



**Eighth Session of the Governing Council of the
Centre for the Alleviation of Poverty through Sustainable Agriculture (CAPSA)
21-22 March 2012
Yogyakarta, Indonesia**

INFORMATION NOTE FOR PARTICIPANTS

General

The eighth session of the Governing Council of CAPSA will be hosted by the Government of Indonesia. The session is scheduled to be held from 21 to 22 March 2012 at:

Santika Premiere Hotel

Jalan Jend. Sudirman No. 19
Yogyakarta 55233, Indonesia
T: +62 274 563036, 562743
F: +62 274 563669
E: jogjapremiere@santika.com
<http://www.santika.com/jogja-premiere/>

Registration

Participants are requested to register and to obtain meeting badges at the Registration Counter, located in front of the **Sekar Jagad** meeting room of the Santika Premiere Hotel between 08.30 – 09.00 hours on 21 March. Only the names of participants duly registered will be included in the list of participants.

All participants are requested to wear the badges at all times during the session.

Visa Requirements

Overseas participants are responsible for making their own visa arrangements. Please see the annex to this information note for visa on arrival facilities extended by the Indonesian Immigration Law.

Airport transfer

For international participants using connecting flight to Yogyakarta via Jakarta, the organizing committee (OC) will provide an escort service at the Jakarta Soekarno-Hatta airport for transfer from the international to the domestic terminal. Please look for '**CAPSA**' signboard. The OC is also arranging transport from Adisucipto International airport in Yogyakarta to Hotel and return.

Please provide us with your flight details for the arrangements on the above services.

Airport Tax

When flying within Indonesia, you are required to pay a departure tax. At Yogyakarta Adisucipto Airport, the departure tax is IDR 25,000 (about USD 3.00) for domestic flights and IDR 100,000 (about USD 12.00) for international flights.

When you return to your country via Jakarta, an additional airport tax of IDR 150,000 (about USD 16.00) will be charged upon check-in in Jakarta.

Accommodation

The organizing committee has block-booked rooms at the Santika Premiere Hotel. The rate for the deluxe room is IDR 625,000/net/night inclusive breakfast. Please note that the hotel may not be able to provide rooms after March 10.

All participants are requested to fill in and return the attached confirmation form by return.

Dining Facilities

Lunch will be provided from 21-22 March 2012. Coffee service and snacks will be provided inside the meeting room during morning and afternoon sessions. The Government of Indonesia will host a dinner in the evening of 21st of March.

Field Trips

On the second day of the session, the Ministry of Agriculture of the Republic of Indonesia is organizing a field trip to visit the Assessment Institute for Agricultural Technology in Gunung Kidul district, Yogyakarta (Tentative itinerary is attached below). Transportation will be provided by the organizing committee. Casual shoes and clothing are recommended.

Funding

Participation in the session is on a self-funded basis. The following issues require your kind attention: Before departing from Yogyakarta, participants are expected to settle directly with the hotel all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, internet use, business centre use, laundry, room service, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

Weather

Yogyakarta features a tropical monsoon climate. Temperatures remain relatively constant throughout the course of the year, with average high temperatures at around 30 degrees Celsius and average lows at around 22 degrees Celsius. Light tropical clothing will be appropriate. The workshop room is air-conditioned and the temperature will be maintained at the range of 23-24 degrees Celsius.

Foreign Exchange

Participants may bring with them into Indonesia sums of foreign currency, advisably in US dollars, which is easily changeable. Currency exchange facility is available at the hotel, opens from 08.00 – 21.00.

About Yogyakarta

As the centre of Javanese art and culture, Yogyakarta has many fascinating sites to explore. Take a becak tour around the city centre to visit the Sultan's Palace, a historical compound that is home to the ruling royal family. Then stroll along Malioboro Street to buy unique handicrafts including batik textiles and traditionally inspired souvenirs. Enjoy a day excursion to the ancient Buddhist temple of Borobudur that dates back to the 8th century and has been restored as a world heritage site. Prambanan is another sacred temple complex just 18 kilometres east of Yogyakarta.

