

*Revised –  
18 January 2010*

**The eleventh special session of the Governing Council/  
Global Ministerial Environment Forum of the United Nations Environment  
Programme and the  
Simultaneous extraordinary meetings of the Conferences of the Parties to the  
Basel Convention on  
the Control of Transboundary Movements of Hazardous Wastes and their  
disposal, the Rotterdam Convention on the Prior Informed Consent Procedure for  
Certain Hazardous Chemicals and Pesticides in International Trade and the  
Stockholm Convention on Persistent Organic Pollutants, as well as the eleventh  
Global Major Groups and Stakeholders Forum**

**Bali International Conference Centre, Bali, Indonesia,  
21-26 February 2010**

**Information for participants**

**I. National Organizing Committee**

1. The host Government has appointed a National Organizing Committee, headed by H.E. Ambassador Rezlan Ishar Jenie, Director-General for Multilateral Affairs, Department of Foreign Affairs.
2. The Director for Economic Development and Environmental Affairs of the Department of Foreign Affairs, Mr. Ghafur Akbar Dharmaputra, is in charge of coordinating all organizational aspects of the Conference. Mr. Dharmaputra can be contacted during office hours (9 a.m. to 4 p.m. local time), from Monday to Friday. His contact information is as follows:

Mr. Ghafur Akbar Dharmaputra  
Director for Economic Development and Environmental Affairs,  
Department of Foreign Affairs  
Ex BP-7 Building, 6<sup>th</sup> floor  
Jl. Taman Pejambon No. 6  
Central Jakarta 10110  
Indonesia  
Telephone: (+62-21) 384 8626  
Facsimile: (+62-21) 385 7315  
E-mail: [noc.gcunep@deplu.go.id](mailto:noc.gcunep@deplu.go.id)

**II. Registration of delegates**

3. Delegates are invited to pre-register by completing the relevant pre-registration forms available at the following website address:  
<http://www.unep.org/GC/GCSS-XI/> .

All delegates are requested to register on arrival at the Bali International Conference Centre. Registration will begin on Saturday, 20 February 2010. The registration desk will open from 8 a.m. to 8 p.m. from 21 to 24 February, and

from 8 a.m. to 7 p.m. from 25 to 26 February. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register at their earliest convenience.

Delegates are reminded that the list of participants is based on the information provided by them at the time of registration and that inclusion in the list of participants is conditional upon official registration.

4. As part of the high-level security arrangements, all participants are required to produce their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance of the registration area in the Conference Centre. Identity badges will be issued to participants upon registration. Badges must be worn visibly at all times in the Conference Centre during the session. All persons and their bags and briefcases will be screened at the entrance to the Conference Centre.
5. It is strongly recommended that delegations submit the names of ministers or other delegates of similar or higher rank to the secretariat in advance in order to expedite preparation of VIP badges and minimize inconvenience.

Registration of representatives of major groups and stakeholders, as well as members of the press and the media will also take place at the registration counter, located in the registration area of the Conference Centre.

A print out of the relevant entries for each delegation will be available in the registration area as soon as possible. Delegates are requested to check the entries carefully and hand in any corrections to the registration desk.

For more information on the participation of media representatives please visit: <http://www.unep.org/GC/GCSS-XI/>

### **III. Document distribution**

6. The main pre-session documents for the meetings are dispatched to the national focal points. Documents are also available at the UNEP website at <http://www.unep.org/GC/GCSS-XI/>. Delegates are kindly reminded to bring their own documents. For reasons of economy and with the objective to reduce use of paper, documents will be available in Bali only in limited numbers.

The main documents distribution counter will be located on the ground floor of the Conference Centre. Official documents will be available at this counter. At the documents distribution counter, each delegation will be assigned an individual box in which documents issued during the session will be placed.

#### **Interpretation**

Simultaneous interpretation will be available for the official meetings in the following languages: Arabic, Chinese, English, French, Russian and Spanish. Interpretation will not be available for regional or group meetings.

