

ADMINISTRATIVE ARRANGEMENTS AND LOGISTICS NOTE

**Preparatory Meeting for the 2025 United Nations Peacekeeping Ministerial
On the Future of UN Peacekeeping
Organized by Indonesia, Bangladesh, the Kingdom of the Netherlands, and the United
States of America**

**Bogor, Indonesia
4–5 February 2025**

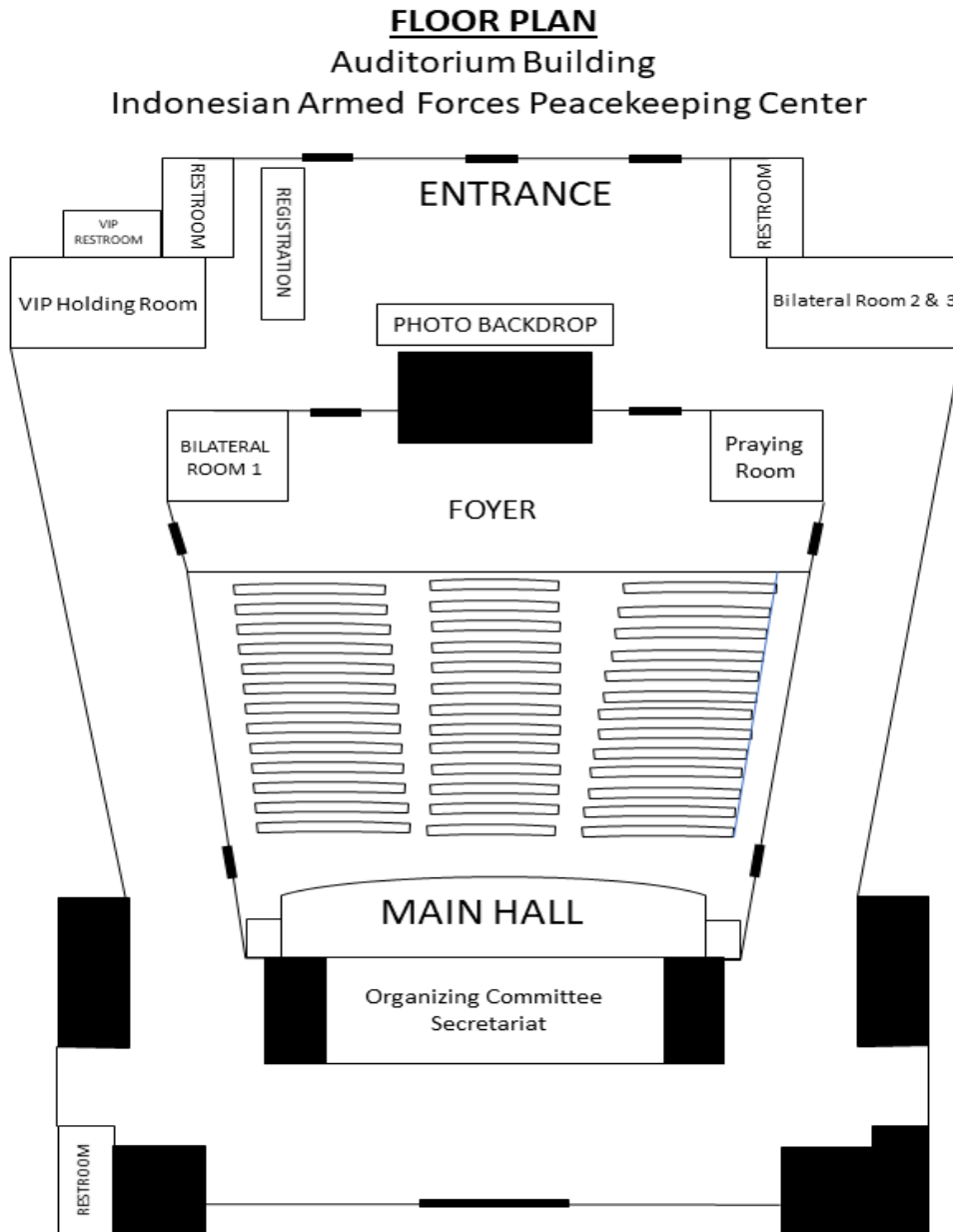
1. TENTATIVE PROGRAM

<u>Time</u>	<u>Activity</u>
<u>3 February 2025</u>	
Arrival of Delegates	
19.00 - 21.00	Cocktail Reception
<u>Day 1 (4 February 2025)</u>	
08.00 - 09.30	Registration
09.30 - 10.00	Opening Segment
10.00 - 10.15	<i>Coffee Break</i>
10.15 - 11.30	Panel 1: Stakeholder Reflections on Key Elements of the Future of Peacekeeping Study
11.30 - 12.15	Intervention from the floor
12.15 - 13.30	<i>Lunch break</i>
13.30 - 14.45	Panel 2: Current and Evolving Challenges and Requirements in Today's Peacekeeping Missions
14.45 - 15.30	Intervention from the floor
15.30 - 15.45	<i>Coffee Break</i>

