



Memorandum of Understanding on the
Conservation and Management of Marine Turtles and
their Habitats of the Indian Ocean and South-East Asia

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23 June 2008

FIFTH MEETING OF THE SIGNATORY STATES

Bali, Indonesia, 20-23 August 2008

INFORMATION NOTE FOR PARTICIPANTS

General

1. The Fifth Meeting of the Signatory States to the Memorandum of Understanding on the Conservation and Management of Marine Turtles and their Habitats of the Indian Ocean and South-East Asia will be held at the **Sanur Paradise Plaza Hotel & Suites**, Bali, Indonesia, from 20 to 23 August 2008. The opening ceremony will commence at 0900 in the Denpasar conference room. All subsequent plenary sessions will take place there from 0900 to 1200, and from 1330 to 1700 in the afternoon (subject to adjustment, as necessary).
2. The IOSEA Advisory Committee will meet in closed session on 18-19 August. The meeting room will be announced at a later date. Designated IOSEA sub-regional focal points are welcome to observe the proceedings. On 19 August, a Meeting of the CMS Memorandum of Understanding on the Conservation and Management of Dugongs will be organised in the Denpasar conference room, to welcome new Signatory States and to discuss priorities for funding of project activities and secretariat arrangements, among other things. Further details will be communicated separately.
3. Responsibility for the organisation of the meetings is shared among the IOSEA Secretariat, WWF-Indonesia and the Ministry of Marine Affairs and Fisheries, Directorate of Conservation and Marine National Parks (MMAF). All visa, travel and accommodation arrangements are being organised by WWF and MMAF, while the meeting agenda, documentation and general meeting arrangements are being handled by the IOSEA Secretariat. When requesting further information please direct your query to the appropriate organisation. Contact details are provided below.

Conference Venue / Hotel Accommodation

4. The **Sanur Paradise Plaza Hotel & Suites** are located about 25 minutes from Bali's international airport and a short distance on foot or by shuttle bus to other nearby attractions.

Address and contact details:

Jalan Hang Tuah 46, SANUR, Bali

Tel. (+62 361) 28 17 81; Fax (+62 361) 28 91 66, 28 17 82

E-mail: info@sanurparadise.com; Web: www.sanurparadise.com

All conference participants are expected to stay at the hotel or apartment suites (located 5 minutes away by complementary shuttle), where a block reservation of rooms has been made. The basic room rate is Rp. 645,000 net (= approx USD 70) / person / night (single occupancy). This rate includes airport pick-up, shuttle bus, use of conference and other hotel facilities, as well as breakfast and buffet lunch. Sponsored delegates will be booked into their rooms automatically. Non-sponsored delegates should book directly with the hotel to guarantee a room on their own account. Participants are welcome to make their own arrangements for dinner, except on the first evening (Wednesday, 20 August), when the Ministry of Marine Affairs and Fisheries will host a special dinner.

5. Delegates will be accommodated in spacious rooms that offer either pool or courtyard views, with easy access to meeting and conference facilities. Sponsored and non-sponsored delegates who wish to upgrade to a higher standard of accommodation (at their own expense) are invited to contact the Sanur hotel directly, mentioning participation in the IOSEA meetings.

6. There is no registration fee to attend the meetings; however **participants electing to stay elsewhere (outside the Sanur Hotel conference venue) will be charged USD 22 (or Rp. 200,000) per day for the conference package (payable in full at registration, upon arrival).**

Welcome reception: 19 August, 1800-1930

7. Participants attending the CMS Dugong MoU meeting and delegates arriving for the IOSEA Signatory State meeting are cordially invited to an informal reception in the Lobby Bar, hosted by the Executive Secretary of the Convention on Migratory Species (CMS).

Registration and identification badges

8. Participants are requested to register and obtain meeting badges at the Sanur Paradise Plaza Hotel from 1730 to 2000 on Tuesday, 19 August, or from 0800 and 0845 on Wednesday, 20 August 2008. Participants who are not able to register on the opening day are requested to do so as soon as possible, to ensure that their names appear in the list of participants.

Credentials

9. Official representatives of Signatory States and potential Signatory States are reminded of the need to present their credentials, preferably prior to the meeting, or at the latest upon registration. This is particularly important for those countries intending to sign the IOSEA (and Dugong) Memorandum of Understanding in Bali. In such case, a copy of the Letter of Credentials should be sent to the IOSEA MoU Secretariat by fax (+66 2 280 3829 or +66 2 288 1057) for review *at least 10 working days prior to the meeting*, and the original brought to Bali. A sample letter of credentials and explanation of arrangements for signing the Memorandum of Understanding were enclosed with the original letter of invitation.

