



UNITED NATIONS  
**ESCAP**  
Economic and Social Commission for Asia and the Pacific

## INFORMATION NOTES

### **Asia-Pacific Trade Facilitation Forum 2017 and other side events 4-8 September 2017, Yogyakarta, Indonesia**

#### **“Trade Facilitation Innovations for Sustainable Development in Asia and the Pacific”**

#### **1. Organizer**

The Asia-Pacific Trade Facilitation Forum (APTFF) 2017 is organized by United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), Asian Development Bank (ADB) and Coordinating Ministry of Economic Affairs Indonesia.

#### **2. Forum Venue and Duration**

The Asia-Pacific Trade Facilitation Forum (APTFF) 2017 and side events will be held from 4-8 September 2017 at Royal Ambarrukmo Hotel, Yogyakarta, Indonesia. The details of the venue are as follows:

##### **Royal Ambarrukmo Hotel**

**Address:** Jl. Laksda Adisucipto No.81, Caturtunggal, Kec. Depok, Kabupaten Sleman, Daerah Istimewa Yogyakarta, Indonesia

**Postcode:** 55281

**Tel:** +62 274 488488

**Fax:** +62274 488789

**E-mail:** wury@royalambarrukmo.com

The main event of the Forum will be from 5-8 September from 9:00 AM to 5:00 PM. Side events of the Forum will also be conducted on 4 September<sup>1</sup> and 7-8 September.

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<sup>1</sup> Only representatives from subregional, regional and international organizations are invited to attend the meeting.

Date	Time	Event Title	Room
4 September	9:00 AM to 5:00 PM	Regional Organizations Cooperation Mechanism for Trade (ROC-TF) Annual Meeting	Trajumas 1
5-6 September	9:00 AM to 5:30 PM	Asia Pacific Trade Facilitation Forum 2017: Trade Facilitation Innovations for Sustainable Development in Asia and the Pacific	Kasultanan
7 September	9:00 AM to 5:30 PM	Side-event: APTFF Capacity Building Workshop on Facilitating Trade of Agricultural Products in the Context of the WTO TFA	Kencana
7 September	9:00 AM to 3:45 PM	Side-event: National Trade Facilitation Committees (NTFCs) After the Signature of the WTO Trade Facilitation Agreement	Kasultanan 2
7 September	4:00 PM to 5:00 PM	Side-event: ESCAP-OECD workshop on Measuring and Monitoring Trade Facilitation Performance	Kasultanan 2
7 September	9:00 AM to 12:30 PM	Side-event: Taking FTA electronic commerce chapters seriously: UNCITRAL texts for mutual recognition of electronic communications and signatures	Kasultanan 3
7 September	13:30 PM to 3:30 PM	Side-event: Roundtable on Cybersecurity, E-commerce and Trade Facilitation	Kasultanan 3
7 September	4:00 PM to 5:00 PM	Side-event: Facilitating Sustainable Fisheries Management and Trade through Fisheries Information Management	Kasultanan 3
7 September	9:00 AM to 4:30 PM	Side-event: Regional Consultation on Single Window Interoperability	Kasultanan 1
7 September	3:00 PM to 5:00 PM	Side-event: APTA Information Session: Progressing regional integration and connectivity through regional agreement	Kasultanan 1
8 September	9:00 AM to 7:30 PM	APTFF Study Visit	

### 3. Visa Requirement

As of 21 March 2016, there are now 169 countries that can apply for visa on arrival and will be granted Visit Stay Permit for 30 (thirty) day each time. The list of countries could be found at <http://www.imigrasi.go.id/index.php/en/layanan-publik/bebas-visa>. A valid passport with minimum validity of 6 (six) months and return ticket or through ticket will be required for the application at the airport. You could also find further information at <http://www.imigrasi.go.id/index.php/en/>.

However, a visa is required to travel to and stay in Indonesia for the countries excluded from the list. We highly recommend that you consult with Indonesia embassy or consulate as soon as possible. To apply for your visa, you may present the letter of invitation jointly issued by ADB and UNESCAP.

### 4. Accommodation

#### 4.1 For ADB-financed resource persons and participants, including ADB-ESCAP financed participants

ADB will arrange the accommodation at the **Royal Ambarrukmo Hotel** for you during the period of the APTFF 2017 in Yogyakarta. A standard room is reserved for you according to your actual participation. Please note that ADB will make a payment for your accommodation directly. However, you need to observe hotel's check-in and check-out time carefully. It will be at your own cost if you stay in the hotel beyond the time period agreed by ADB. The room rate is IDR 1,200,000/night for Deluxe Balcony and IDR 1,290,000/night for Premiere. The room rate is inclusive of the following:

- The rate is net, include 20% government tax and service and rate in IDR (rupiah)

- Breakfast buffet at the all day dining lobby level for one (1) or two (2) persons
- Complimentary unlimited wireless Internet access in guest rooms
- Complimentary use swimming pool with pool bed, jogging track, and fitness centre
- Complimentary Signature welcome Drink upon arrival
- Daily newspaper during stay
- Room type and bed subject to availability

All other expenses such as laundry, drinks, snacks from the mini bar and international telephone calls will be on your personal account.

#### 4.2 For ESCAP-financed resource persons and participants,

If you are receiving daily subsistence allowance (DSA) from ESCAP, you need to reserve the room and make payment by yourself. Detailed instructions will be sent to you separately from ESCAP.

