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Food and Agriculture
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Продовольственная и
сельскохозяйственная организация
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Organización de las
Naciones Unidas para la
Alimentación y la Agricultura

منظمة
الغذية والزراعة
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COMMITTEE ON COMMODITY PROBLEMS

INTERGOVERNMENTAL GROUP ON TEA

Twenty-first Session

Bandung, Indonesia, 5-7 November 2014

INFORMATION NOTE ON ARRANGEMENTS AND PROVISIONAL TIMETABLE

1. Location of session

By kind invitation of the Government of Indonesia, the Twenty-first session of the Intergovernmental Group on Tea will be held at the Grand Royal Panghegar Hotel in Bandung, Indonesia, from 5 to 7 November 2014. The session will be preceded by the International Symposium on Smallholders.

2. Enquiries on the meeting

a. All enquiries concerning the session, except those regarding local arrangements, may be addressed to:

Mr Kaison Chang
Secretary
Intergovernmental Group on Tea
Trade and Markets Division
Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla
00153 Rome, Italy
Telephone: +39 06 57054346
Facsimile: +39 06 57054495 or 57053152
Email: Kaison.Chang@fao.org

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- b. Information on local arrangements should be addressed to the Liaison Officer for the session:

Dr Gardjita Budi
Acting Director of International Market Development
Directorate General of Processing and Marketing of Agricultural Products
Ministry of Agriculture
Jl. Harsono RM No. 3, Building D 2nd Floor
South Jakarta, Indonesia – 12550
Phone/Fax: +62 21 7813191 / 78832763
E-mail: gbudi.jkt@gmail.com/ape.subdit@yahoo.com/norman.syahrudin@gmail.com

3. Entry formalities

Visas should be obtained from the Indonesian Embassy/Consulate nearest to the applicants' domicile. When applying for their visas, delegates should ensure that their passports are valid for at least six months. In accordance with the regulation, the Government of the Republic of Indonesia has several facilities regarding visa mechanism such as Short Visit Visa Waiver, visa exemption and visa on arrival .

Please log on to <http://www.imigrasi.go.id/index.php/en/public-services/visa-for-visitor> for information regarding visa application procedures and any changes to entry requirements. Besides contacting the Indonesian Missions abroad, delegates may also visit: <http://www.kemlu.go.id/Pages/ServiceDisplay.aspx?IDP=7&l=en> for information concerning Consular and Visa Services.

4. Customs

Delegates are kindly urged to check customs regulations for Indonesia before entering the country. Please log on to <http://www.beacukai.go.id> for more information.

5. Hotel accommodation

Special rates have been negotiated with the Grand Royal Panghegar Hotel for delegates attending the IGG on Tea. However, there are other hotels available in the vicinity of the meeting venue, if delegates wish to stay elsewhere. Delegates may make their reservations through the Liaison Officer or directly with the hotels. For a list of hotels, please see Appendix 2.

6. Transport

Delegates travelling on international flights are advised to arrive at the Hussein Sastranegara Airport, located in Bandung.

Arrival on 4 November 2014

All airport transfers from Hussein Sastranegara Airport to Hotel will be provided. The committee will also provide a help desk in the airport where local staff will be assisting delegates.

Arrival other than 4 November 2014

Delegates will have to make their own transport arrangements. The Grand Royal Panghegar Hotel will provide free pick up (by request). Taxi service is approximately IDR 50 000 or USD 5/taxi (maximum 4 persons).

Transportation for delegates from other recommended hotels will be provided by the committee at each hotel. During the dates of the meetings, those delegates staying at the other recommended hotels will be taken to the meeting venue at 07:30 and returned to their hotel of choice at 18:00.

7. Climate

The average temperatures from June to December are as follows:

Jun	Jul	Aug	Sep	Oct	Nov	Dec
32.03	31.71	29.42	29.47	29.55	30	28.55

8. Health

All travellers should visit either their personal physician or a travel health clinic 4-8 weeks before departure. Clinics and hospitals are available and medical facilities are adequate in Bandung. Drink only boiled and bottled water. It is not recommended to drink water straight from the tap.

9. Currency and banks

The Indonesia Currency is called the rupiah (Rp). Rupiah notes are available in the following denominations: 1 000; 2 000; 5 000; 10 000; 20 000; 50 000; and 100 000; and coins are available as 25, 50, 100, 500 and 1 000.

Please kindly note that US dollar notes with serial numbers CB and DB, as well as notes printed before 2004 will not be accepted for transaction in Indonesia.

