



Information Note

MEETING TO FINALIZE
IMPLEMENTATION PLAN FOR THE OIC
STRATEGIC HEALTH PROGRAMME OF
ACTION 2013 - 2022

ASTON PRIMERA PASTEUR HOTEL
Bandung, West Java
Republic of Indonesia
18th – 19th June 2013



Table of Content

1. Welcome and Introduction	page 3
2. Meeting Dates and Venue	page 3
3. Meeting Agenda	page 4
4. Accommodation	page 4
5. Airport and Transfer	page 5
6. Transportation	page 10
7. Meeting Venue Facilities and Services	page 10
8. Dress Code	page 11
9. General Information	page 11
10. Meeting Security	page 15
11. Contact Person	page 16

1. Welcome and Introduction

The Republic of Indonesia welcomes all participants to the Meeting to finalize Implementation Plan for the OIC Strategic Health Programme of Action 2013 - 2022. The organizing committee is committed to provide services to all participants of the meeting and ensuring that program and activities will enable delegates to effectively carry out their work while enjoying their stay in Bandung, West Java.

This information note provides comprehensive details about administrative procedures, meeting logistics and requirements for the participants. Requests for clarification or additional information can be channelled to the organization committee via the email address (indonesia.oicmeetings@gmail.com or bilateral.pkln@gmail.com).

Amendments to this information note will be issued whenever is necessary and will be available at the Information Desk at the meeting venue.

The organizing committee wishes all the participants a pleasant and productive visit to the Republic of Indonesia during the upcoming Meeting to Finalize Implementation Plan for the OIC Strategic Health Programme of Action 2013 - 2022.

2. Meeting Dates and Venue

The Meeting to Finalize Implementation Plan for the OIC Strategic Health Programme of Action 2013 - 2022 will take place in Bandung, Indonesia on 18 – 19 June 2013. The meeting venue will be:

Hotel name	: Aston Primera Pasteur Hotel
Address	: Jalan Doktor Djunjunan, Bandung 40162, Indonesia
Phone	: 62 22 2060123
Contact Person	: Ms. Ratih

3. Meeting Agenda

3.1. The meeting is scheduled to commence at 10:00 hours on 18 June 2013 at the Aston Primera Pasteur Hotel. All participants are expected to arrive at the meeting room at 09:30 hours for registration.

The Agenda and the Programme of Work for the meeting will be transmitted separately.

3.2. Prior to the meeting, the National Food and Drug Authority of Indonesia is organizing a Workshop on the challenges in producing pharmaceuticals on 17 June 2013 at the Aston Primera Pasteur Hotel. All delegates are invited to participate.

4. Accommodation

4.1. Hotels of Accommodation

1) Aston Primera Pasteur Hotel (Meeting Venue)

http://www.aston-international.com/ourhotels_contact.php?id=MzA=

Jalan Doktor Djunjunan, Bandung 40162, Indonesia

Phone : 62 22 2060123

Contact Person : Ms. Ratih

2) Hotel Grand Aquila

<http://www.aquila-international.com/>

Jl. Doktor Djunjunan No. 116, Bandung 40173, Indonesia

Phone : 62 22 2039280

Email : reservation@aquila-international.com

4.2. Reservation Procedures

Delegate may wish to contact directly to the respective hotels for further details on room rates and availability.

These hotels are located in immediate proximity of the meeting venue. Shuttle buses will be available to transfer delegates between the venue of the Meeting to Finalize Implementation Plan for the OIC Strategic Health Programme of Action 2013 - 2022 and designated hotels. Please be mindful to the nature of Bandung traffic when making a choice of accommodation.

The participants will be responsible for confirming their reservation and for any additional ordered services directly at the selected hotel.

4.3. Financial Coverage

The Organizing committee will cover the round-trip air ticket (Economy Class) and accommodation for head of delegates from the following countries: Afghanistan, Bangladesh, Benin, Burkina-Faso, Chad, , Comoros, Djibouti, Gambia, Guinea, Guines-Bissau, Mali, Mauritania, Mozambique, Niger, Senegal, Sierra Leone, Somalia, Sudan, Tajikistan, Togo, Uganda and Yemen.

Other participants will cover their own round-trip air ticket and accommodation's expenses.

