

**11th Stop TB Coordinating Board Meeting
Jakarta, Indonesia
29 - 30 November 2006**

DOC 2.06 – PRACTICAL

MEETING VENUE

The Government of Indonesia has made arrangements for the meeting to be hosted at:

The Ritz-Carlton, Jakarta
JL. Lingkar Mega Kuningan Kav. E.1.1 NO.1
Mega Kuningan
Jakarta 12950, Indonesia
Telephone: (62-21) 2551 8888
Facsimile: (62-21) 2551 8889
Website: <http://www.ritzcarlton.com/hotels/jakarta/>

INDONESIA

Indonesia is the world's largest archipelago and shares borders with Malaysia, East Timor and Papua New Guinea. This strategic location has had a significant influence on the political, cultural and socio-economic development of the country. There are around 300 ethnic and tribal groups. The principal ones are Acehnese, Bataks, Minangkabaus (Sumatra); Javanese, Sundanese (Java); Balinese (Bali); Sasaks (Lombok); and Dani (Papua). The population has a Muslim majority. The official language is Indonesian, known as Bahasa Indonesia but there are another 365 dialects spoken. The country's motto is *Bhinneka Tunggal Ika*, which means: Unity in Diversity. Indonesia is a Republic with a presidential system. Standard time zone is UTC/GMT + 7 hours and local currency is the Indonesian Rupiah (IDR).

REGISTRATION

For security, visa and protocol reasons, please complete the attached registration form and return this to Winnie De Guzman (deguzmanw@who.int) on or before **Monday 9th October 2006**.

VISA REQUIREMENTS

ALL Board members are urged to apply to the Indonesian Embassy in their respective country for a visa prior to arrival. To secure an Indonesian visa, you will need to complete the enclosed registration form and return it to the Secretariat. The Secretariat will then send you an individual letter of invitation and a letter from the Government of Indonesia confirming their agreement to host the Coordinating Meeting in Jakarta. You will need these to secure your visa.

Visa on Arrival may be given at the airport for nationals of: Argentina, Australia, Austria, Bahrain, Belgium, Bulgaria, Brazil, Cambodia, Canada, China, Cyprus, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, India, Iran, Ireland, Island, Italy, Japan, South Korea, Kuwait, Laos, Liechtenstein, Luxembourg, Maldives, Malta, Mexico, Monaco, Netherlands, New Zealand, Norway, Oman, Poland, Portugal, Qatar, Russia, Saudi Arabia, South Africa, Spain, Suriname, Sweden, Switzerland, Taiwan, United Arab Emirates, United Kingdom and United States of America.

ALL Board members are urged to check with the relevant Indonesian mission to ensure that this is an appropriate option for them prior to their arrival in Jakarta. Immigration authorities will deny entrance to Indonesia for participants arriving without visa who are not eligible to receive a visa on arrival.

**11th Stop TB Coordinating Board Meeting
Jakarta, Indonesia
29 - 30 November 2006**

FLIGHTS

You can fly with most major carriers to Jakarta. However, Board members should note that direct flights are limited and you will normally need to change at another major Asian hub.

AIRPORT TRANSFER

Airport pick-up can be facilitated by the representative of the Ritz-Carlton hotel upon your arrival in Jakarta. Each participant will be charged on check out and we estimate US\$ 20 one way by "Silver Bird" Executive Taxi. If we are able to negotiate a lower flat rate we will inform Board member accordingly. For Ministerial level Board members and VIPs, the Government of Indonesia can make special arrangements.

AIRPORT TAXES

Airport taxes are included in the air ticket price. However, Board members should note that all participants will need to pay a departure tax of **IDR 100,000** in cash only on international flights leaving Jakarta.

FLIGHT CONFIRMATION

Give your airline ticket to Winnie de Guzman in the Secretariat as soon as possible on arrival in Indonesia for re-confirmation of your return flights.

HOTEL ACCOMMODATION

Under a blocked booking, reservations have been made with a special rate at The Ritz-Carlton Jakarta for the period of 26 November - 2 December 2006.

Single room: US\$84.70 net Double room: US\$96.80 net

Participants will settle their own bills on check out.

* The hotel has very limited twin rooms, therefore request will be made and subject to availability.

* Check-in time at the Hotel is after 15:00 hours. Check-out time is prior to 12:00 hours. Early check-in before 15:00 hours will be subject to a full day's rate. Any request for early check in will be subject to availability.

FIELD/ADVOCACY VISIT

A field visit (to clinics in and near Jakarta) is planned on the Friday 1 December 2006. Details of this field visit will be confirmed nearer the time. Please indicate your interest in participating in the field visit in the registration form.

SECURITY

All UN staff arriving from outside of Indonesia must ensure that UN Security Clearance is secured prior to travel. The UN Security Focal Point of WHO in Indonesia is Ms Yingli Liu – WHO Administrative Officer, Tel: +62 812 102

**11th Stop TB Coordinating Board Meeting
Jakarta, Indonesia
29 - 30 November 2006**

MEDICAL ADVICE

In case of medical emergency, the Ritz-Carlton has a clinic and WHO Jakarta works with the SOS Clinic (SOS Setiabudi, Setiabudi Building, Jl. H.R. Rasuna Said, Jakarta 12950 - Tel: 62 - 21 - 525 5367) which is very close to the WHO office and the hotel itself.

Please note that yellow fever vaccination certificate is required from travelers coming from infected areas. Malaria is a risk throughout the year in the whole country except in Jakarta Municipality. If you are traveling beyond Jakarta Municipality you should arrange suitable Malaria prophylaxis.

FOREIGN EXCHANGE

Foreign currency can be exchanged at the Soekarno-Hatta Jakarta International Airport or at The Ritz-Carlton. **September 2006 : UN Rate : 1 US\$ = IDR 9,015.**

You normally receive a better rate exchanging money at the airport (approximate difference IDR 200 - 300 / dollar). Board members are asked to note that Bureau de Change and banks only exchange notes in good condition.

CLIMATE

Draped over the equator, Indonesia tends to have a fairly uniform climate - hot. It's hot and wet during the wet season (October to April). Temperatures climb to about 31°C (88°F) in coastal regions, dropping further inland. It is recommended to wear business attire inside the hotel and during meetings. Cultural dress is welcomed.

GENERAL INFORMATION

Tourist visits in Indonesia can be undertaken prior to or following the meeting. General information about Jakarta may be obtained at the following websites:

<http://www.indonesia.go.id/en/> <http://indonesia.elga.net.id/>

MEETING ORGANIZERS & SECRETARIAT

There will be a secretariat established in the hotel to assist you during your stay. For further enquiries, please feel free to contact the meeting organizers/secretariat:

Louise Baker	+41 79 249 3519 (mobile) email: bakerl@who.int
Desiree Kogevinas.	+41 79 509 0646 (mobile) email:kogevinasd@who.int
Winnie de Guzman	+41 22 791 4937 email: deguzmanw@who.int
Cora Dolores	+41 22 791 4650 email: doloresc@who.int
Rachel Bauquerez	+41 79 5218559 (mobile) email: bauquerezr@who.int
Robert Matiru	+ 41 79 477 1743 (mobile) email: matirur@who.int
Sarah England	+41 79 509 0647 (mobile) email: englands@who.int

We wish you a productive & happy stay in Indonesia!

Practical Information



**11th Stop TB Coordinating Board Meeting
Jakarta, Indonesia
29 - 30 November 2006**