### **IV. Visas**

7. All participants who are not citizens or legal residents of Indonesia must have a valid passport (at least 6 (six) months) with appropriate entry visa to enter Indonesia. They should also provide all documents required (i.e. copy of passport, occupation, flight details, copy of round-trip ticket) to the organizing committee 10 days prior to the arrival.
8. In order to apply for visa, please contact the Indonesian Embassy in your country. If there is no Indonesian embassy/consulate in their country, participants should contact the nearest Indonesian embassy or consulate. The Letter of Invitation to attend **Governing Council/ Global Ministerial Environmental Forum (GC/GMEF)** will be required to be presented along with your visa application. The Secretariat will have forwarded the names and passport details of registered delegates in advance to Indonesian authorities, who will, in turn, advise their Embassies. For further information on location of Indonesian Embassies worldwide and visa application procedure, please visit: [www.deplu.go.id](http://www.deplu.go.id)
9. Participants who require a supporting document from the Government of Indonesia for the issuance of a transit visa to reach Indonesia as their final destination or having difficulties obtaining visas should contact the National Organizing Committee at the [noc.gcunep@deplu.go.id](mailto:noc.gcunep@deplu.go.id). Request for such document shall be received by the NOC no later than February 10<sup>th</sup>, 2010.

#### **Visa on Arrival (VoA)**

Participants from the following countries and regions are eligible for Visa on Arrival upon their arrival at any major international airports and seaports in Indonesia.

- |                    |                   |                              |
|--------------------|-------------------|------------------------------|
| 1. Algeria         | 22. Greece        | 43. Oman                     |
| 2. Argentina       | 23. Hungary       | 44. Panama                   |
| 3. Australia       | 24. Iceland       | 45. Poland                   |
| 4. Austria         | 25. India         | 46. Portugal                 |
| 5. Bahrain         | 26. Iran          | 47. Qatar                    |
| 6. Belgium         | 27. Ireland       | 48. Romania                  |
| 7. Brazil          | 28. Italy         | 49. Russia                   |
| 8. Bulgaria        | 29. Japan         | 50. Saudi Arabia             |
| 9. Cambodia        | 30. Kuwait        | 51. Slovakia                 |
| 10. Canada         | 31. Laos          | 52. Slovenia                 |
| 11. China, PDR     | 32. Latvia        | 53. South Africa             |
| 12. Chinese Taipei | 33. Libya         | 54. South Korea              |
| 13. Cyprus         | 34. Liechtenstein | 55. Spain                    |
| 14. Czech Republic | 35. Lithuania     | 56. Switzerland              |
| 15. Denmark        | 36. Luxembourg    | 57. Sweden                   |
| 16. Egypt          | 37. Maldives      | 58. Suriname                 |
| 17. Estonia        | 38. Malta         | 59. Tunisia                  |
| 18. Fiji           | 39. Mexico        | 60. The Netherlands          |
| 19. Finland        | 40. Monaco        | 61. United Arab Emirates     |
| 20. France         | 41. New Zealand   | 62. United Kingdom           |
| 21. Germany        | 42. Norway        | 63. United States of America |

Visa on Arrival costs US\$ 10.00 for a visit no longer than 7 (seven) days and US\$ 25.00 for a visit no longer than 30 (thirty) days, counted from the date of entry.

**Visa Exemption for Holders of Diplomatic and Service/ Official/ Special Passports**

Participants bearing diplomatic or service/ official/ service passports from the following countries and special administrative regions are exempted from the requirement to own a visa for a short term visit to Indonesia. The participants will be eligible for an entry permit upon arrival at any international airports and seaports in Indonesia without charge.