5. Airport and Transfer

5.1. Visas and Custom Information

For entry into Indonesia a visa is required. The procedure for obtaining a visa is standard. Please refer to the following notifications:

- A. Participants from the following countries do not need visa to travel to Indonesia:
- Brunei-Darussalam (all types of passport)
 - Malaysia (all types of passport)
 - Morocco (all types of passport)
 - Azerbaijan (Official/Diplomatic Passport)
 - Iran (Official/Diplomatic Passport)
 - Tunisia (Official/Diplomatic Passport)
 - Turkey (Official/Diplomatic Passport)
 - Suriname (Official/Diplomatic Passport)

B. Participants from the following countries may obtain Visa on Arrival (VoA):

- Algeria (all types of passport)
- Bahrain (all types of passport)
- Egypt (all types of passport)
- Kuwait (all types of passport)
- Libya (all types of passport)
- Maldives (all types of passport)
- Oman (all types of passport)
- Qatar (all types of passport)
- Saudi Arabia (all types of passport)
- Suriname (Regular Passport)
- United Arab Emirates (all types of passport)
- Iran (Regular Passport)
- Tunisia (Regular Passport)
- Turkey (Regular Passport)

C. Participants from following countries are kindly requested to obtain visa from the Indonesian Embassy or Consulate represented in the respective countries:

- Afghanistan
- Bangladesh
- Iraq
- Jordan
- Kazakhstan
- Lebanon
- Mozambique
- Nigeria
- Pakistan
- Senegal
- Sudan
- Uzbekistan
- Yemen

D. Participants from the following countries are kindly requested to obtain visa from the nearest Indonesian Embassy or Consulate *):

- Participants from Palestine, shall obtain visa at Indonesian Embassy

in Amman, Jordan.

- Participants from Cote D'Ivoire, Gabon, Gambia, Guinea, Guinea-Bissau, Mali, Mauritania and Sierra Leone, shall obtain visa at Indonesian Embassy in Dakkar, Senegal.
- Participants from Benin, Burkina-Faso, Chad, Cameroon, Niger and Togo, shall obtain visa at Indonesian Embassy in Abuja, Nigeria.
- Participants from Albania shall obtain visa at Indonesian Embassy in Sofia, Bulgaria.
- Participants from Comoros shall obtain visa at Indonesian Embassy in Dar-es Salaam, Tanzania.
- Participants from Djibouti and Somalia shall obtain visa at Indonesian Embassy in Addis Ababa, Ethiopia.
- Participants from Guyana, shall obtain visa at Indonesian Embassy in Paramaribo, Suriname.
- Participants from Kyrgyztan and Tadjikistan shall obtain visa at Indonesian Embassy in Tashkent, Uzbekistan.
- Participants from Turkmenistan, shall obtain visa at Indonesian Embassy in Tehran, Iran.
- Participants from Uganda shall obtain visa at Indonesian Embassy in Nairobi, Kenya.

*) Please be advised that participants who have difficulties in obtaining visa from the nearest Indonesian Embassy or Consulate shall immediately contact the Organizing Committee for further arrangement of Visa on Arrival. Please also note that Visa on Arrival fees shall be borne by the participants. The Government of Indonesia will further send guarantee letter to the concerned participant, which should be presented at the immigration checkpoint in Soekarno-Hatta International Airport in Jakarta.

The general requirements for visa on arrival are: The applicant's passport must be valid at least 6(six) months from the date of entry and round-trip airplane ticket.

Fees for Visa on arrival:

up to 7 (seven) days	: USD 10
up to 3 (three) days	: USD 25

With regards to the above, all delegations entering Indonesian territory are required to have visa and possess valid passport for six (6) months from the date of arrival.

Visa on Arrival (VoA) facility is issued on arrival at the Soekarno-Hatta International Airport for visits not exceeding 30 days for nationals from the Islamic republic of Iran. The Visa on arrival fee for up to thirty (30) days is US\$25; this visa not extendable and not convertible into other types of visas. Should the bearer of diplomatic and service visa wishes to apply for VoA, the above mentioned fee shall apply.

Embassies and Consulates of the Republic of Indonesia accredited to the respected member states.

Please refer to www.kemlu.go.id/Pages/Mission.aspx?l=en for further information.

General Information regarding visa application is available at the Directorate General of Immigration of the Republic of Indonesia website at <http://www.imigrasi.go.id>.

Delegates may also refer to the Embassies and Consulates of the Republic of Indonesia in their countries'. In case of difficulties related to obtaining a visa, please communicate to bilateral.pkln@gmail.com mentioning **Visa assistance** in the email title.

The Customs authorities perform custom inspections after baggage claim on passengers arriving on international flights. During inspection, the passengers are required to submit the completed customs declaration forms which will be provided by the airline staff before landing. For more information on customs please refer to <http://www.beacukai.go.id>.

5.2. Baggage and Item Restriction

Airlines operating in the Republic of Indonesia strictly enforce baggage size and weight limitations, and the participants are requested to familiarize themselves with their airline weight and carry-on restrictions prior to traveling in order to avoid extra fees or complications. Inside the check-in area, the participants can use the

baggage packing service. The average baggage allowance for Indonesian airlines is 20 kg/44 pounds for economy class passenger and 30 kg/66 pounds for executive class passenger.