**Please kindly note that, depending on the date and time of your arrival, you may not be able to collect DSA immediately. It is highly recommended that you bring a reasonable amount of money to cover your expenses and possibly hotel deposit before you receive DSA.**

#### 4.3 For self-financed resource persons and participants,

Please kindly note that a special rate has been negotiated between the organizer and the hotel. Please contact ESCAP organizing team to get instructions on how to reserve the room by yourself ([siriboon@un.org](mailto:siriboon@un.org); [aptff@un.org](mailto:aptff@un.org)).

## 5. Travel Claims and Allowances

The organizers are not responsible for any financial costs of self-financed participants. For sponsored participants, aside from the items listed under the ADB/ESCAP financial responsibilities, any other expenses (e.g., those listed below) will be the sole responsibilities of the participants themselves:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa,<sup>2</sup> 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 Forum;
- (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the Forum;
- (iv) Compensation in the event of death or disability of participants in connection with attending the Forum;
- (v) Any loss of or damage to personal property of participants while attending the Forum 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 Forum.

Sponsored participants are expected to stay for the full duration of any event(s) of the week covered by the sponsors, and they are requested to sign the attendance sheet. However, if for any unexpected reason, they are unable to stay for the full duration of the Forum, they are requested to inform the secretariat as soon as possible so that their per diem can be adjusted accordingly.

### ADB Financial Responsibilities

ADB-financed participants will be sent their DSA via bank transfer or whatever means appropriate after the event. Signed attendance sheets will be the basis for the reimbursement of the DSA along with submission of the following documents: original boarding passes, photocopy of passport information page and stamped arrival page.

ADB will provide a one-time lumpsum miscellaneous travel expense allowance to cover your visa, airport taxes and other expenses (only applicable for participants taking international flights). This will be provided during the event.

### **Day 1, 5 September 2017**

Please bring with you a valid identification card (ID) with picture aside from your passport. If your ID is not in English, please also bring a business card in English. Have this ID and passport ready when you go to the Forum. **Please kindly bring the required documents (original boarding passes, photocopy of passport information page and the stamped arrival page). Please submit them to the ADB Contact Person.** A scanned copy of outbound boarding pass should be emailed by 15 September 2017 to [zardaniel.consultant@adb.org](mailto:zardaniel.consultant@adb.org), with copy to [arosario@adb.org](mailto:arosario@adb.org).

For the **ESCAP-sponsored participants**, the financial responsibilities will be limited to air tickets and DSA as indicated in the acceptance letter. To facilitate the payment of subsistence allowance, eligible participants are requested to submit their air tickets, inbound boarding passes and passports (including original receipts of ticket, VISA and hotel accommodation, if applies) to the ESCAP secretariat on duty in the conference room on 5 September. A scanned copy of your outbound boarding pass should be emailed by 15 September 2017 to [aptff@un.org](mailto:aptff@un.org), with copy to [prayongsap@un.org](mailto:prayongsap@un.org).

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<sup>2</sup> For ADB-financed resource persons and participants, see section ADB Financial Responsibilities of this information note.

## 6. Airport–Hotel–Airport Transfers

From Adisutjipto International Airport to Royal Ambarrukmo Hotel, is approximately 20 minutes away and is accessible via taxi, scheduled city bus, or airport pick-up arranged by the hotel on personal expense.

Please be informed that there will be no complimentary transportation from airport to hotel/hotel to airport. You can arrange for an airport pick-up through the hotel by providing your flight details and estimated time of arrival when booking online. The fare is approximately [IDR 100,000 /pax/ way \(or 7-8 USD\)](#) for one-way travel. You can contact the hotel directly by calling +62 274 488 488 or via email at [wury@royalambarrukmo.com](mailto:wury@royalambarrukmo.com)

## 7. Meals

Daily breakfast is included in the hotel accommodation, while lunch will be provided during the Forum. Dinner on 5 September will be provided by the organizer.

**Please inform ESCAP and Coordinating Ministry of Economic Affairs Indonesia contact persons if you have any special dietary requirement.**

## 8. In-City Transportations

**Taxi.** Participants who wish to discover Yogyakarta during the workshop could use taxi or other mode transportation on personal expense. You may contact the hotel staff for assistance.

## 9. Weather

The average temperature in Yogyakarta in September is approximately 33-34 degrees Celsius.

## 10. Medical Treatment

You may contact any staff of Coordinating Ministry of Economic Affairs Indonesia in emergency cases.

## 11. Electricity

In Indonesia, the power sockets are of type C and F. The standard voltage is 230 V and the standard frequency is 50 Hz. Below is an example of typical socket.



## **12. Internet Access**

Cabled internet access is available at the Forum venue. Wi-fi is also available but the connection is sometimes not steady at some places.

## **13. Currency**

The current exchange rate is about USD 1 = IDR 13,342 (as of 30 June 2017). Participants can change money at the airport or banks in the city. Limited service of currency exchange from USD to IDR is available in some locations in the city and at Royal Ambarrukmo Hotel Reception Desk.

## **14. Liability**

Participants should make their own arrangement with respect to personal insurance since organizers shall not be liable for personal accidents, loss or damage of private properties.

### **ESCAP Contact Persons**

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