Information of the session and contact points

If you have any questions on matters not mentioned in this Note, please contact the Secretariat:

Ms. Fransisca Wijaya: f.wijaya@uncapsa.org
Mobile: (62) 817884316

Ms. Fetty Prihastini: f.prihastini@uncapsa.org
Mobile: (62) 8129117348

Ms. Sri Angkati: s.angkati@uncapsa.org
Mobile: (62) 8128751387

Centre for the Alleviation of Poverty through Sustainable Agriculture (CAPSA)
Jalan Merdeka No. 145, Bogor 16111, Indonesia
T: +62 251 834 3277
F: +62 251 833 6290
www.uncapsa.org



**Eighth Session of the Governing Council
of the Centre for the Alleviation of Poverty through Sustainable Agriculture (CAPSA)
21-22 March 2012
Yogyakarta, Indonesia**

Registration Form

Please complete and return it by email to f.wijaya@uncapsa.org or fax to **+62 251 8336290** by latest **5 March 2012**

Name:		
Job Title:		
Organization:		
Address:		
Country:		
Telephone/Mobile :		
Fax:		
Email:		
ACCOMODATION		
Yes, I need accommodation - please reserve a hotel room [] No, I do not need accommodation []		
FIELD TRIPS		
Yes, I would like to join the field trip [] No, I do not want to join []		
Flight itinerary	Arrival	Departure
	Date:	Date:
	Flight no:	Flight no:
	Time:	Time:

TENTATIVE ITINERARY
FIELD TRIPS
22 MARCH 2012
GUNUNG KIDUL, YOGYAKARTA

Note:

For participants joining the field trips and leave Yogyakarta on the same day, kindly arrange for early check-out (preferably before the session) and leave your luggage in the lobby for further transport to the airport.

- | | |
|-------|--|
| 10:00 | Leave Hotel for Gunung Kidul district |
| 11:15 | Arrive Gunung Kidul to visit: <ul style="list-style-type: none">- Plembutan Village (mixed cropping system and organic fertilizer)- Discussion with farmers |
| 12:00 | Proceed to the Main Hall of Gunung Kidul district <ul style="list-style-type: none">- Lunch- Afternoon Pray (for Moslem)- Local handicraft exhibition |
| 13:15 | Proceed to Bejiharjo Village: <ul style="list-style-type: none">- TRI MANUNGGAL Livestock Farmer Group (integrated livestock rearing: cattle, chicken and fish)- SARI BUMI Farmer Group (rice farm)- Discussion with farmers |
| 15:00 | End of field trips |

IMMIGRATION REQUIREMENTS

Visa on arrival

According to the Immigration Department of Indonesia, nationals of the following countries or areas may enter and stay in Indonesia for a maximum period of 30 days with visa on arrival. However, if the duration of stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Indonesia's diplomatic or consular missions.

South Africa	Fiji	Latvia	Qatar
Algeria	Finland	Libya	China
United States of America	Hungary	Liechtenstein	Romania
Argentina	India	Lithuania	Russia
Australia	UK	Luc	Saudi Arabia
Austria	Iran	Maladies	New Zealand
Bahrain	Ireland	Malta	Slovakia
Belgium	Iceland	Mexico	Slovenia
The Netherlands	Italy	Egypt	Spain
Brazil	Japan	Monaco	Surinam
Bulgaria	Germany	Norway	Sweden
Czech Rep	Cambodia	Oman	Switzerland
Cyprus	Canada	Panama	Taiwan
Denmark	South Korea	France	Timor Leste
UAE	Kuwait	Poland	Tunisia
Estonia	Lao PDR	Portugal	Greece

Yellow fever vaccination is required for participants from Africa and/or countries where the disease is endemic, and participants will have to present their yellow fever certificates at the Health Control Counter, prior to proceeding to immigration at the airport. Participants are recommended to have had vaccinations against tetanus and food-borne diseases, such as hepatitis A and typhoid.

Visa Exemption for Maximum 30 days

Nationals from the following ASEAN countries may enter and stay in Indonesia for a maximum period of 30 days without a visa. However, if the duration of stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Indonesia's diplomatic or consular missions.

1. Malaysia
2. Singapore
3. Thailand
4. Brunai Darussalam
5. Viet Nam

These application requirements are as follows:

- a. The applicant must be in possession of a valid passport with at least six month validity
- b. The applicant must be in possession of a confirmed onward or return air ticket which is usable within 15 days since the date of entry;