In addition, for the sake of airline security, some articles and substances must not be carried aboard. The amount of liquid in hand luggage may also be restricted. Detailed information can be found at the Soekarno-Hatta Airport website: <http://www.jakartaairportonline.com/>.

5.3. Airport Arrivals and Departures

Soekarno-Hatta International Airport is located 20 km northwest of Jakarta city center. The IATA code for Soekarno-Hatta International Airport is CGK. Depending on the flight route, the participants will arrive at either Terminal 1 or 3 (domestic flights), or Terminal 2 (international flights). The participants are encouraged to clarify information on the terminal of arrival with their airline companies.

A welcome desk for the Meeting to Finalize Implementation Plan for the OIC Strategic Health Programme of Action 2013 - 2022 will be provided at Soekarno Hatta International Airport, Jakarta. Our Staff will assist delegates for the airport transfer. Participants are requested to provide information regarding their airline, flight number, date and time of arrival, and the number of participants through email (bilateral.pkln@gmail.com).

Before departure, passengers flying with international routes are required to pay the airport tax with charge Rp.150.000 (US\$ 15).

5.4. Airport Transfers

Complimentary shuttle transfer services from airport to designated hotels will be available for the participants at the Terminal 2 Arrival.

6. Transportation

6.1. Shuttle Services

The participants will be provided with shuttle services between the Aston Primera Pasteur Hotel and the designated hotels. The schedule of the shuttles will be available at the Meeting to Finalize Implementation Plan for the OIC Strategic Health Programme of Action 2013 – 2022 Information Desk at the meeting venue (Aston Primera Pasteur Hotel). Due to the nature of Bandung traffic, participants are advised to make appropriate time arrangement should they need to use the shuttle service.

6.2. Public Transportation and Taxi

It is highly recommended to use taxi cabs with special taxi service insignia. The payment is accepted in Rupiah. Money Changer service is available at the Soekarno-Hatta International Airport. Additional information regarding transportation facilities and taxi services will be available at the Meeting to Finalize Implementation Plan for the OIC Strategic Health Programme of Action 2013 – 2022 Information Desks at the meeting venue (Aston Primera Pasteur Hotel).

7. Meeting Venue Facilities and Services

7.1. Common Delegation Room

The Common Delegation room will be available to the participants on 18 – 19 June 2013. The room will be equipped with computers, printers, photocopiers, telephones, fax machines. Free Internet access and domestic phone lines will be provided.

7.2. Prayer Room

The delegations and guests can use male and female prayer rooms at Aston Primera Pasteur (B1 Floor) Hotel. Information about Prayer Rooms will be available at the Meeting to Finalize Implementation Plan for the OIC Strategic

Health Programme of Action 2013 – 2022 Information Desk at the meeting venue (Aston Primera Pasteur Hotel).

7.3. Medical Services

The Medical Care Station will be open daily from 09.00 to 17.00 starting on 17 – 20 June 2013 at Aston Primera Pasteur Hotel. The participants will be able to use the services of private clinics and ambulances close to the designated hotels. First Aid for the participants will be provided free of charge. For all medications and medical services provided by clinics, hospitals, pharmacies or other health care institutions, participants will have to pay directly to the service providers. Please take note that clinics may not be equipped for treatment of some serious and chronic diseases. Working hours and addresses of hospitals and clinics will be available at the The Meeting to Finalize Implementation Plan for the OIC Strategic Health Programme of Action 2013 – 2022 Information Desks at Aston Primera Pasteur Hotel. If you have any, please bring your insurance card.

7.4. Cultural Dinner

The Ministry of Health of the Republic of Indonesia will host a cultural dinner on 18 June 2013 to welcomes the delegates. The dinner venue will be announced during the Meeting.

8. Dress Code

Participants are advised to wear business attire. For all activities on 18 – 19 June 2013. As for the cultural dinner, the participants are require to wear formal attire or batik.

9. General Information

9.1. Bandung

Bandung, City of Flowers, is the provincial capital of West Java and Indonesia' s third largest city. Known in colonial times as the **Paris of Java** because of its

European ambiance and sophistication, Bandung shares with Miami a fine legacy of Tropical Deco architecture dating from the 1920's.

Situated on a plateau in the beautiful Parahayangan mountains, Bandung's pleasant climate and lush surroundings have offered an escape from the heat of the lowlands since the mid 19th century when it was the heart of the region's most prosperous plantation area. Host to the historic Asia Africa conference in 1955, Bandung is now a center of higher education ,commerce and aircraft industry which despite its modern amenities still retains much of its colonial era charm.

Bandung is also renowned for its shopping, particularly for shoes, textiles, clothing and denims which are found in the colourful Jeans street. Easily reached from Jakarta by car. Bandung, with its cool mountain air is a popular second stop for those visiting the national capital and an essential stay-over for travellers enroute through Java. The best way to get around Bandung is by taxi or minibus hired via your hotel.

