

April 2005



منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

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COMMITTEE ON COMMODITY PROBLEMS

INTERGOVERNMENTAL GROUP ON TEA

Sixteenth Session

Bali, Indonesia, 20 - 22 July 2005

INFORMATION NOTE ON ARRANGEMENTS

1. LOCATION OF SESSION

By kind invitation of the Government of Indonesia, the Sixteenth Session of the Intergovernmental Group (IGG) on Tea will be held in Bali, from 20 to 22 July 2005. The Session will be preceded by the International Tea Business Conference on 18 to 19 July 2005. The venue will be:

Bali International Convention Centre (BICC)
The Westin Resort Nusa Dua
PO Box 36 Nusa Dua
80363 Bali
Indonesia

2. ENQUIRIES ON THE MEETING

(a) All enquiries concerning the meeting, except those regarding local arrangements, may be addressed to:

Mr Kaison Chang
Secretary
Intergovernmental Group on Tea
Commodities and Trade Division
Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla
00100 Rome, Italy
Telephone: ++39 06 570-54346
Facsimile: ++39 06 570-54495 or 570-53152
Email: Kaison.Chang@fao.org

For reasons of economy, this document is produced in a limited number of copies. Delegates and observers are kindly requested to bring it to the meetings and to refrain from asking for additional copies, unless strictly indispensable.
Most FAO meeting documents are available on Internet at www.fao.org

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(b) Information on local arrangements should be addressed to the Liaison Officer for the Session:

Ms Ir. Egi Djanuiswati
Secretary of Directorate General of Estate Crop Production
Ministry of Agriculture
Harsono RM No. 3, C Building, 2nd Floor, Pasar Minggu
Jakarta 12550
Telephone: ++62 21 7815485
Facsimile: ++62 21 7815486
Email: egi@deptan.go.id

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.

Visas may also be acquired upon arrival at the designated port of entry into Indonesia. However, it is highly recommended that delegates acquire their visa prior to their departure to Indonesia.

4. HOTEL ACCOMMODATION

Delegates should make their reservations directly to the ITBC Bali 2005 Secretariat and the 16th Session of the IGG on Tea meeting, indicating their choice of hotel before, 14 June 2005 (please see Appendix 2 for a list of hotels). A deposit or credit card guarantee for one night's accommodation is required when making a reservation. Please note that hotel prices have been specially arranged for a limited number of rooms in each hotel, and therefore, delegates should refer to these arrangements made by the committee when making their booking.

Should hotel reservations be cancelled less than 30 days before the meeting, please note that one night's room retention will be charged.

5. TRANSPORT

Delegates travelling on international flights will arrive at the international terminal of the Ngurah Rai International Airport Denpasar Bali and delegates travelling on domestic (national) flights will arrive at the domestic terminal of the Ngurah Rai International Airport Denpasar Bali (10 km from the venue). The airport has 24-hour snack bars, 24-hour currency exchanges, left luggage facilities, infant care and first aid facilities. Pay telephones are also available for international, domestic (long distance) and local calls.

Delegates will be received at both terminals by a welcome staff. Delegates will also be transported to the hotels listed in Appendix 2, provided that the Organizer receives advance information of their arrival details. No arrangements will be made for transport from the airport to any other hotels.

A shuttle bus service will be provided to delegates staying at the Melia Bali and the Inna Putri Bali hotels at no cost to delegates. Taxis will also be available at delegates' own expenses.

6. CUSTOMS

Upon entry to Indonesia, customs allow a maximum of one liter of alcoholic beverages, 200 cigarettes or 50 cigars or 100 grams of tobacco and a reasonable amount of perfume per adult. Cars, photographic equipment, typewriters and recorders must be declared to customs upon entry and be re-exported. The following are prohibited from entry: television sets, radios, narcotics and arms and ammunition. Advance approval must be obtained for carrying transceivers. Fresh fruit,

plants and animals must have quarantine permits. The import and export of Indonesian hard currency exceeding Rp. 5 000 000 is prohibited.

7. AIRPORT TAX

An airport departure tax of Rp. 100 000 is levied by the Airport Authority for travellers on international flights and Rp. 20 000 for those on domestic flights. Please note that only local currency (rupiah) will be accepted when paying for the airport tax.