- |               |                 |
|---------------|-----------------|
| 1. Austria    | 12. Myanmar     |
| 2. Azerbaijan | 13. North Korea |
| 3. Brazil     | 14. Peru        |
| 4. Ecuador    | 15. Paraguay    |
| 5. India      | 16. RRC         |
| 6. Iran       | 17. Russia      |
| 7. Cambodia   | 18. Serbia      |
| 8. Croasia    | 19. South Korea |
| 9. Cuba       | 20. Turkey      |

- |              |             |
|--------------|-------------|
| 10. Laos     | 21. Tunisia |
| 11. Mongolia | 22. Vietnam |

### Visa Exemption for Holders of Ordinary Passports

Participants bearing ordinary passports from the following countries and special administrative regions are exempted from having to own a visa for short term visit to Indonesia. The participants will be provided with an entry permit upon arrival at any international airports and seaports in Indonesia without charge.

- |                      |               |                     |
|----------------------|---------------|---------------------|
| 1. Brunei Darussalam | 5. Macau, SAR | 9. Singapore        |
| 2. Chile             | 6. Malaysia   | 10. Thailand        |
| 3. Ecuador           | 7. Morocco    | 11. The Philippines |
| 4. Hong Kong, SAR    | 8. Peru       | 12. Vietnam         |

For participants entitled for Visa on Arrival and Visa Exemption facilities, they may, among others, arrive through the following international airports.

1. Soekarno – Hatta, Jakarta
2. Ngurah Rai, Bali
3. Sam Ratulangi, Manado
4. Juanda, Surabaya
5. Halim Perdanakusuma, Jakarta
6. Sepinggan, Balikpapan
7. Hasanuddin, Makassar

### V. Firearms, Communication Devices and Specified Items

10. Official representatives of member state attending the 11<sup>th</sup> Special Session GC/GMEF UNEP may apply for firearms entry permit through their diplomatic mission in Indonesia or Indonesia's mission abroad. The requirements for the application are as follows:

- (a) Personal Data of security personnel carrying firearms, including full name, place and date of birth, passport number, rank and title.
- (b) Information of the firearms including brands, types, caliber, serial number, and the amount of ammunition carried (form is attached).

**Note:** the information should be submitted at least 1 (one) week prior to the date of arrival in Indonesia. Failure to do so will allow the local authority (Indonesia customs) to temporarily keep the firearms in custody.

11. Delegates carrying communication devices are requested to submit the permission for the use of communication devices and provide information on:

- (a) Types of frequency used
- (b) Types and amount of communication devices

(c) Duration of the use of the frequency

12. Delegates carrying goods, such as animals, foods (fresh meat, fresh fish), and vegetables are obliged to produce appropriate permit/certification associated with the goods and notify the Government of the Republic of Indonesia in accordance with the prevailing laws and legislations.

**VI. Travel and hotel reservations**

**Accommodation**

13. Participants are responsible for making their own accommodation arrangements.
14. The recommended hotels listed in annex II will be provided with security services by the host Government.
15. For participants unable to access the Internet, a hotel reservation form is included in annex II. The form should be completed in full and sent to the respective hotel by the participant.

**Airport reception**

16. A welcome area, fast-track visitors' entry and information desk will be set up at Ngurah Rai International Airport in Bali to assist participants arriving for the Conference.

**Transportation to and from hotels**

17. A shuttle bus service between Ngurah Rai International Airport and the officially recommended hotels of the session will be available free of charge to participants. Taxi and rental cars are also available at the airport.
18. Shuttle buses will transport participants to and from the officially recommended hotels in the mornings and evenings during the session.

**VII. Facilities at the Bali International Conference Centre**

19. The following facilities will be available to participants at the Conference Centre:
- (a) Delegates lounge, with coffee and snack bar;
  - (b) Cybercafé;
  - (c) First aid room; located at the Exhibition Hall with attending medics available during business hours from 9 a.m. to 7 p.m.
  - (d) Bank providing automated teller machine (ATM). Banking hours are from Monday to Friday between 8 a.m. and 2 p.m.
  - (e) Postal services.

