarding passes.***

Communications

Indonesia has an exceptionally well-developed communications infrastructure. A number of cell-phone providers provide national coverage and there are well-established landline phone networks. Internet and wi-fi are easily accessible in most common meeting places (eg: fastfood areas, restaurants and coffee shops).

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 approximately 1 USD = 11.400 IDR at present.

Traveler's Cheques and Banking

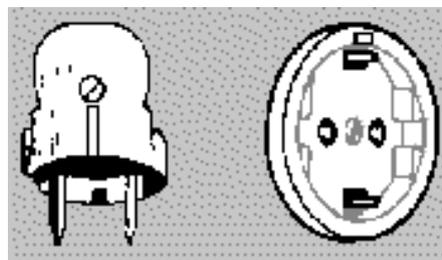
Banks are open from Monday to Friday from 09h00 to 15h30 and on Saturday from 09h00 to 11h00. Auto banks (ATM's, automated teller machines) are found in most towns and operate on a 24 hour basis. Most international traveler's cheques are accepted provided they are in an acceptable currency and may be cashed at most banks. Many hotels and shops also provide this service.

Weather and Climate

Jakarta has a temperate climate: temperature ranges in May are expected to be between 27°C to 34°C and approximately 10 and 12 hours of sunshine and daylight per day respectively. Frequent showers and rainfall are expected during May.

Electricity

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. If you consider obtaining one in Jakarta the hotel can assist you.



Plug Type F

Local Time

Indonesia standard Time is 7 hours in advance of Greenwich Mean Time (GMT +7).

Security and Safety

Crime in Jakarta is mostly conventional crimes such as pick-pocketing and scamming. Participants are therefore advised to take a few security and safety measures. All valuables, electronics and jewellery are best kept in the safe in your hotel room when not in use. When walking around Jakarta, it is advised to be discreet with your belongings. The Indonesian Police Force is easily recognized by their light brown uniforms and by their red, white and blue patrol vehicles.