

3 September 2007

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

WTO/ESCAP High-level Asia-Pacific Regional Consultations on the Doha
Development Agenda Negotiation Issues

24-28 September 2007
Denpasar, Bali, Indonesia

INFORMATION NOTE FOR PARTICIPANTS

Venue and dates

1. The WTO/ESCAP High-level Asia-Pacific Regional Consultations on the Doha Development Agenda Negotiation Issues will be convened at Ramada Bintang Bali Resort, Denpasar, Bali, Indonesia, from 24 to 28 September 2007.
2. The opening of the Consultations will be at 0900 hours on Monday, 24 September 2007. All subsequent sessions will be held from 0800 to 1700 hours.

Organizing secretariats

3. The Consultations is jointly organized by the secretariats of the WTO and ESCAP and the Government of Indonesia.
4. For further information concerning substantive preparations and organizational aspects of the Consultations, please contact:

ESCAP secretariat

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5. For further information concerning local organizational and logistical aspects of the Consultations, please contact:

Indonesia

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6. The Organizing Secretariats will operate at Ramada Bintang Bali Resort from 23 to 28 September 2007 and will provide assistance for all participants for logistic and administrative arrangement during the Consultations.

Visa requirements, immigration procedures and customs

7. The free visa facility (length of a maximum stay of 30 days) will be issued to citizens of the following countries: Brunei Darussalam; Hong Kong, China; Macao, China; Malaysia; the Philippines; Singapore; Thailand; and Viet Nam. Participants from these countries are advised to check information on visa waiver from the Indonesian Embassy or Consulate in their respective countries.

8. Participants from other countries are required to obtain an entry visa to Indonesia from the Indonesian Embassy or Consulate located in their respective countries before departing for Denpasar.

9. For those countries with no Indonesian diplomatic mission, visa will be granted on arrival upon request. For landing visa arrangement, participants are requested to send well in advance but no later than **12 September 2007** to the local Organizing Secretariat (Directorate for Multilateral Trade Cooperation, Indonesia) with copy to the ESCAP Secretariat the following information: full name, nationality, passport number, photocopy of passport, personal data (address, telephone, fax and e-mail), organization and flight details. The local Organizing Secretariat will arrange to send to participant(s) a guarantee letter for boarding prior to their departure for Denpasar.

10. All participants are required to present valid passports or applicable travel documents with valid visas or entry permits to enter Indonesia and obtain, where necessary, transit visas for places en route to Bali before the commencement of their journey.

11. On entry to Indonesia, each adult is allowed to bring in tax-free a maximum of one liter of alcoholic beverages and 200 cigarettes or 50 cigars or 100 grams of tobacco. Cameras, video cameras, portable radios, cassette recorders, binoculars and sport equipment are admitted provided they are taken out of the country on departure. They must be declared to Customs. Prohibited are firearms, narcotics, pornography, Chinese printing and medicines, transceivers and cordless telephones. Films, pre-recorded video tapes and laser disks must be screened by the Censor Board.

Hotel accommodation

12. For convenience, accommodation has been arranged for participants at Ramada Bintang Bali Resort where the Consultations will be held. The hotel address is as follows:

Ramada Bintang Bali Resort
 Jl. Kartika Plaza
 Denpasar 80361
 Kuta - Bali, Indonesia
 (Attn: Dhony Himawan, Senior Sales Manager)
 Tel: (62-361) 753-292, 753-293
 Fax: (62-361) 753-288, 752-015
 e-mail: <reservation@bintang-bali-hotel.com>, <ssm@bintang-bali-hotel.com>
 Web site: <http://www.bintang-bali-hotel.com>

Deluxe room rates (single/twin/double occupancy)
 - US\$ 85 net/room/night
 - US\$ 30 net/room/night for extra bed

The above room rates are inclusive of service charge and VAT, and buffet breakfast. **Hotel bills will be settled individually by participants.** For WTO/ESCAP-sponsored participants, please see paragraphs 19 to 21 below.

13. All WTO/ESCAP-sponsored participants are requested to stay at Ramada Bintang Bali Resort and forward their request for room reservation and flight details at the earliest in accordance with the attached hotel reservation request form, preferably **before 12 September 2007**, for confirmation by Ramada Bintang Bali Resort.

14. Participants are advised to remind the hotel front desk assistant and cashier of their participation in the Consultations when checking in and out, in order to enjoy special rates.

Transportation on arrival and departure

15. The Directorate for Multilateral Trade Cooperation, Indonesia will arrange through Ramada Bintang Bali Resort an airport transfer for participants, on request, at US\$ 5 per person per trip. For those who wish to arrange their own transportation, a taxi fare from Denpasar airport to the hotel is around IDR 80,000. On departure, airport tax for international flights is IDR 100,000 and for domestic flights is IDR 20,000. Participants are requested to send their flight details to the indicated addresses in the attached hotel reservation request form at the earliest and by **12 September 2007** at the latest.

Registration and identification badges

16. Participants are requested to register and obtain meeting badges at the registration desk, located in front of the meeting room in Ramada Bintang Bali Resort between 0815 to 0900 hours on the opening day. Participants who do not register on the opening day are requested to do so on subsequent day, to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list.

Working language of the Consultations and documents

17. The Consultations will be conducted in English, and all documentation will be issued only in English. No interpretation service will be available.

Financial and administrative arrangements

18. In those cases where the participation costs are borne by WTO/ESCAP, the financial responsibilities will be limited to meeting travel expenses as indicated in paragraphs 19, 20 and 21 below. Any other expenses will be the sole responsibilities of the participants themselves, for example:

- (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 Consultations;
- (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the Consultations;
- (iv) Compensation in the event of death or disability of participants in connection with attending the Consultations;
- (v) Any loss of or damage to personal property of participants while attending the Consultations or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the Consultations.