- (f) Travel assistance: the designated professional conference organizer will have their representative at the Conference Centre should participants wish to reconfirm or change flights, rent cars or book tours;
- (g) Information counter for participants.
- (h) Wireless connectivity (available throughout the Conference Centre); participants requiring a wireless network connection will need to purchase connection time at the Conference Centre upon arrival.
- (i) Lost and found centre, located in the UN Security office.
- (j) First Aid is provided in the first aid room that is located at Exhibition Hall of BICC.
- (k) Business Centre is located at the Exhibition Hall with operating hours from 9 a.m to 5 p.m.

### Telephone services and useful telephone numbers

20. Telephone services are available in hotels, restaurants and cafes. Pre-paid mobile telephone cards are available at hotels and local shops. Dialing is as follows:

- (a) Local calls: dial the number directly.
- (b) Long-distance calls within Indonesia: dial the area code (for Jakarta 021, for Bali 0361) + the number.
- (c) International calls: dial the international direct dial access (001, 007, 008, 009, 017) + country code + area code + number;

21. To call Indonesia from abroad, dial the international direct dial access + country code (62) + area code + number. When calling from abroad, the 0 prefix of the area code should not be dialed.

22. Emergency telephone numbers on Bali are as follows:

(a) Nusa Dua Emergency Clinic	772118
(b) Ambulance	118
(c) Fire	113
(d) Police	112
(e) Search and Rescue	51111
(f) Red Cross (Indonesia)	26465
Operator-assisted calls:	
Within Indonesia	100
(g) International	107
(h) Information	108

Additional note: to call these numbers from mobile phone: dial the area code (0361) + number

23. Flight information may be obtained by calling Soekarno-Hatta International Airport on (+62-21) 550 5307 – 09; 550 5179 or Ngurah Rai International Airport on (+62-361) 751 011 ext. 5121 (arrival) and 5123 (departure).

24. Information on tourism may be obtained from the following:

- (a) Telephone Government Information Centre (+62-361) 251419
- (b) Information Centre (+62-361) 108
- (c) Bali Tourism Authority in Kuta (+62-361) 766159
- (d) Bali Tourism Authority in Denpasar (+62-361) 222216
- (e) Bali Tourist Information (+62-361) 754090
- (f) Bali Tourist Board (+62-361) 235600
- (g) Postal, facsimile and Internet services

25. Postal and facsimile facilities are available at post offices and in most major hotels. Internet services are also available at most major hotels, cybercafés in Nusa Dua and the Bali International Conference Centre.

26. Courier Services is available at the exhibition hall in working hours (9 a.m. – 5 p.m.).

## **VII. Useful information about Indonesia**

### **Geography and population**

27. Located between two continents and two oceans, Indonesia is the world's largest archipelagic nation. The island chain forms an arc of 5,000 kilometers long between mainland South-East Asia and Papua New Guinea, endowing Indonesia with more than 80,000 kilometers of coastline and 3.1 million square kilometers of territorial waters.

28. The geology and landscape of Indonesia were formed millions of years ago by the collision of three geodesic plates. Dotted with volcanoes that are covered with thick tropical vegetation and bright-green rice fields and surrounded by coral reefs, Indonesia is a place of unsurpassed beauty. The archipelago varies in landscape and climate, from wet and lush in the west to dry and arid on many of the eastern islands.

29. With over 220 million citizens, Indonesia is the world's fourth most populous country. Migration over the centuries and an uneven distribution of economic resources have contributed to a unique cultural mix found nowhere else in the world.

30. The island of Bali is one of the country's 33 provinces and is world-renowned as one of the most beautiful and diverse tourist areas in Asia. Bali is also known for its highly developed arts, including dance, sculpture, painting, leather-and metalworking and music. Although the majority of Indonesians are Muslim, about 92 per cent of the residents of Bali practice Balinese Hinduism, a syncretism of local beliefs and Hindu influences from mainland Asia.