9.2. Weather

Although you may well be more used to countries having four very distinctive seasons, in Bandung and throughout **Indonesia** there really are only two - the dry and wet seasons. The climate in Bandung remains hot throughout the year, although between October and April, the weather is often rainy, with heavy downpours and more than the occasional tropical storm.

Although a holiday during the wet season of Bandung is really quite feasible, since there are still many dry and sunny days to enjoy, holiday makers generally pay a visit to the island of Java in the dry season, between May and September. From June to September, the weather is at its driest and climate most appealing. It is quite possible that you won't even experience much more than a brief shower or two if you arrive at this time of the year.

9.3. Time

Time zone of Bandung is UTC/GMT +7.

9.4. Tipping

Major hotel services are inclusive of 21% tax, 11% is the government tax and another 10% is service charge. Some restaurants will include 5-10% service charge to their bills. Although all taxis are metered, some drivers may not carry coins, so it is wise to round up your bill. If the taxi meter shows Rp17.750, for instance, you can pay Rp18.000 or more if you find the service is satisfactory. In general, tipping is not a mandatory practice in many hotels, restaurants, taxis and other utilities in Indonesia. However, if you are satisfied with the service you may give 5-10% of the total bill.

9.5. Electricity and Water Supply

The supply voltage in Indonesia is 220-240 volts and two-pronged plugs. Check before using an appliance. Tap water is not drinkable. We advise the participants to consume bottled water which can be purchased at the hotel or any nearby convenient stores.

9.6. Smoking

There is no general prohibition on smoking in public areas in Bandung. Restaurants, bars and food courts are divided into smoking and nonsmoking zones. Inside shopping centers, theaters, museums and other cultural or educational institutions smoking is totally prohibited, though designated areas are usually provided for smokers.

9.7. Useful Telephone Number

City emergency services:

Police: 110

Ambulance: 118

Fire: 113

Free local information desk (24h): 108

Lost and found baggage:

Soekarno Hatta Airport Terminal 2: (tel: +62 21 550 7096 / +62 21 550 6074)

Dialing Indonesian numbers from outside Indonesia:

Please dial telephone numbers as indicated: country code (+62), area code (21 or other), telephone number (7 or 8 digits)

Dialing Indonesian mobile phone numbers from your mobile phone during your visit to Indonesia:

Please dial telephone numbers as indicated: country code (+62), enter the Indonesian mobile phone number, excluding the "0" from the beginning of the number, which is a prefix for calling domestically.

Dialing Indonesian phone numbers from your Indonesian mobile phone during your visit to Indonesia:

Please dial telephone numbers as indicated: area code (021 or other), telephone number (7 or 8 digits).

Dialing international telephone numbers from your mobile phone during your visit to Indonesia:

Please use international standard procedure: dial "+", country code, area code, telephone number.

9.8. Credit Cards

Major credit cards, such as Visa and MasterCard are widely accepted at hotels, restaurants, shops, etc. However, some restaurants and small shops accept cash payments only.

9.9. Currency and ATMs

The official currency of Indonesia is Rupiah (IDR/Rp). All payments on the territory of Indonesia must be done in Rupiah. Credit card payments will also be carried out in Rupiah.

Currency exchange points are located at Soekarno-Hatta International Airport, main hotels, banks, money changers throughout the city. Major currencies are accepted for exchange. Currency exchange rates vary depending on the policies

of a bank. Banks usually take commission for money exchange and participants are advised to take it into consideration. When making a currency exchange, some banks also ask to provide a passport or other identity document.

It is also possible to use the ATMs located in banks, hotels, large shopping centers. Information about the location of ATMs will be available at the information desks.

Exchange rate of the Central Bank of Indonesia as of 6 May 2013

USD 1 = Rp. 9,232,-

9.10. Mobile Phones Information

Local phone services are reliable. Both GSM and CDMA mobile phone systems are in operation. Most modern cell phones can work in several settings that can use roaming services in different networks. Most of the GSM phones in use in Indonesia, supporting the protocols of GSM-900 and GSM-1800, or in networks GSM-850 and GSM-1900. Long distance calls within Indonesia may be made by direct dialing through International Direct Dial (IDD) in major cities or through operated assisted calls. Telex and Fax services are readily available in major hotels.

10. Meeting Security

Access to the venue and to shuttle buses will be granted only to the participants with ID badges. All meeting participants are requested to visibly show their ID badges at all times.

11. Contact Person

If you have any further question or information please contact us at:

Mr. Dr. Dicky Budiman, M.Sc.PH
Email: dicky_budiman@ymail.com
Mobile: +6281219937313

Or

Ms. Elizabeth Sarah, SKM
Email: bilateral.pkln@gmail.com