15.45 - 17.00	Panel 3: New Models and Modalities: Capability Requirements and Success Factors for Future Peacekeeping Operations
17.00 - 17.45	Intervention from the floor
17.45 - 18.00	Wrap up Day 1
19.00 - 21.00	Welcoming Dinner
<u>Day 2 (5 February 2025)</u>	
9.15 - 9.30	<i>Coffee Break</i>
9.30 - 9.35	Opening by MC
9.35 - 10.50	Panel 4: Support Capabilities, Including Operational Resilience and Environmental Management
10.50 - 11.35	Intervention from the floor
11.35 - 12.50	<i>Lunch break</i>
12.50 - 14.05	Panel 5: Success Factors and Priority Reform Areas for Current and Future Missions
14.05 - 14.50	Intervention from the floor
14.50 - 15.20	Closing Remarks
15.20 - 15.30	<i>Coffee Break</i>
15.30 - 17.00	Site Tour of Indonesia's Peacekeeping Center
<u>6 February 2025</u>	
Departure of Delegates	

2. VENUE AND DATE

The Preparatory Meeting will be held at the **Indonesian Armed Forces Peacekeeping Center** in Sentul Bogor, West Java, Indonesia, from 4 to 5 February 2025.



For the use of bilateral rooms, participants may send a request to the organizer's email listed on Point 18.

3. REGISTRATION

Each country's delegation may consist of up to a maximum of **three participants**.

Participants are kindly requested to register for the meeting through the following link: <http://unpmprepremeetindonesia.com/>. Registration must be completed by **January 21st 2025**. Timely registration will allow the organizers to ensure proper arrangements for logistical support, including transportation and access to the venue.

The registration link also includes an option to request accommodation arrangements by the committee. For further details, please refer to point 6 below.

If participants have not submitted their arrival and departure details in the registration form and/or have additional information that has not been listed in the registration form, participants must communicate such information to the organizer through the email listed on Point 18.

The official agenda will be distributed to participants in due course.

4. BADGES

Badges will be provided by the Indonesian government. Participants may collect the badges at the venue premise before the opening ceremony or the hotel where the participants are staying a day prior to the event. Please note, badges collection at the hotel is only available for participants that are staying in the recommended hotels.

5. INTERNATIONAL TRAVEL

Participating delegations are responsible for covering the costs associated with their international travel and hotel accommodation. Delegations are also required to make their own necessary arrangements for their bookings.

It is recommended that participants plan to arrive in Bogor by 3 February 2025 and depart on 6 February 2025 to accommodate the full schedule of the event.

The nearest airport to Sentul Bogor is **Soekarno-Hatta International Airport (CGK)** in Tangerang, Indonesia, approximately 75 km.

6. ACCOMODATION

Participants are encouraged to select accommodations from the hotels listed below, where the Government of Indonesia has secured preferential rates. The organizing committee can facilitate the reservations for these hotels through the online registration form. Alternatively, participants may arrange their accommodations independently at their discretion. However, kindly note that shuttle services to the venue will be only be provided for the designated hotels listed below.

<u>No</u>	<u>Hotel</u>	<u>Room Rate per Night</u>	<u>Contact</u>	<u>Distance to venue</u>
1	Harris Sentul City Bogor (4 star)	<ul style="list-style-type: none"> Standard Room IDR 1.055.000,- (Approx. 65 USD) 	reservation.hscb@theascott.com +62 21 2868 9999	± 10 km (25 minutes)
2	Novotel Bogor Golf Resort and Convention Center (4 star)	<ul style="list-style-type: none"> Standard Classic IDR 1.488.000 (Approx. 92 USD) Superior Balcony Classic IDR 1.588.000 (Approx. 98 USD) Deluxe Bathtub Classic IDR 1.788.000 (Approx. 110 USD) 	Sm6@novotel-bogor.com +62 251 8271555	± 21 km (35 minutes)
3	The Alana Hotel and Conference Center - Sentul City (4 star)	<ul style="list-style-type: none"> Deluxe Room IDR 1.625.314,- (Approx 103 USD) Deluxe Pool IDR 1.740.814,- (Approx 108 USD) 	Sentulinfo@alanahotels.com +6221 84280888 +628118954388 (WhatsApp)	± 12 km (28 minutes)