### **Climate**

31. Indonesia's tropical climate is characterized by high daytime temperatures and high humidity. In the lowlands, the temperature ranges between 21° and 33° C and the humidity between 60 and 100 per cent. During the wet season, tropical showers and thunderstorms are frequent, with rain falling in short, intense bursts. In West Indonesia, the wet season runs from November to April, and



the dry season from April to October. East Indonesia has two wet seasons, which differ from place to place.

### **Language**

32. Some 300 different languages are spoken across the archipelago. The official language of Indonesia is Bahasa Indonesia, a modern variant of Malay that has long served as the lingua franca of trade in Indonesia. In Bali the most widely spoken languages are Balinese and Bahasa Indonesia, although many residents also speak English because of the island's important tourism industry.

### **Currency**

33. The currency unit of Indonesia is the rupiah. Banknotes are issued in denominations of 1,000; 2,000; 5,000; 10,000; 20,000; 50,000 and 100,000; there are also coins in denominations of 100; 500 and 1,000. The exchange rate is approximately Rp 9,200 = US\$ 1.
34. Major credit cards (Visa, MasterCard, American Express, Diners Club) and traveler's cheques in principal currencies are generally accepted in large hotels, restaurants, department stores and several large stores. Traveler's cheques and bank notes in all major currencies may be exchanged at all commercial banks and most hotels and foreign exchange counters. ATM services are also available.

### **Time**

35. Indonesia has three time zones. Sumatra, Java, West and Central Kalimantan are in West Indonesia time, seven hours ahead of Greenwich Mean Time (GMT +07:00). Bali, South and East Kalimantan, Sulawesi and Nusa Tenggara are in Central Indonesia time (GMT +08:00). Maluku and Irian Jaya are in East Indonesia time (GMT +09:00).