Immigration requirements:

10. The Ministry of Marine Affairs and Fisheries (MMAF) has undertaken to make special provision for delegates from certain countries attending the meeting (*see list below*) to be issued with a visa on arrival at Soekarno-Hatta International Airport - Jakarta and Ngurah Rai International Airport - Bali, provided that the following information is sent in advance (by fax or e-mail) to: Directorate Conservation and Marine National Park, Directorate General Marine, Coasts and Small Islands, MMAF, Jalan Medan Merdeka Timur No. 16, Jakarta Pusat - Indonesia **no later than 18 July 2008.**

Fax number: +62 21 386 0623 or +62 21 352 2045

E-mail: firda_ku@yahoo.com; pingkankr@yahoo.com; or yudit_tia@yahoo.com

Please send the following information:

- Two photocopies of the front pages of your current passport, showing passport number, date of issue, expiration, place of issue, country of citizenship. Please ensure that your passport will not expire before 17 February 2009.
- Photocopy of invitation letter from IOSEA Secretariat.
- Your full contact details – including postal address, telephone/fax number, e-mail address.
- If known at the time of submission: flight number and arrival time.

11. Please check the list below to see whether or not your country is among those for which facilitated “Visa on Arrival” is arranged by the Indonesian Government. If your country does not appear in the list, please contact MMAF for more information.

Country	Visa on Arrival	Country	Visa on Arrival
Australia	yes	Pakistan	no
Bahrain	yes	Philippines	NVR
Bangladesh	no	Papua New Guinea	no
Brunei Darussalam	NVR	Qatar	yes
Cambodia	yes	Seychelles	no
Comoros	no	Solomon Islands	no
Djibouti	no	Somalia	no
Egypt	yes	South Africa	yes
Eritrea	no	Sri Lanka	no
Jordan	no	Sudan	no
Kenya	no	Thailand	NVR
Madagascar	no	Timor Leste	no
Maldives	yes	United States	yes
Mauritius	no	United Rep. of Tanzania	no
Mozambique	no	Vietnam	NVR
Myanmar	NVR	Yemen	no
Oman	yes		

*) NVR – no visa required

12. All sponsored delegates and all other delegates who are coming from countries *without* visa on arrival arrangements should secure a visa in their respective countries, prior to travel. The Ministry of Marine Affairs and Fisheries (MMAF) can produce a sponsorship letter to the Indonesian embassy in each respective country, provided that the following information is sent in advance (by fax or e-mail) to Directorate Conservation and Marine National Park, Directorate General Marine, Coasts and Small Islands, MMAF, Jalan Medan Merdeka Timur No. 16, Jakarta Pusat - Indonesia **no later than 18 July 2008**.

Fax number: +62 21 3860623 or +62 21 3522045

E-mail: firda_ku@yahoo.com; pingkankr@yahoo.com; or yudit_tia@yahoo.com

Please send the following information:

- Information taken from the front pages of your current passport, showing full name, passport number, date of issue, expiration, place of issue, country of citizenship. Please ensure that your passport will not expire before 17 February 2009.
- Photocopy of invitation letter from IOSEA Secretariat
- Your full contact details – including position, organization name, postal address, telephone/fax number, e-mail address.
- If known at the time of submission: flight number and arrival time.

Arrival at Jakarta / Bali International Airports

13. All sponsored delegates and all other delegates who have communicated their **flight number and arrival time** to the Indonesian authorities **at least two days prior to travel**, will be met at the airport and transported to the Sanur Paradise Plaza Hotel and Suites. Sponsored delegates who wish to use this complementary transport service on arrival should send their flight and hotel details (and any subsequent changes or cancellations) to:

Ms. Yudit or Ms. Pingkan Fax number: +62 21 386 0623 or +62 21 352 2045;

E-mail: firda_ku@yahoo.com; pingkankr@yahoo.com; or yudit_tia@yahoo.com

14. Delegates who do not communicate their flight number and arrival time, or delegates who cannot meet the pick-up service, can take a taxi directly from Ngurah Rai International Airport, Bali, to the Sanur Paradise Plaza Hotel and Suites. The taxi cost is around Rp. 100,000-120,000. (USD 11.00 – 13.00).

15. All sponsored delegates and other delegates who need to process their visa and transfer from an international flight to domestic flight at Soekarno-Hatta International Airport - Jakarta should prepare the following:

- If necessary, you can communicate the flight number and arrival time in Soekarno-Hatta International Airport Jakarta to the above address.
- It is recommended that the connecting flight to Denpasar be with Garuda Indonesia or Merpati Nusantara Airlines since these two airlines are located at the same terminal as international flight arrivals. Please allow at least two hours between arrival and departure time.
- Should you use another airline not mentioned above for your domestic connecting flight, please allow more time (at least 3 hours) for transfer between terminals by shuttle bus. If you are using taxi instead, prepare to pay a fixed price of approximately Rp. 30.000 (USD 3.00).
- Should you have to stay overnight in Jakarta, we recommend use of the airport taxi (Blue Bird Group, Gamy and Express Taxi). There is one hotel located at the international terminal/Terminal 2 (Quality Hotel Bandara Jakarta), and other nearby hotels are Sheraton Bandara and Sasano Jakarta Airport Hotel. There are many hotels in Jakarta city, and taxi cost to the downtown area is around Rp. 150.000 + airport surcharge around Rp. 10.000 (USD 16.00).