7. LOCAL TRANSPORTATION

Participants will be provided with complimentary airport transfers upon arrival (February 2nd and 3rd) and departure (February 6th and 7th) to all hotels where participants are staying, ensuring a smooth transition between the airport and their designated accommodations. There is no VIP room arrangement provided by the organizers at the airport.

Airport transfers will operate within designated timeframes aligned with each delegation's arrival and departure schedules. Any transport outside these timeframes will be the responsibility of participants. Detailed timeframe schedules will be communicated to each delegation's focal point in due course.

Shuttle bus services will also be arranged to transport participants between the recommended hotels and the meeting venue during the event days.

For personal transportation needs outside of the official venue and hotel, participants are encouraged to arrange it on their own. Participants can request the accommodation where they stay for the options. Please note that the cost of such personal transport will not be covered by the organizers.

8. VISA

Visa Exemption Scheme

The Government of the Republic of Indonesia has concluded visa exemption agreements with 102 countries for **diplomatic and service passport holders**. The list of countries can be accessed at the following link: [List of Agreements on Mutual Visa Exemptions](#).

As per the latest regulation for visa exemption scheme, all types of passport holders of ASEAN member states, Timor Leste, Suriname, Colombia, and Hong Kong may enter Indonesia without visa at international port of entry in Indonesia. In addition, visa exemptions are also extended to all foreigners with Singaporean permanent residency.

Delegates must ensure that their passports are valid for at least 6 months from the scheduled date of entry to Indonesia and with a minimum of 2 blank pages. Under the visa exemption scheme, delegates can stay in Indonesia for up to 30 days, with no option for extension, and subject to reciprocal agreements.

Visa Application for Diplomatic Passports, Service Passports, and United Nations Laissez-Passer Holders

Delegates who **are not exempted** on the basis of the aforementioned arrangements but intend to travel using **diplomatic passport, service passport, or United Nations Laissez-Passer**, may apply for diplomatic and service visa. The application for diplomatic and service visa can be submitted to the Indonesian Embassies or Consulates accredited in the respective countries of residence or through the online visa application portal (visa.kemlu.go.id). Delegates applying through the online portal are still required to physically submit their passports and collect the visa at the Embassy or Consulate of their choice.

Diplomatic and service visa applications are **free of charge**.

Delegates applying for diplomatic and service visa must provide:

1. Passport with validity for at least 6 months from the scheduled date of entry to Indonesia and with a minimum of 2 blank pages;
2. Note Verbale for visa request, issued by relevant authorities; and
3. Travel itinerary.

Visa Application for Ordinary Passport Holders

Delegates traveling with ordinary passports may enter Indonesia through one of the following options. Please note that any applicable visa fees will be the responsibility of the individual traveler:

- **Visa on Arrival (VoA):** Available for nationals of 97 countries listed under the VoA scheme. The VoA can be applied before departure to Indonesia through the online e-Visa portal or upon arrival through VoA counters available at all international airports in Indonesia. A fee of 500,000 Rupiah applies.
- **Entry Visa:** Participants from countries not eligible for VoA must apply for an entry visa through the nearest Indonesian Embassy or Consulate. It is strongly recommended that the application process be initiated well in advance of the planned travel date.
- **E-Visa:** Alternatively, delegates can also apply for an e-visa (visa type C4) through the online e-visa portal with payment of a visa fee of IDR 2,000,000. E-visas are also applicable for diplomatic and service passport holders that are not covered in the Mutual Visa Exemptions.

Each delegate applying for an Indonesian e-visa must provide:

1. Passport with a minimum validity of 6 months from the scheduled date of entry to Indonesia with a minimum of 2 blank pages;
2. Personal bank statement with minimum amount US\$ 2000 or equivalent for the last 3 months period; and
3. Invitation letter.

9. PRE-ARRIVAL AND ARRIVAL INFORMATION / CUSTOM INFORMATION

All foreign citizens entering the Republic of Indonesia must undergo customs inspection. Delegates bringing cash exceeding USD 10,000 (or its equivalent in another currency) and/or articles subject to customs clearance must complete a customs declaration.

