
Logistic Information Note

*The 2nd Regional
UN-REDD Information
Exchange Meeting
“Free, Prior, and
Informed Consent”
April 19 – 20, 2012
Bogor, West Java-
Indonesia*

UNDP Indonesia and UN-REDD
Global Programme



UN-REDD
PROGRAMME

The United Nations Collaborative Programme
on Reducing Emissions from Deforestation and
Forest Degradation in Developing Countries



The 2nd Regional UN-REDD Information Exchange Meeting
“Free, Prior and Informed Consent”
April 19 – 20, 2012
Hotel Novotel, Bogor, West Java, Indonesia

Workshop Date & Venue

- Date: April 19 – 20, 2012 (2 days)
- Venue: Hotel Novotel Bogor Golf Resort and Convention Centre, Bogor, West Java, 16710, Indonesia
Tel: (+62) 251-827-1555
Fax: (+62) 251-827-1333
Website: <http://www.novotel.com/gb/hotel-0533-novotel-bogor-golf-resort-and-convention-center/index.shtml>

Bogor's location, approximately 1.5 hours from Jakarta, has made the city a prime destination for travelers seeking respite from the heat of the busy metropolis. Novotel Bogor Golf Resort and Convention Center is a 4-star hotel about 2.5 hour-drive from International Airport Soekarno-Hatta, Jakarta. The Hotel Novotel Bogor is set amongst breathtaking gardens and features an 18 hole golf course, more than 100 rooms, conferencing and banqueting facilities, Wi-Fi Internet access, two restaurants, bar, spa, swimming pool, tennis courts and Kids Club. This magnificent hotel is designed to satisfy every need and expectation.



Accommodation

Fifty (50) rooms have been reserved at Hotel Novotel, which is also the meeting venue for participants. *Please email the complete Workshop Registration form* to Judith C. Simbara (judith@indo.net.id) and Metta Kongphanapirak (metta.kongphanapirak@undpaffiliates.org) before March 30th, 2012. The room will be assigned on a first-come basis, unless otherwise requested. Please also note that rooms will not be secured for the complete registration form received after March 30th, 2012.

The room rate is as below:

Room Type	Hotel Novotel	
	IDR	US\$
Single Deluxe	940,000/night/nett	102.45

**These rates include breakfast, service charge and government tax.*

**The applied UN rate as of March 2012 USD 1=IDR 9,175*

Date/Details	FPIC workshop (April 19 – 20, 2012)				
	Accommodation	Breakfast	Lunch	Dinner	Transportation
Travel Day / Arrival Day	Arranged with personal payment	Not provided	Not Provided	Not Provided	Not Provided
Meeting Day 1 (April 19, 2012)	Arranged with personal payment	Room rate inclusive of breakfast	Provided	Provided	Not Provided
Meeting Day 2 (April 20, 2012)	Arranged with personal payment	Room rate inclusive of breakfast	Provided	Provided	Not Provided
Departure Day	Arranged with personal payment	Room rate inclusive of breakfast	Not Provided	Not Provided	Not Provided

Hotel Novotel Contact Person:

Rita Tri Indarwati

Telephone: +62-251-8271-555

Fax: +62-251-8271-660

Email: sm1@novotel-bogor.com

Note:

- Please ensure that you receive applicable DSA from your respective funding source. You are expected to arrange payment with the hotel for all expenses including your accommodation.
- Hotel check-in time at 2pm and check-out time at 12pm.

Air ticket

- Participants need to purchase their own tickets. The organizer will not provide a travel arrangement service as well as charge of account to relevant country offices for arranging the travel to Jakarta, paying DSA, as well as facilitating the reimbursement of other travel-related expenses.
- All participants need to pay IDR 150,000 International airport tax when departing Indonesia.

Transportation

Participants are free to choose their own local transportation using the authorized terminal expense.

Airport – Hotel:

- Should participants prefer to use public metered taxi service from the airport to the hotel, “Blue Bird” taxi service is recommended. Blue Bird has a counter at the Jakarta Soekarno-Hatta International Airport. Participants should approach the counter immediately after customs clearance. The taxi fare for airport to the hotel costs around IDR 300,000. You will pay an additional small amount service surcharge and toll fees for IDR 50,000.

Hotel – Airport:

- Airport drop-off service from Hotel Novotel is available if you make arrangements with the hotel ahead of time. The fare is IDR 400,000 for maximum of 4 passengers.
- Hotel can assist in providing Blue Bird taxi from hotel to the airport. You can also call (+62) 251-715-6969 for 24 hours Blue Bird taxi service from Bogor. Please note that it may take around 20 to 30 minutes for the taxi to arrive at the hotel.