19. For participants whose travel are sponsored by WTO/ESCAP, ESCAP will authorize UNDP offices in their respective countries to issue them the most direct economy round-trip air ticket (home country/Denpasar/home country) to arrive at Denpasar on 23 September and depart on 29 September 2007. UNDP office will also be authorized to provide participants with an advance of 75% of total daily subsistence allowance (DSA) at the United Nations rate for Denpasar (currently US\$ 164 per day, subject to change) to cover hotel, meals and other incidental and miscellaneous expenses. The remaining 25% DSA will be paid upon submission of participants' claim to ESCAP along with supporting documents (i.e., copies of air tickets for the whole route, boarding passes and completed payment instruction form). DSA in connection with transit expenses for places en route to and from Denpasar (according to the authorized travel route) will also be reimbursed upon participants' submission of their claim. The claim should be handed over to the ESCAP secretariat staff during the Consultations (for participants with direct routes) or sent to the ESCAP secretariat within two weeks after the return to their respective countries (for participants with authorized stop-over transit routes together with supporting documents and hotel bills). Delay in submission of F.10 claim form by participants may not be accommodated after the closure of project accounts.

20. For participants whose travel are sponsored by WTO/ESCAP and do not have UNDP offices in their countries, ESCAP will send travel advice to respective airlines in their countries for ticket collection, and will provide them with DSA in Denpasar.

21. To facilitate the payment of subsistence allowance and confirm return flights, eligible participants are requested to submit the attached arrival/departure forms together with their air tickets, passports and inbound boarding passes to the ESCAP secretariat staff on duty before the opening of the Consultations or during a pre-arranged time (to be announced during registration) on the first day of the Consultation.

22. WTO/ESCAP-sponsored participants are expected to stay for the full duration of the Consultations. However, if for any sudden reason, they are unable to stay for the full duration of the Consultations, they are requested to inform the secretariat as soon as possible so that their daily subsistence allowance can be adjusted accordingly.

Foreign exchange

23. Most internationally recognized currencies and travelers' checks can be easily exchanged for the Indonesian currency Rupiah (IDR) at commercial banks, hotels and the Ngurah Rai International Airport. Credit cards are accepted in most hotels, restaurants and major shops. Exchange rates may fluctuate from time to time. As of 3 September 2007, US\$ 1.00 is equivalent to IDR 9,430. There is no restriction on the movement of foreign currencies or travelers checks in and out of the country. However, the import and export of Indonesian hard currency exceeding IDR 5 million is prohibited.

Time and climate

24. Indonesia is divided into three time zones, Western Indonesia Time (Sumatra Java, West and Central Kalimantan) is seven hours ahead of GMT, Central Indonesia Time (Bali, South and East Kalimantan, Sulawesi and Nusa Tenggara) is eight hours ahead, and East Indonesia Time (Maluku and Irian Jaya) is nine hours ahead.

25. Bali has a tropical climate appropriate to its proximity to the equator. Year-round temperature averages 31 degrees Celsius. High humidity can be expected during the Wet Season between the months of October-April. The Dry Season between the months of May-September has also the lowest humidity.

26. The Wet Season brings daily rain and quiet overcast days with the most rain recorded between December-February. Occasionally rainfall can also be expected during the dry season but usually at night or very early morning. In June-August there is usually a very refreshing cool breeze all day long. The central mountain area is typically cooler than the lower coastal areas mainly especially at night. Bali's temperature in May ranges from 25°C min, 32°C max., in June 23 °C min. 32°C max. and in July from 23° min. 31°C max.

Geography of Bali

27. Bali is a small fertile island midway along the string of islands which makes up the Indonesian archipelago, stretching from Sumatra in the north-west to Irian Jaya, on the border of Papua New Guinea, in the South-east. Bali is volcanically active and extravagantly fertile. Bali has an area of 5,620 sq.km, measures approximately 140 km by 80 km and is just 8 degrees south of the equator, Gunung Agung known as the 'mother mountain' is over 3,000 metres.

28. South and north of the central mountains are Bali's fertile agricultural lands. The Southern region is a wide, gently sloping area where most of Bali's abundant rice crop is grown. The south-central area is the true rice basket of the Island. The northern coastal strip is narrower, rising more rapidly into the foothills of the central range, but the main export crops-coffee, copra and rice-are grown here. Cattle are also raised in this area.

29. Bali is one the 26 provinces of Indonesia. Within Bali there are eight kabupatens or districts, which under the Dutch were known as regencies. They are, with their district capitals: District Badung, capital Denpasar; Bangli, capital Bangli; Buleleng, Capital Singaraja; Gianyar, capital Gianyar; Jembrana, capital Negara; Karangasem, capital Amiapura; Klungkung, capital Semarapura; Tabanan, capital Tabanan.

ARRIVAL/DEPARTURE FORM

1. All participants are requested to fill in and return this form along with air tickets to the ESCAP staff present in the meeting room for seat reconfirmation, on 24 September 2007 (morning).
2. In addition to item 1 above, ESCAP-sponsored participants are also requested to provide the secretariat with their passports and copies of inbound boarding passes, for administrative arrangement.

NAME: _____

COUNTRY: _____

AIR TICKET NUMBER: _____

ARRIVAL AT DENPASAR, DATE: _____
BALI:

FLIGHT NUMBER: _____

TIME: _____

DEPARTURE FROM DATE: _____
DENPASAR, BALI:

FLIGHT NUMBER: _____

TIME: _____

HOTEL ADDRESS IN _____
DENPASAR, BALI: _____

ROOM NUMBER: _____

SIGNATURE: _____

DATE: _____

Notes: Airport tax for international flight is IDR 100,000 and for domestic flight is IDR 30,000.