Passengers on international flights are required to present their **Electronic Customs Declaration (E-CD)** to the customs officer upon arrival. The necessary data can be filled out via the official link: <https://ecd.beacukai.go.id>.

In addition, all passengers must complete the **Satu Sehat Form** prior to arrival. This can be accessed via the following link: <https://sshp.kemkes.go.id>.

10. LANGUAGE

The official language of the meeting will be English. All presentations, discussions, and documents will be conducted and provided in English. Participants who require additional language assistance are advised to make their own arrangements.

11. MEALS

Lunch and coffee breaks will be provided during the meeting sessions. Additionally, welcoming dinner for all participants will be provided on the evening of February 4th 2025 and cocktail reception will be provided on the February 3th 2025. Participants should inform their dietary or meal restriction in the online registration.

12. HEALTH AND MEDICAL INSURANCE

Any major treatment will be carried out at the local hospital, where a 24-hour medical service will be available, and a general practitioner will be working on duty throughout the day.

Delegates will be responsible for the costs incurred by any hospital treatment and should, therefore, ensure that they have appropriate insurance coverage before traveling.

For any emergencies, ambulance services will be on standby throughout the meeting sessions and a first aid service is available at the venue premise to ensure prompt assistance if needed.

No.	Hospital	Address	Contact
1	Rumah Sakit EMC Sentul	Jl. MH. Thamrin Kav. 57, Sentul City, Bogor, Jawa Barat, 16810	150-897 (021) 129779977
2	Rumah Sakit Sentra Medika Cibinong	Jl. Raya Mayor Oking Jaya Atmaja No.9, Cibinong, Kec. Cibinong, Kabupaten Bogor, Jawa Barat 16911	(021) 87909999

13. DRESSCODE

The dress code for the meeting is **formal attire** (for civilians) and **formal dress uniform** (for military and police delegates). Participants are kindly requested to adhere to this standard throughout all official sessions.

For the **welcoming dinner**, delegates are encouraged to wear their **national attire** or **semi-formal attire**, as appropriate.

14. CURRENCY

The official currency of Indonesia is the Indonesian Rupiah (IDR). The current exchange rate is approximately IDR 15,500–16,000 to 1 USD. Participants are advised to check the exchange rate closer to their travel date for the most accurate information. Currency exchange services are available at major airports, hotels, and banks.

Credit cards, particularly Visa and Mastercard, are widely accepted in urban areas, hotels, and large establishments. Participants are advised to carry some cash for smaller establishments, markets, or local vendors where card payments may not be available. ATMs are also readily accessible throughout Bogor for cash withdrawals.

15. WEATHER

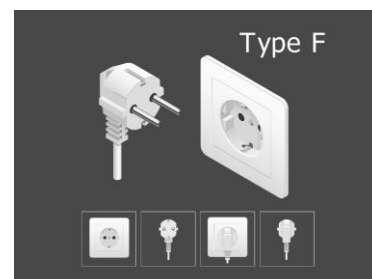
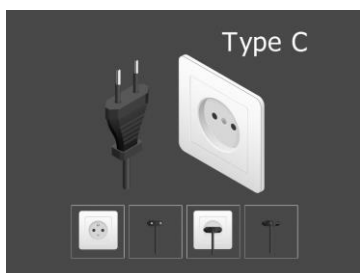
Indonesia experiences a tropical climate throughout the year. February is part of the rainy season, and participants attending the event in Bogor can expect daytime temperatures to range between 30°C and 33°C, while nighttime temperatures are typically between 24°C and 26°C. Participants are advised to bring light, breathable clothing suitable for a tropical climate, as well as rain gear for occasional showers.

16. LOCAL TIME

Bogor operates under the Western Indonesia Time (WIB) time zone, which is UTC+7.

17. ELECTRICITY

The standard voltage in Indonesia is 230 V with a standard frequency of 50 Hz. Power plugs and sockets are typically Type C and Type F, which are the two-pin socket designs commonly used in European countries. Participants traveling from regions using different plug types or voltages may require plug adapters or voltage converters for their electronic devices.



18. POINT OF CONTACT

For any inquiries or assistance related to the meeting, including registration, accommodation, transportation, or other logistical matters, participants may contact:

Ms. Liandra Sinaga

sinaga.liandra@kemlu.go.id

+62 811-9115-066

Mr. Bayu A. Wardana

bayualityawardana11@gmail.com

+62 853-3597-2011

19. ADDITIONAL INFORMATION

The organizer will communicate any change, update or further details of the arrangement through email.

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