16. Please note that the **'visa on arrival' fee** is USD 10.00 (for 7 days stay in Indonesia) or USD 25.00 (for a stay of 8-30 days). The **airport tax**, payable on departure, is as follows: Rp. 100,000 (USD 11.00) for international flights; and Rp. 30,000 (USD 3.50) for domestic flights

Health requirements

17. Participants will need a yellow fever vaccination certificate if they are travelling from an infected area.

Weather and Dress

18. The weather in Bali during August is expected to be pleasant (during day time average temperature is 30 - 31°C and during night time is 27-28°C). Light tropical clothing will be appropriate. As the conference room where the meeting is to be held is air-conditioned, you might consider bringing appropriate clothing to keep comfortable.

Working/business hours

19. The average working week runs from Monday to Friday. Government operates from 7:30 – 16:00, except for Friday when it only operates from 7.30 – 11.00. General business opening hours: 10:00 – 13:00 and from 14:00 – 21:00, 7 days a week. Banks operate from Monday to Friday, 08:00 – 15:00.

Foreign exchange

20. The Indonesia currency is the Rupiah. At the time of writing this fact sheet, the Rupiah was valued at around 9100 Rupiah = US\$1.00.

21. Participants may bring with them into Indonesia unrestricted sums of foreign currency in the form of traveller's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Indonesian currency at the prevailing exchange rates. Participants may be required to declare the amount of traveller's cheques or currency in their possession on arrival at the airport.

22. Exchange facilities are available at the Soekarno-Hatta International Airport, Jakarta; Ngurah Rai International Airport, Bali; and Sanur Paradise Plaza Hotel. Other exchange facilities also available near the hotel.

Internet / computer facilities at conference venue

23. Limited internet and computer facilities may be available to delegates in a designated room near the secretariat office (subject to confirmation). Additionally, hotel guests are welcome to use the internet facilities available through the hotel, for an additional fee. Sponsored and non-sponsored delegates wishing to use this commercial service provided by the hotel should inform themselves of the connection fees, which they will be personally responsible to pay.

Catering services

24. The Sanur Paradise Plaza Hotel offers a buffet service where delegates are recommended to take their lunch. Complimentary coffee/tea breaks will be offered each morning and afternoon. A list of other restaurants within the hotel and nearby can be provided upon arrival.

Daily subsistence allowance

25. Sponsored delegates will have their accommodation and transport to/from the airport and meeting venue provided by the organisers. A modest daily allowance will be provided for evening meals and miscellaneous expenses. Sponsored delegates will be personally responsible for payment of any other incidental charges (such as telephone calls, faxes, internet connection, mini-bar, room service etc.).

26. The organisers will not assume responsibility for any other expenditures, including the following:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items, and internal travel to and from the airport of arrival and departure in the home country;
- (ii) Salary and related allowances for the participants during the period of the meeting;
- (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
- (v) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participant;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

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Contact details for Ministry of Marine Affairs and Fisheries (for matters relating to visa issuance, travel, accommodation etc):

Mr. M. Eko Rudianto

Head of Sub Directorate Fish Conservation and Conservation Area Utilization
Ministry of Marine Affairs & Fisheries (MMAF)
Directorat Conservation and Marine National Park
Mina Bahari II Buliding, 9th Floor
Jalan Medan Merdeka Timur No. 16, Jakarta 10110
Telp/Fax . +62 21 352 2045 or +62 21 386 0623
Mobile: +62 8118 02593
Email: mrudiant@yahoo.com

Contact details for IOSEA Secretariat (for general questions and matters relating to meeting documentation)

Ms. Patcharin (Gung) Supitchakul

Team Assistant
IOSEA MoU Secretariat
c/o UNEP Regional Office for Asia and the Pacific
United Nations Building, Rajdamnern Nok Ave.
Bangkok 10200, Thailand

Tel: +662 288 2440; Fax: +662 280 3829

Email: supitchakul@un.org

General tourist information about Bali:

URL : <http://www.divetheworldindonesia.com/bali-tourist-information.htm>
http://www.streetdirectory.com/travel_guide/indonesia/bali/tourist_guide/

NOTE: *The content of this Information Note was accurate at the time of writing.*