Integrated Resource Management in Asian Cities: the Urban Nexus
The Seventh Regional Workshop
19-21 July 2017
Tanjungpinang, Indonesia

INFORMATION NOTE FOR PARTICIPANTS

1. General

1.1 The Seventh Regional Workshop on Integrated Resource Management in Asian Cities: the Urban Nexus is scheduled to be held at CK Tanjungpinang Hotel and Convention Centre, Indonesia, on 19-21 July 2017.

1.2 The workshop will be inaugurated at 08:30 hours on Wednesday, 19 July 2017, in the Grand Ballroom, 1st Floor, CK Tanjungpinang Hotel and Convention Centre.

1.3 The meeting venue contact details:

CK Tanjungpinang Hotel and Convention Centre
JL. RH Fisabilillah No 10 KM 8, Tanjungpinang,
Kepulauan Riau, 29125, Indonesia
Telephone: +62 771 4440888
Fax: +62 771 4440866
Email: info@cktanjungpinang.com

2. Registration

Participants can register and obtain meeting badges in front of the Ballroom on Wednesday, 19 July 2017 between 08:00-08:30 hours. Only the names of participants duly registered will be included in the list of participants. For identification, all participants are requested to wear the meeting badges at all times during the meeting and at social functions.

3. Immigration requirements

3.1 Indonesia Route

On 2 March 2016, President Joko Widodo signed Presidential Regulation Number 21 of 2016 concerning Visit Visa Exemption. Passport holders of 169 countries listed in the regulation are exempt for having a visa to enter Indonesia. The visa exemption is valid only for 30 days, non-extendable or convertible into another kind of stay permit. Foreigners from 169 countries can enter and exit Indonesian Territory through 124 Immigration Checkpoints in airports, seaports and land border.

The visa exemption facility can be used for tourism, family visit, social visit, art and cultural, government duty, to deliver a speech or attend a seminar, international exhibition, meetings with head office or representative office in Indonesia, or transit.
If the 30 days of Visit Visa Exemption facility is insufficient, visitors still can apply for Visa on Arrival (given for 30 days and extendable for another 30 days) or Visit Visa.

Please note, passports must be valid for at least 6 months from the date of arrival and have a valid return or an onwards journey ticket at the time of arrival. The immigration officer at the port of entry may ask the passenger to produce any necessary documents (such as hotel reservation, workshop invitation letter, and proof of finance).

The Visit Visa Exemption applies to 169 countries, special administrative regions of a country, and entities, including (but not limited to): People’s Republic of China, Germany, India, Republic of Korea, Mongolia, Philippines, Thailand, and Vietnam. For the full list, please visit this site: http://www.indonesia.travel/en/travel-guidance/visa-and-immigration

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**We will send electronic copies of the Presidential and MoFA Visa Exempt Decrees in Bahasa and an unofficial English translation in due course. Please bring these with you in the event you have problems at immigration. Please also have the contact information of our Indonesian counterparts (see section 18) to help facilitate smooth transit.**

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**3.2 Singapore Route**

Participants holding travel documents issued by Germany, Republic of Korea, Mongolia, Philippines, Thailand, and Vietnam can enter Singapore to take the ferry service to Indonesia without applying for a visa. Participants holding travel documents issued by the People's Republic of China and India should apply for an appropriate visa before entering Singapore.

Note: Diplomatic/Official/Service passport holders of China and India can travel outside of the airport and use the ferry service without a visa.

For more information, please visit: https://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&secid=165

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**The information above is to the best of our knowledge. All participants should consult with the diplomatic mission/embassy of Indonesia and Singapore in their respective country regarding the latest applicable immigration requirements prior to their departure.**

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**4. Weather**

The weather in Tanjungpinang is warm and dry during the July month. Light tropical clothing will be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (72-73 degrees Fahrenheit).

**5. Getting to the Convention Centre in Tanjungpinang**

**5.1 Jakarta Route**

Participants who fly to Jakarta will be transferring to a domestic flight to Raja Haji Fisabilillah Airport in Tanjungpinang. Detailed information about the airport, including transportation, can be found at http://rajahajifisabilillah-airport.co.id/en/guides/transportation

The Government of Tanjungpinang City will provide pick up service for all participants according to
your arrival flights and landing time.

The Liaison Officer will wait at the arrival gate. The person will hold a sign board that reads “PARTICIPANTS OF 7th REGIONAL WORKSHOP ON URBAN NEXUS”, and lead you to the car.