Passport and Visas

All foreign visitors entering Jakarta must be in possession of a valid passport and visa. Please arrange all Visa requirements with your closest Indonesian consulate.

- *For participants holding passport of* Brunei Darussalam, Chile, Hong Kong, Macau, Malaysia, Morocco, Peru, Philippines, Singapore, Thailand, Vietnam, and Ecuador, do not need to apply for Indonesian visa. *Participants holding passport of some other countries*, visa can be obtained on arrival (see annex I). Please note that USD 25 fee (or in other major currencies including EUR, GBP, JPY, and AUD) need to be paid by cash, and no ATMs are available in the Visa on arrival area. *Participants from most ASEAN countries* do not need to apply for Indonesian Visa. However, it is advisable for all visitors to check with the Indonesian Embassy/Consulate in your country about visa requirements.
- Upon request and as necessary, an invitation letter may be provided in support of your visa application to the relevant Embassy or consulate. To obtain the invitation letter, please inform Judith C. Simbara (judith@indo.net.id) or Metta Kongphan-apirak (metta.kongphanapirak@undpaffiliates.org), at the latest by 30 March 2012.

- For UN Laissez Passez holders, should you choose to enter Indonesia with the UNLP, please note that a visa needs to be obtained prior to arrival like other nationals that are not stated above. Participants who do not comply with the Indonesia visa regulations can expect to be refused entry into the country.

Important Contacts

Abdul Wahib Situmorang (Ucok)
UNDP Indonesia Country Office
Menara Thamrin Building, 8th Floor
Kav.3, Jl. M.H. Thamrin
Jakarta 10250, Indonesia
Tel: +62 (21) 3141308
Fax: +62 (21) 31903160
<http://www.undp.or.id/>

Focal Points for the Workshop:

Agenda: Timothy Boyle (timothy.boyle@undp.org)
Logistics: Metta Khongphanpirak (metta.kongphanpirak@undpaffiliates.org) and
Judith C. Simbara (judith@indo.net.id)

General Information:

- **Safety and Security**

The overall level of threat or danger in Bogor is currently low. While area of city where the workshops will be held is generally safe, it is recommended that participants avoid large crowds and use the Blue Bird Taxi service or other taxi service recommended by the hotel, if you wish to make personal travel in the city.

- **Business Hours: Banking and Credit Cards**

Normal banking hours are 8:30am-3:00pm Monday to Friday. The most commonly accepted credit cards are Visa, MasterCard, Citibank and American Express.

- **Currency**

Indonesia's currency is Rupiah (IDR). The currency exchange rates are USD 1 = IDR 9,200; EUR 1 = IDR 12,000. Participants are suggested to have their currency exchanged into Rupiah at the Jakarta international airport or at the hotel in Bogor.

- **Telephone**

To make an international phone call to Indonesia, the caller must dial their country's international access code, followed by 62 (for Indonesia), then 251 (for Bogor), and followed by the local number. To make an international phone call from Indonesia, the caller must dial '001' followed by the country code (e.g. for Nepal 00197) followed by the city code and the local number.

- **Electricity**

Indonesia electricity voltage is 220 V with two round-plug system.



Visa on Arrival (Annex I)

Indonesia Government has granted visa on arrival favor to 52 countries to purchase a visa on arrival at Indonesia's designed “**International Gateway**” of 15 airports and 21 seaports (including Jakarta airport).

They are:

- | | | |
|--------------|-------------------|------------------------------|
| 1. Argentina | 18. Hungary | 35. Oman |
| 2. Australia | 19. Iceland | 36. RRC |
| 3. Austria | 20. India | 37. Poland |
| 4. Bahrain | 21. Iran | 38. Portugal |
| 5. Belgium | 22. Ireland | 39. Qatar |
| 6. Brazil | 23. Italy | 40. Saudi Arabia |
| 7. Bulgaria | 24. Japan | 41. Russia |
| 8. Cambodia | 25. Kuwait | 42. South Africa |
| 9. Canada | 26. Laos | 43. South Korea |
| 10. Cyprus | 27. Liechtenstein | 44. Spain |
| 11. Denmark | 28. Luxembourg | 45. Switzerland |
| 12. Egypt | 29. Maldives | 46. Sweden |
| 13. Estonia | 30. Malta | 47. Surinam |
| 14. Finland | 31. Mexico | 48. Taiwan |
| 15. France | 32. Monaco | 49. The Netherland |
| 16. Germany | 33. New Zealand | 50. United Arab Emirates |
| 17. Greece | 34. Norway | 51. United Kingdom |
| | | 52. United States of America |

About Bogor (Annex II)

Bogor ([Indonesian](#): *Kota Bogor* and formerly Buitenzorg) is a [city](#) on the island of [Java](#) in the [West Java province](#) of [Indonesia](#). The city is located in the center of the [Bogor Regency](#) ([Indonesian](#): *Kabupaten Bogor*), 60 kilometers south of the Indonesian capital [Jakarta](#). Bogor itself is recognized as a municipality (*cat*); it is an important economic, scientific, cultural and tourist center, as well as a mountain resort.

