



ADMINISTRATIVE ARRANGEMENTS
TASK FORCE MEETING ON TEXTILE AND GARMENT
D-8 WORKING GROUP ON INDUSTRIAL COOPERATION
27 - 28 October 2011, Jakarta - Indonesia

1. INTRODUCTION

The information contained herein is for the benefit and reference of delegates of the Task Force Meeting on Textile and Garment, D-8 Working Group on Industrial Cooperation (D-8 WGIC).

2. MEETING INFORMATION

1). DATE AND VENUE

- The Task Force Meeting on Textile and Garment will be held on 27–28 October 2011 at the Mercure Convention Center (Mercure Hotel Ancol) Jakarta, Indonesia.
- Annotated Agenda of the Task Force Meeting on Textile and Garment appears in **Annex A**.
- Tentative Programme of the Task Force Meeting on Textile and Garment appears in **Annex B**.
- The Registration Desk for the Task Force Meeting on Textile and Garment will be provided at the Mercure Hotel Ancol' lobby on Wednesday, 26 October 2010, start at 14.00.

2). ACCOMMODATION

The Government of Indonesia bears the cost of accommodation (Superior Room - Double) for two delegates (**Head of Delegation + 1**) from each of the D-8 member country, **check in on 26 October 2011 and check out on October 29th, 2011 (3 nights)**, but excluding telecommunication charges and other services provided by the hotel. All such charges are to be settled directly with the hotel.

- **Welcome Dinner & Fashion Show** for all D8 delegations will be hosted by the host country at Mercure Hotel Ancol, at 19.00–21.30 on Thursday, 27 October, 2011.

- The details of the hotel where the meeting will be held and where delegations may stay during the Meeting:

Mercure Hotel Ancol

Jalan Pantai Indah, Ancol, Jakarta Bay city
Jakarta Utara 14430
Ph. +62-21-640-6000 / +62-21-640-7000
Fax. +62-21-640-6006 / +62-21-640-6123
Website: <http://www.mercure.com/asia>

Location map of the Mercure Hotel Jakarta is in **Annex D**

Notes:

For other delegates who are not borne by the Government of Indonesia could also stay at the closest hotels to Mercure Hotel, as follows:

Sheraton Hotel and Resort

Jalan Gunung Sahari No. 3, Jakarta
Phone : +62-21-626-3001
Website : www.starwoodhotels.com/sheraton

Novotel Jakarta Mangga Dua Square Hotel

Jalan Gunung Sahari No.1, Jakarta
Phone : +62-21-623-12800
Website : www.accorhotels.com

Ibis Jakarta Mangga Dua Hotel

Jalan Pangeran Jayakarta No.73, Jakarta
Phone : +62-21-625-0101
Website : www.accorhotels.com

Swiss-Belhotel Mangga Besar

Jalan Kartini Raya No. 57, Jakarta
Phone : +62-21-639-3888
Website : www.swiss-belhotel.com/indonesia/jakarta

3. TRANSPORTATION ON ARRIVAL AND DEPARTURE

- 1) Transfer from airport to hotel will be provided by the Organizing Committee. However, delegates need to inform the Secretariat in advance of their flight schedules.
- 2) Delegates can also arrange their own transportation from Soekarno-Hatta International Airport (SHIA) to the Hotel, on arrival, and to SHIA, on departure, at their own cost:
 - a. From SHIA to Mercure Hotel Ancol
 - Taxis are available in SHIA and the cost to the hotel around Rp.100.000,-

- b. From Mercure Hotel Ancol to SHIA
Taxis are also available in Mercure Hotel Ancol and the cost to the airport around Rp 100.000,-

Advance booking can be made with the Hotel for transport to hotel on arrival and to SHIA on departure.

4. HOSPITALITY

- 1) The Government of the Republic of Indonesia will extend hospitality to the D-8 member country on the following basis: **Head of Delegation** to the Meeting of Task Force on Textile and Garment **plus one delegate, from October 26 to October 29, 2011.**
- 2) Hospitality includes hotel accommodation. It will not include tobacco, IDD calls, faxes and other services within the hotel.
- 3) The cost of accommodation prior to or after the above dates and any additional expenses will be the responsibility of each delegation.

5. REGISTRATION AND ACCREDITATION

Registration forms are attached as **Annex C**. The duly completed form has to be submitted by e-mail or fax to the Registration Secretariat. Accreditation passes for all participants will be issued upon registration at the **Mercure Hotel Ancol**. Please ensure that accreditation passes are worn all times. For security reasons, participants may not be allowed into venues without proper identification.