5.2 Singapore Route

i) Getting to the Ferry Terminal in Singapore from Changi International Airport in Singapore

Participants should make their own transportation arrangements from Changi International Airport (Singapore) to the Tanah Merah Ferry Terminal. Tanah Merah Ferry Terminal is located in the southeastern part of Singapore, which is approximately 7 km from Changi Airport. Taxis are available at the taxi stands at the Arrival levels of each Terminal. The trip is approximately 15 minutes and SGD 15-20 (US$ 10-15). Detailed information about Changi International Airport can be found at http://www.changiairport.com/en
ii) Taking the ferry from Singapore to Tanjunpinang

There are two main operators for the Singapore – Tanjunpinang route, namely Majestic and Sindo Ferry. The schedules and prices are outlined below. It is recommended to take the ferry services provided by Majestic Ferry, if possible.

<table>
<thead>
<tr>
<th>From Tanah Merah – Weekday (Singapore Time)</th>
<th>Operator</th>
<th>Price (in SGD) – excluding departure tax ($7) and terminal fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:40</td>
<td>Sindo</td>
<td>22</td>
</tr>
<tr>
<td>9:15</td>
<td>Majestic</td>
<td>24</td>
</tr>
<tr>
<td>11:30</td>
<td>Majestic</td>
<td>24</td>
</tr>
<tr>
<td>12:30</td>
<td>Sindo</td>
<td>22</td>
</tr>
<tr>
<td>13:50</td>
<td>Majestic</td>
<td>24</td>
</tr>
<tr>
<td>15:10</td>
<td>Sindo</td>
<td>22</td>
</tr>
<tr>
<td>17:50</td>
<td>Majestic</td>
<td>24</td>
</tr>
<tr>
<td>18:20</td>
<td>Sindo</td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From Tanjun Pinang – Weekend (Indo Time)</th>
<th>Operator</th>
<th>Price (in SGD) – excluding departure tax ($7) and terminal fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00</td>
<td>Sindo</td>
<td>22</td>
</tr>
<tr>
<td>7:30</td>
<td>Majestic</td>
<td>24</td>
</tr>
<tr>
<td>10:00</td>
<td>Sindo</td>
<td>22</td>
</tr>
<tr>
<td>10:30</td>
<td>Majestic</td>
<td>24</td>
</tr>
<tr>
<td>13:30</td>
<td>Majestic</td>
<td>24</td>
</tr>
<tr>
<td>14:00</td>
<td>Sindo</td>
<td>22</td>
</tr>
<tr>
<td>17:00</td>
<td>Sindo</td>
<td>22</td>
</tr>
<tr>
<td>17:50</td>
<td>Majestic</td>
<td>24</td>
</tr>
</tbody>
</table>
For more information regarding the schedule and fares, please visit:
- Majestic Ferry: https://www.majesticfastferry.com.sg
- Sindo Ferry: https://www.sindoferry.com.sg

**Note:**
- It is assumed that participants will take the ferry from Singapore to Tanjungpinang during a weekday, and back on a weekend.
- **Please be aware that the local time in Singapore is 1 hour ahead of Tanjungpinang.**
- **Please, save the receipt from the purchase of your ferry ticket to submit for reimbursement.**

**iii) From Sri Bintan Pura Terminal (Tanjungpinang) to the Hotel/Convention Centre**

The Government of Tanjungpinang City will provide pick up service for all participants from Sri Bintan Pura Terminal to the CK Tanjungpinang Hotel & Convention Centre. Cars will be on stand-by in Sri Bintan Pura Terminal for all the ferry arrival times.

The Liaison Officer will be waiting at the arrival area. The person will hold a sign board that reads “PARTICIPANTS OF 7th REGIONAL WORKSHOP ON URBAN NEXUS” and lead you to the car.

**6. Currency Export and Foreign Exchange**

6.1 **Indonesia**

Participants flying to Indonesia who bring an aggregate amount of foreign currency exceeding IDR 100,000,000 (~US$ 7,500) or its equivalent shall declare the amount of foreign currency to a Customs Official. Currency exchange facilities are available inside Soekarno Hatta International Airport (Jakarta). According to current exchange rates, US$ 1.00 is approximately equivalent to IDR 13,300 (as of June 2017).

Money changers are not available at the Raja Haji Fisabilillah International Airport, but most of the money changers, Banks and ATMs are located in shopping central of Old Town in Merdeka Road and Teuku Umar Road.
6.2 Singapore

Participants flying to Singapore who bring an aggregate amount of foreign currency exceeding SGD 20,000 (~US$ 14,400) or its equivalent shall declare the amount of foreign currency to a Customs Official. All major currencies are accepted at 24-hour money changers at Singapore Changi airport (at Arrival Hall, next to Information Counter). According to current exchange rates, US$ 1.00 is approximately equivalent to SGD 1.38 (as of June 2017).

7. Local time

Standard time of Jakarta and Tanjungpinang is GMT/UTC +7.
Standard time of Singapore is GMT/UTC +8.