In the [Middle Ages](#), the city was the capital of [Sunda Kingdom](#) ([Indonesian](#): *Kerajaan Sunda*) and was called Pakuan Pajajaran. During the [Dutch colonial era](#), it was named *Buitenzorg* and served as the summer residence of the [Governor-General](#) of [Dutch East Indies](#). The city was the administrative center of the Netherlands East Indies during the brief [British](#) control in the early 19th century.

With several hundred thousand people living on an area of about 20 km², the central part of Bogor is one of the world's most densely populated areas. The city has a [presidential palace](#) and a [botanical garden](#) ([Indonesian](#): *Kebun Raya Bogor*) – one of the oldest and largest in the world. It bears the nickname "the Rain City" (*Kota Hujan*), because of frequent rain showers. It nearly always rains even during the dry season.

The [climate](#) is equatorial, and more humid and rainy than in many other areas of West Java – the average [relative humidity](#) is 70%, the average annual precipitation is about 1700 mm, but more than 3500 mm in some areas. Most rains fall between December and February. Because of this weather, Bogor has the nickname "Rain City" ([Indonesian](#): *Kota hujan*). The temperatures are lower than in Java: the average maximum is 25.9 °C (cf. 32.2 °C in Jakarta. Daily fluctuations (9–10 °C) are rather high for Indonesia. The absolute maximum temperature was recorded at 38 °C and the minimum at 3 °C.

Population According to the national [census](#) held in May–August 2010, 949,066 people were registered in Bogor. The average population density is about 8,000 people per km²; it reaches 12,571 persons per km² in the center and drops to 5,866 people per km² in the southern part.

Travel and Places On a national tourism exhibition of 2010 in Jakarta, Bogor was recognized as the most attractive tourist city of Indonesia. The city and its surrounding area are visited by about 1.8 million people per year, of whom more than 60,000 are foreigners. The main tourist attraction is the [Bogor Botanical Garden](#). Founded in 1817, it contains more than 6,000 species of tropical plants. Besides, about 42 bird species breed within the garden, although this number is declining and was 62 before 1952. The garden's 87-hectare area within the city was supplemented in 1866 by a 120-hectare park in suburban town of Cibodas. Much of the original rainforest was preserved within the garden providing specimens for scientific studies. Besides, the garden was enriched by collections of palms, bamboos, cacti, orchids and ornamental trees. It became famous in the late 19th century and was visited by naturalists from abroad to conduct scientific research. For example, the Russian [St. Petersburg Academy of Sciences](#) had a Buitenzorg scholarship for young scientists to work at Bogor. The staff of Bogor garden also administers three other major gardens of Indonesia: the [Cibodas Botanical Garden](#) founded 1862 in West Java, the Purwodadi Botanical Garden in East Java and the Eka Karya Botanical Garden founded in 1959 on [Bali](#) island.

Another tourist attraction is the presidential palace with the total area of 28 hectares, including 1.8492 hectares of the palace buildings. The palace is surrounded by a park with a small pond. The park is home to a herd of tame deer and is open to the public most of the year. The palace is accessible during holidays, such as the City Day and Independence Day; it has a collection of 450 paintings and 360 sculptures. The city and its suburbs contain dozens of medieval stone [stelae](#) (prasasti). Fifteen prasasti of the greatest historical and cultural value are collected in a special pavilion in the district of Batutulis. In the western part of Bogor there is a large lake

Gede (area 6 hectares) surrounded by the reserved forest area and a forest park. In the protected area there are several research facilities, and the recreation areas host sports activities, boating and fishing.

On the territory of the botanic garden, there is a cemetery established in 1784. It contains 42 historical graves of the Dutch colonial officials, military officers and scientists, who served in Bogor, Jakarta and other cities in West Java from the late 18th to early 20th centuries. Nearby, there are three graves of the early Sunda Kingdom (15th century): the wife of the founder of Bogor Silivangi, Galuh Mangku Alam, [vizier](#) Ba'ul and commander Japra. The locals regard these individuals as the city's patrons. Other historical places are the Bogor Cathedral – built in 1750, it is one of the oldest operational Catholic Churches in Indonesia, and the Buddhist temple Hok Tek Bio, built in 1672 in the classical South Chinese style. It is the first Buddhist temple of Bogor and one of the oldest in Indonesia