6. ADDITIONAL INFORMATION

A. REGISTRATION

- All delegates are requested to accomplish the registration form for the meeting which is attached as **Annex C**. Please send the accomplished form by fax or e-mail on or **before 17 October 2011** to:

Mr. Eko Agus Nugroho / Mrs. Sindy Fathan Mubina Anis

Tel & Fax : +62-21-525-2225

E-mail : ekoanu@yahoo.com, sindy.fathan.m@gmail.com,
sindy@kemenperin.go.id

- Identification tags will be issued to all registered participants.
- Delegates can collect their identification tags and Meeting kits at the registration desk at the Mercure Hotel Ancol, Jakarta, Indonesia.
- Delegates are to display their identification tags at all times.

B. SECRETARIAT OF THE MEETING

Ministry of Industry (Mol) of the Republic of Indonesia is responsible for administrative and logistics arrangement during the Meeting.

The Meeting Secretariat will be provided at the Room next to the **Mercure Convention Center Hotel** Ancol, Jakarta. The Secretariat officially opens from 26th to 29th October 2011. Prior to this date, all correspondences and inquiries to the Organizing Committee shall be addressed to:

Directorate General of International Industrial Cooperation, 16th Floor
Ministry of Industry
Jalan Jend. Gatot Subroto, Kav. 52 - 53,
Jakarta - Indonesia
Tel: (+62-21) 525-2225
Fax: (+62-21) 525-2225

Substantive:

1. **Ms. Dyah W. Poedjiwati**
Secretary of Directorate General of International Industrial Cooperation (DG-IIC),
Ministry of Industry of the Republic of Indonesia
Mobile: +62-816-111-2697, email: dyah_poedjiwati@yahoo.com
2. **Mr. Mediarman**
Head of Foreign Aid Division, Secretariat of DG of IIC,
Ministry of Industry of the Republic of Indonesia
Mobile: +62-813-1584-7398, email: mediarman@yahoo.com
3. **Mr. Agustinus Riyanto Heru Nugroho**
Head of Multilateral Sub-Division, Directorate of IIC Area I and Multilateral,
Ministry of Industry of the Republic of Indonesia
Mobile: +62-813-8216-3964, email: nugrohoheru32@gmail.com

Accommodation & Logistic

1. **Mr. Riris Marhadi (Secretariat DG-IIC)**
Mobile: +62-813-1083-9880, email: rismadi@yahoo.com
2. **Mr. Eko Agus Nugroho (Secretariat DG-IIC)**
Mobile: +62-813-1584-7398, email: eko_anu@yahoo.com
3. **Mrs. Sindy Fathan Mubina Anis (Secretariat DG-IIC)**
Mobile: +62-812-836-0104, email: sindy.fathan.m@gmail.com

C. PRAYER ROOM AND TIMES

- Prayer time in Jakarta :

Date	Fajr	Shuruq	Dhuhr	Asar	Maghreb	Ishaa
26 Oct '011	04.35	05.49	12.03	15.21	18.17	19.31
27 Oct '011	04.35	05.49	12.03	15.22	18.18	19.31
28 Oct '011	04.35	05.49	12.03	15.22	18.18	19.32
29 Oct '011	04.35	05.49	12.03	15.23	18.18	19.32

D. FLIGHT RECONFIRMATION AND DEPARTURE

Delegations are responsible for their own air travel reservation confirmation. Delegations can request the hotel to arrange for reservation confirmation.

E. CLIMATE

The weather in Jakarta is hot with occasional rain in October around 32° Celsius.

F. DRESSCODE

Clothing of breathable and light material is advised.

G. LOCAL TIME

The Standard Indonesia time is seven hours ahead of GMT (GMT+7).

H. CURRENCY AND EXCHANGE

- The currency unit is Rupiah (Rp), which comes in denominations of Rp1.000, Rp2.000 Rp. 5.000, Rp10.000, Rp20.000, Rp50.000 and Rp100.000, and coins Rp100, Rp200, Rp500, and Rp1.000.
The exchange rate of Rupiah is Rp8.930,- to one US Dollar (rate as of September 20th, 2011).
- All major credit cards are accepted in most establishments.
- Currency exchange facilities are available in the cities and at all major towns.