### **Taxes and tipping**

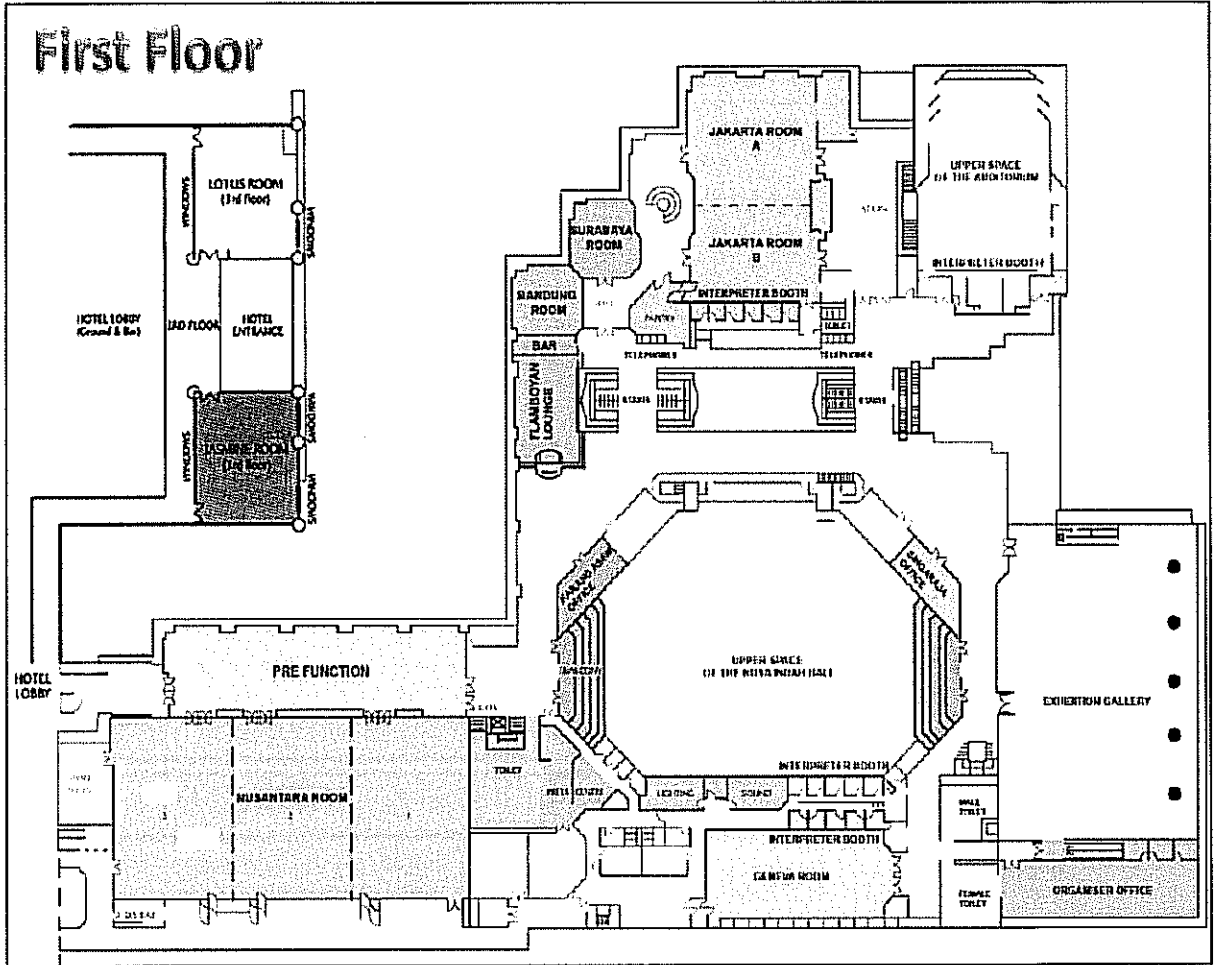
36. A value added tax of 10 per cent is added to bills. It is common in larger cities for 5 per cent to be added for service in restaurants.
37. Tipping is not compulsory, even in cities, but it is generally highly appreciated if tip is given no more than 20 per cent of the price paid.