The Bank of Indonesia exchange rates at 12 August 2014 were: USD 1.00 = IDR 11 735 and €1.00 = IDR 15 696.

10. Credit cards

Major international credit cards (Visa, MasterCard, American Express and JCB Card) are widely accepted in Bandung. In some places a surcharge (bank charge) will be added for payment with credit card. Automated teller machines (ATMs) are found throughout the city.

11. Social events

The committee will provide tea breaks and lunches only during the meeting. A reception for registered delegates and accompanying persons will be held on Wednesday, 5 November 2014.

12. Meeting registration

Registration for Asia–Africa Tea Gathering and Bandung International Tea Convention will be opened from 17.00 to 19.00 on Sunday, 2 November 2014. Delegates attending the Twenty-first session of the IGG on Tea may register from 18:00 to 19:00 on Tuesday, 4 November 2014, and from 08:00 to 08:45 on Wednesday, 5 November 2014, at the Registration Counter (located in the lobby of the Grand Royal Panghegar Hotel).

Participants will receive their identification badges and all necessary organizational information at the time of registration. Delegates are required to wear their identification badges visibly during the meeting.

APPENDIX 1**PROVISIONAL TIMETABLE****Sunday, 2 November 2014**

09:00 – 17:00	Arrival of Delegates
17:00 – 19:00	Registration for Asia – Africa Tea Gathering and Bandung International Tea Convention (BITC)
19:00 – 21:00	Welcome dinner delegates Bandung International Tea Convention (BITC)

Monday, 3 November 2014

08:00 – 17:00	- Asia – Africa Tea Gathering in Commemoration Asia - Africa Conference (Gedung Merdeka/tentative) - Consuming-Producing International Tea Committee Members' Country Meeting
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Tuesday, 4 November 2014

09:00 – 17:00	Bandung International Tea Convention (BITC)
18:00 – 19:00	Registration for The 21st Session of FAO IGG on Tea

Wednesday, 5 November 2014

08:00 – 08:45	Registration (Continued)
08:45 – 09:30	Opening Ceremony of the Twenty-first session of the Intergovernmental Group on Tea - Director General of Processing and Marketing of Agricultural Products, Ministry of Agriculture - Governor of West Java Province - FAO Representative - Minister of Agriculture (officially opens the session)
09:30 – 09:45	Press conference
09:30 – 10:00	Tea Break
10:00 – 10:20	Indonesian Presentation : The Important Role of Tea Smallholders in the Indonesian Economy by Directorate General of Estate Crop, Ministry of Agriculture
10:20 – 12:30	Morning session of the IGG on Tea
12:30 – 14:00	Lunch break
14:00 – 17:30	Afternoon session
19:00 – 21:00	Welcome dinner and cultural performance opened by the Governor of West Java Province

Thursday, 6 November 2014

09:00 – 17:30 Morning session of the IGG on Tea
12:30 – 14:00 Lunch break
14:00 – 17:30 Afternoon session

Friday, 7 November 2014

08:00 – 12:00 Field Trip
12:00 – 14:00 Lunch break
14:00 – 15:00 Return to the Grand Royal Panghegar Hotel
15:00 – 17:30 Adoption of the Report of the Twenty-first session of the IGG on Tea

Saturday, 8 November 2014

Departure of Delegates

APPENDIX 2

LIST OF HOTELS

Hotel name	Address and contact information	Rates (IDR net/room/night)
Grand Royal Panghegar ***** Jalan Merdeka 2 Bandung 40111	Phone: +62 22 423 2286 / 2287 Fax: +62 22 423 1583 Website: www.grandroyalpanghegar.com Email: hotel@grandroyalpanghegar.com	Deluxe Condotel : 900 000 Executive Condotel : 1 300 000 Emerald Suite: 2 900 000
Prama Grand Preanger Hotel ***** Jalan Asia Afrika No 81 Bandung 40111 (650 m from the venue)	Phone: +62 22 423 1631 Fax: +62 22 423 0034 Website: http://www.aerowisatahotels.com/hotel/prama-grand-preanger-bandung Email: ghp:info@aerowisatahotels.com	Please refer to the hotel website
Savoy Homann Bidakara Hotel ***** Jalan Asia Afrika No 112 Bandung 40261 (700 m from the venue)	Phone: +62 22 423 2244 Fax: +62 22 423 6187 Website: www.savoyhomann-hotel.com Email: info@savoyhomann-hotel.com	Please refer to the hotel website