8. CLIMATE

The average temperature in Bali in July is between 28-30° celsius and the relative humidity is about 88 percent. There is comparatively little difference between daytime and night time temperatures.

9. HEALTH

a) Precaution

Water used for drinking or making ice should first have been boiled or otherwise sterilized. Bottled water and a variety of mineral waters are available at most hotels.

b) Health Care

Treatment (first aid facilities) are provided at Government hospital and dispensaries; 24-hour treatment is available at the General and Private Hospital, while some hotels also have doctors, including those in Appendix 2.

10. CURRENCY AND BANKS

Only local currency (rupiah) is acceptable at regular stores and restaurants. Certain foreign currencies and major credit cards are accepted by most hotels, restaurants and souvenirs shops.

The exchange rate fluctuates regularly; delegates are invited to contact their bank for the latest exchange rates. The UN exchange rate as at 1 April 2005 was: US\$ 1 = Rp. 9 300.

National and private banking hours are from 0830 hours to 1500 hours on weekdays. Most international banks have branches in Denpasar.

11. CREDIT CARD

Travellers checks are accepted by leading banks and hotels in principal cities. The use of travellers checks in Indonesia is as popular as in any other country. Diners Club, American Express, Visa and MasterCard are widely accepted at hotels, department stores, shops, restaurants and night clubs. According to the Indonesian banking regulations, payment by credit cards should be charged in local currency.

12. MEETING REGISTRATION

Registration will take place at the Westin Resort Nusa Dua Bali, from 1200 hours to 1800 hours on Tuesday, 19 July 2005 and at the BICC from 0730 hours to 0900 hours on Wednesday , 20 July 2005.

13. LOCAL ORGANIZERS CONTACT INFORMATION

For more information regarding *in-situ* organization of the event, please visit the organizers' website at: www.bali-teaconference2005.com, or contact the following persons:

Mr. Ir. Insyaf Malik
Chairman of Indonesia Tea Association
Wisma 77, 20th Floor
Jl. S. Parman Kav 77
Jakarta 11410 – Indonesia
Telephone: ++62 (21) 53660366
Facsimile: ++62 (21) 53660365
Email: insyaf@indotea.org

Ms. Diaz Pranita
CENTRA Business of Events
Jl. Hang Lekir VIII No.2
Jakarta 12120 – Indonesia
Telephone: ++ 62 (21) 7258770 (hunting)
Facsimile: ++62 (21) 7262548
Email: info@bali-teaconference2005.com

APPENDIX 1**PROVISIONAL TIMETABLE****Tuesday, 19 July 2005**

1200 – 1900 hours	Registration – Westin Resort Nusa Dua
1900 – 2200 hours	Welcome dinner

Wednesday, 20 July 2005

0730 – 0900	Registration – main entrance Jakarta Room A
0900 – 0930	Opening ceremony
0930 – 1230	Working session
1230 – 1400	Lunch
1400 – 1700	Working session

Thursday, 21 July 2005

0900 – 1230	Working session
1230 – 1400	Lunch
1400 – 1700	Working session

Friday, 22 July 2005

1430 – 1730 hours	Adoption of Report
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LIST OF HOTELS*

	Hotel	Hotel	Hotel
Name/address	The Westin Resort (site of venue) PO Box 36 Nusa Dua Bali Indonesia 80363	Melia Bali (5-minute drive from site of venue) PO Box 88 Nusa Dua Bali Indonesia 80363	Inna Putri Bali (10-minute drive from site of venue) PO Box 1 Nusa Dua Bali Indonesia 80363
Telephone	+62 361 771908	+62 361 771510	+62 361 771020
Facsimile	+62 361 772047	+62 361 771360	+62 361 771139
Website	www.westin.com	www.meliabali.com	www.putribali.com
Single/double room price per night	US\$ 160.00 net*	US\$ 115.00 net*	US\$ 90.00 net*
Remarks	50 guest rooms	40 guest rooms	30 guest rooms
Cut-off date for special rates**	18 June 2005	14 June 2005	18 June 2005

* Includes buffet breakfast.

** Delegates are kindly requested to make their bookings before the cut-off dates indicated for each hotel. There is no guarantee of accommodation for those who book after the cut-off dates. Bookings will be treated on a first-come, first-serve basis.