### **Electricity**

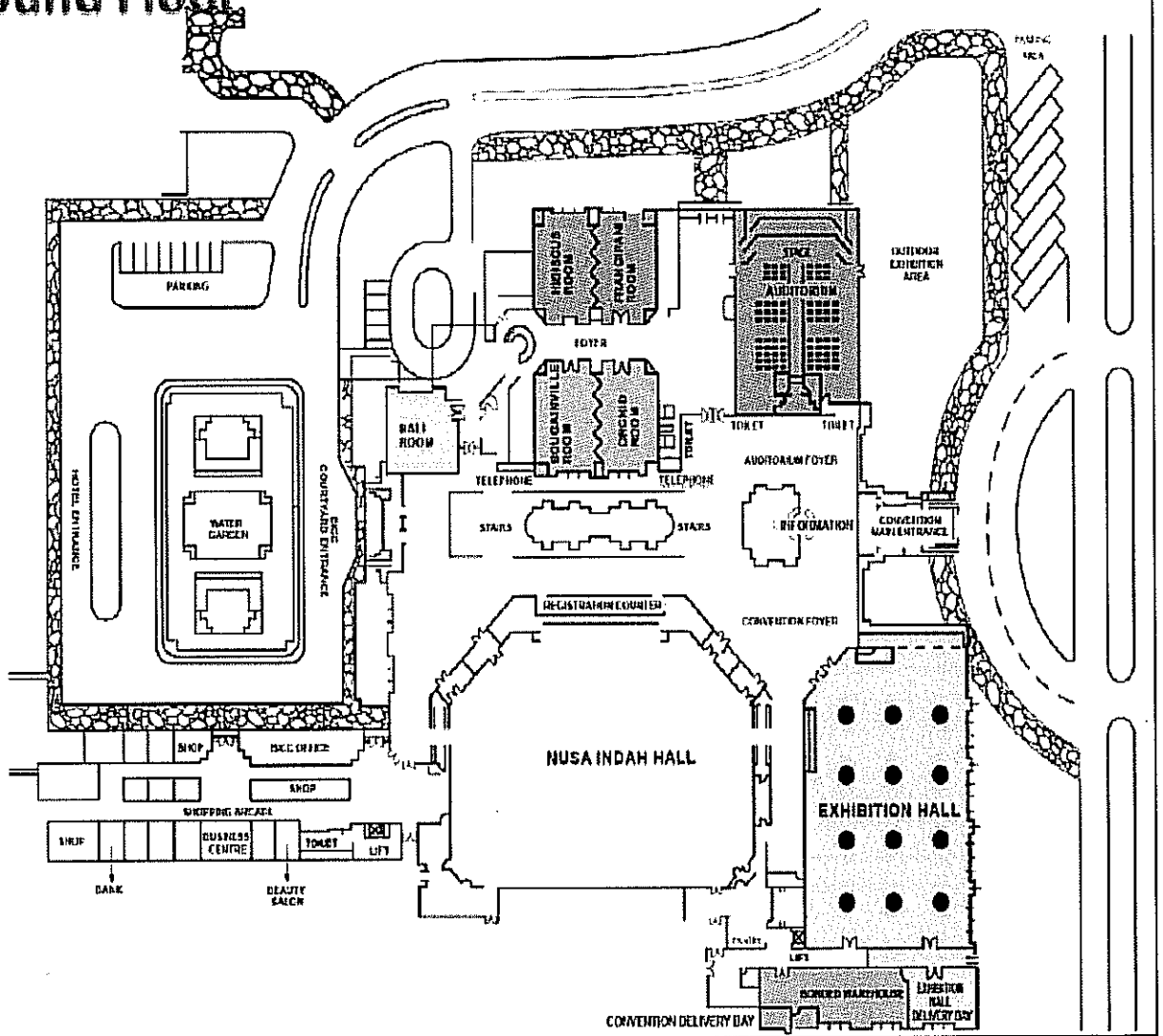
38. Electrical power in Indonesia is at 220-230 volts (50 hertz). Plugs are of the European two-pronged variety.

**Annex I: Floor plan for the Bali International Conference Centre**  
**Annex II: Hotel arrangements**

Annex 1



# Ground Floor



**Annex II  
Hotel arrangements**

**A. Hotel reservation form**

1. Conference participants are encouraged to book online. Participants who are unable to book online should complete the hotel reservation form below and send it by fax directly to the hotel (for hotel contact details, see section B below). Please note that reservations are taken on a "first come, first served" basis.

<i>Mr./Mrs./Ms./Miss</i> _____			
<i>First name:</i> _____		<i>Last name:</i> _____	
<i>Telephone:</i> _____		<i>Facsimile number:</i> _____	
<i>Country code/area code/number</i>		<i>Country code/area code/number</i>	
<i>Home address:</i> _____ _____ _____			
<i>E-mail:</i> _____			
<i>Nationality:</i> _____		<i>Country of residence:</i> _____	
<b>Booking information</b>			
<i>Arrival date:</i> _____		<i>Check-in date:</i> _____	
<i>Departure date:</i> _____		<i>Flight number:</i> _____	
<i>Check-out date:</i> _____		<i>Flight number:</i> _____	
<b>Type of hotel requested (please tick the appropriate box)</b>			
<i>Room rates at less than US\$ 100</i>		<i>Room rates at US\$ 100-200</i>	
<input type="checkbox"/>		<input type="checkbox"/>	
<i>Room rates at over US\$ 200</i>		<input type="checkbox"/>	
<b>Room requirements (please tick the appropriate boxes)</b>			
<i>Single room</i>		<i>Double bed</i>	
<input type="checkbox"/>		<input type="checkbox"/>	
<i>Twin bed</i>		<i>Number of adults</i> _____	
<input type="checkbox"/>		<input type="checkbox"/>	
<i>Non-smoking</i>			
<input type="checkbox"/>			
<i>Credit card:</i> _____		<i>Name on card:</i> _____	
<i>Number:</i> _____		<i>Expiry date:</i> _____	
Please fax this form directly to the hotel.			