8. VIP Protocol arrangements

In order for the host city to provide protocol arrangements for VIP participants, we would appreciate receiving information on their arrival and departure flight details at least one week in advance of arrival in Tanjungpinang to:

| Mrs. Heni ARIPUTRANTI | Head of Infrastructure and Regional Development Division, City Planning and Development Board, Tanjungpinang  
Tel: +62 813 72317799  
E-mail: heni.aritono@gmail.com |

9. Hotel accommodation

ESCAP will reserve single rooms for all ESCAP-funded participants: check in 18 July, and check out 22 July 2017.

In order to get the group room rates, self-funded participants are requested to contact Ms. Sirikul of ESCAP (chan-amnuaysook.unescap@un.org) well in advance, if they need the assistance with hotel reservations.

The standard room rate at the CK Tanjungpinang Hotel and Convention Centre is IDR 688,000 (US$ 58) for single / double occupancy breakfast included.

For more information, please visit the hotel website at http://www.cktanjungpinang.com/

10. Internet services

Free wireless Internet access is available in the meeting rooms and public areas of the Convention Center.

11. Prayer room

CK Tanjungpinang Hotel & Convention Centre provides a prayer room facility.
12. Electric plugs and sockets

The standard voltage in Indonesia is 230V, running at the standard frequency of 50Hz. The plug types used are either Type C, Type F or Type G (see photos below). Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances. In case of need, adapters can be purchased from local electronic and electrical stores in Tanjungpinang.

13. Hospitals & Pharmacies

There are three hospitals in Tanjungpinang: (1) Regional Public Hospital, (2) Provincial Public Hospital (the nearest to CK Tanjungpinang Hotel & Convention Centre), and (3) Naval Hospital. Pharmacies are available near the CK Tanjungpinang Hotel & Convention Centre.

14. Working Language of the Meeting

The meeting will be conducted in English, and all documentation will be in English. Interpretation into Bahasa, Thai, and Vietnamese will also be available.

15. Catering services

ESCAP and Tanjungpinang City Government will provide lunches and dinners for all participants during the event.

Details on the rooms / venue will be announced on the day of the event.

Tanjungpinang City Government will provide a Welcome Dinner on Day 1, 19 July 2017 in Kelong Shangrila Restaurant in Sei Jang Road (TBC). All participants will be served with Tanjungpinang’s special seafood. The transportation from CK Tanjungpinang Hotel & Convention Centre to Kelong Shangrila Restaurant will be provided for all participants.

16. Daily subsistence allowance (only if applicable)

16.1 Participants whose travel is sponsored by ESCAP will be provided with hotel, meals, and a partial subsistence allowance, to be issued on Day 1 of the workshop. **Please, save the receipt from the purchase of your ferry ticket to submit for reimbursement.** Please see Ms. Sirikul of ESCAP (chan-amnuaysook.unescap@un.org).

16.2 Any participants who are unable to stay for the duration of the meeting are requested to inform Ms. Sirikul as soon as possible after arrival, so that any subsistence allowance can be adjusted accordingly.
17. **Travel and administrative arrangements** (only if applicable)

17.1 In those cases where the participation costs are borne by the ESCAP secretariat, the secretariat will provide only travel and DSA as expressed and 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 participants;
(vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

18. **Contact Details**

18.1 For further information concerning travel arrangements, please contact:

| Ms. Sirikul SUVARANETRA | Administrative Assistant  
| Environment and Sustainable Development Division, UN ESCAP  
| Tel: +62 288 1442  
| Mob: +6681 296 0130  
| E-mail: chan-amnuaysook.unescap@un.org |

18.2. For further information about Indonesia and Tanjungpinang, please contact:

| Mrs. Heni ARIPUTRANTI | Head of Infrastructure and Regional Development Division, City Planning and Development Board, Tanjungpinang  
| Tel: +62 813 72317799  
| Mob: +62 813 7231 7799  
| E-mail: heni.aritono@gmail.com  
| Whatsapp: +62 813 72317799 |

| Ms. Rekha TINDAON | Development Analyst, Regional Planning and Development Agency, City Government of Tanjungpinang  
| Tel: +62 821 7060 7450  
| Mob: +62 821 7060 7450  
| E-mail: rekha.kartika@yahoo.co.id |
Ms. Nisa ILSTIQOMAH

| Program Officer, ICLEI -Southeast Asia Secretariat (Indonesia Office) Jakarta |
| Tel: +62 21 80868284 |
| Mob: +62 856 8883 342 |
| E-mail: nisa.nidasari@iclei.org |
| Whatsapp: Nisa ICLEI |

18.3. For further information about workshop content, please contact:

Ms. Eva WONG

| Project Coordinator Environment and Sustainable Development Division, UN ESCAP |
| Tel: +66(0)2-288-1540 |
| Mob: +66(0)6-345-82939 |
| E-mail: eva.wong@un.org |
| Whatsapp: EvaXiaoPing |