## B. Recommended hotels

<i>Hotel</i>	<i>Room Type</i>	<i>Rate (US\$)</i>
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### **Westin Hotel and Resort** ([www.westin.com/bali](http://www.westin.com/bali))

Contact person: Mr. Yosep Budiadi

Tel. : (+62) 361 771906

Fax : (+62) 361 772049

E-mail : Yosep.Budiadi@westin.com

Rooms:

#### **Main Hotel**

Classic Garden Single	US\$ 210 net
Classic Garden Double	US\$ 220 net
Classic Pool Single	US\$ 230 net
Classic Pool Double	US\$ 240 net
Executive Suite (1 bedroom)	US\$ 470 net

#### **Royal Beach Club**

Royal Beach Club Room Single	US\$ 300 net
Royal Beach Club Room Double	US\$ 380 net
Royal Beach Club Terrace Single	US\$ 320 net
Royal Beach Club Terrace Double	US\$ 400 net
Royal Beach Club Suite	US\$ 560 net

### **Grand Hyatt Bali** (<http://bali.grand.hyatt.com>)

Contact person: Mr. Adi Sutawan, Ms. Antari

Tel. : (+62) 361 771234

Fax : (+62) 361 772038

Email : adi.sutawan@hyatt.com

Rooms:

Run of the House (Grand Room Garden/ Garden Room)	US\$175++
Grand Room Ocean	US\$ 210 ++
Club Garden	US\$ 235 ++
Club Deluxe Garden	US\$ 250 ++
Grand Suite	US\$ 520 ++

### **Melia Bali Indonesia** (<http://www.meliabali.com>)

Contact person: Mr. Wayan

Mobile : (+62) 81558105656

Tel. : (+62) 361 771510

Fax : (+62) 361 771362

E-mail : [putribali@denpasar.wasantara.net.id](mailto:putribali@denpasar.wasantara.net.id)

Rooms:

Superior	US\$ 143 net incl. ABF
Deluxe Garden	US\$ 160 net incl. ABF
Duplex Suite	US\$ 193 net incl. ABF
The LEVEL	US\$ 252 net incl. ABF

**Novotel Nusa Dua Bali** (<http://www.novotelnusaduabali.com>)

Contact person: Ms. Eka Theresia

Mobile : (+62) 8174873709

Tel. : (+62) 361 8480555

Fax : (+62) 361 8480556

E-mail : [salesmgr@novotelnusaduabali.com](mailto:salesmgr@novotelnusaduabali.com)

Rooms:

Deluxe room (50sqm)	US\$ 110 net/room/night incl. 2 breakfasts
1 Bedroom Suite (90sqm)	US\$ 130 net/unit/night incl. 2 breakfasts
2 Bedroom Suit (130 sqm)	US\$ 200 net/unit/night incl. 4 breakfasts

**Inna Putri Bali** (<http://www.putribali.com>)

Contact person: Mr. Oka Wirawan

Tel. : (+62) 361 771020

Fax : (+62) 361 771137 / 771139

E-mail : [putribali@denpasar.wasantara.net.id](mailto:putribali@denpasar.wasantara.net.id)

Rooms:

Superior Sgl/DbI/Twin	US\$ 75 net/room/night incl. breakfast
Deluxe Sgl/DbI/Twin	US\$ 85 net/room/night incl. breakfast
Extra Bed	US\$ 25 net/bed/night incl. breakfast