



## 16th Asia and the Pacific Regional Meeting

Bali, Indonesia, 6–9 December 2016

APRM.16/D.2(Rev.)

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### Information note

#### Meeting venue and address

Bali Nusa Dua Convention Center (BNDCC)  
Kawasan Nusa Dua Blok  
NW/1 (BTDC)  
Bali 80363, Indonesia

Tel: +62 361 773000  
Fax: +62 361 778880  
Website: <http://www.baliconventioncenter.com>

#### Meeting website

<http://www.ilo.org/aprm2016>

#### Registration

##### *ILO identification badge*

In order to enter the Meeting venue, participants at the 16th Asia and the Pacific Regional Meeting will be required to carry an official ILO identification badge. This must be collected in person at the Meeting Registration Desk at the BNDCC entrance on presentation of a valid identity document containing a photograph, provided credentials have been duly received.

##### *Time for registration*

Registration will be open on Monday, 5 December 2016, from 08.30 to 12.00 and from 14.00 to 16.00, and will continue on Tuesday, 6 December 2016, from 08.00 onwards.

##### *Registration requirements*

Please note that in order to register at the Meeting, the credentials of invited States and territories, observers and international organizations must arrive at the Office of the Legal Adviser of the ILO at the latest by **Tuesday, 22 November 2016**. The form for credentials is available on the Meeting website at: <http://www.ilo.org/aprm2016>, and should be returned to the following address:

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Office of the Legal Adviser  
International Labour Office  
4 route des Morillons  
CH-1211, Geneva 22  
Switzerland

Fax: +41 22 799 8470  
Email: [credentials@ilo.org](mailto:credentials@ilo.org)

## Rules of procedure

The *Rules for Regional Meetings (2008)* will govern the powers, functions and procedure of the 16th Asia and the Pacific Regional Meeting ([http://www.ilo.org/global/meetings-and-events/regional-meetings/WCMS\\_202840/lang--en/index.htm](http://www.ilo.org/global/meetings-and-events/regional-meetings/WCMS_202840/lang-en/index.htm)).

## Composition of delegations

In accordance with article 1, paragraphs 1 and 4.1, of the *Rules*, each member State taking part in the Meeting is invited to send a tripartite delegation composed of two Government delegates, one Employers' and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1, paragraph 2, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers in the State or territory concerned.

Furthermore, in accordance with the resolution concerning the strengthening of tripartism in the overall activities of the ILO, adopted by the International Labour Conference at its 56th Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another.

## Gender parity

The ILO is committed to promoting gender equality and appeals to Governments of member States, as well as to national organizations of employers and workers, to make every effort to ensure that women represent at least 30 per cent of the delegation, while working towards the ultimate aim of parity. This appeal gives voice to the resolution concerning gender equality at the heart of decent work, adopted by the International Labour Conference at its 98th Session (2009). Governments and employers' and workers' organizations are also asked to implement the resolutions addressing the participation of women in ILO meetings, adopted by the International Labour Conference at its 60th (1975), 67th (1981), 78th (1991) and 98th (2009) Sessions and indeed the ECOSOC resolution of 1990, which recommended targets for increasing the proportion of women in leadership positions to 30 per cent by 1995 and 50 per cent by 2000.

Asia and the Pacific is making slower progress in achieving the goal of gender parity than other regions. The Credentials Committee of the 15th Asia and the Pacific Regional Meeting (Kyoto, 4–7 December 2011) noted that only 11.6 per cent of the delegates accredited and 28.3 per cent of the advisers accredited to that Meeting were women, even less than at the previous Meeting, where the figures were respectively 16 and 32 per cent. The Committee noted with particular concern that 14 delegations contained no women delegates or advisers. It therefore strongly urged Governments and national organizations of

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employers and workers to include more women in their delegations to future Regional Meetings.

In the light of this, the ILO strongly urges Governments and national organizations of employers and workers, to redouble their efforts and surpass other regions by exceeding the goal of 30 per cent participation of women at the 16th APRM.

## Financial arrangements

Each member State or territory must pay the travel and subsistence expenses of its tripartite delegation (article 1, paragraph 1, of the *Rules*).

## Group meetings

Governments, Employers and Workers will meet on Tuesday, 6 December 2016, from 09.00 to 12.00 to elect their respective Officers and discuss issues dealt with in the Director-General's Report. The groups will continue to meet throughout the Meeting.

## Summary of the Meeting

The Meeting will open at 14.00 on Tuesday, 6 December 2016, to elect its Officers: the Chairperson of the Meeting, and the Government, Employer and Worker Vice-Chairpersons. The Meeting will also appoint the members of the Credentials Committee and the members of the Drafting Committee. A High-Level Dialogue on *Inclusive Growth for Social Justice* will then follow.

As from Wednesday morning, 7 December 2016, activities will take the form of a general debate on the Director-General's Report: *Building an inclusive future with Decent Work – towards sustainable development in Asia and the Pacific*. The discussions in plenary will be interspersed with three thematic **special plenary debates**, led by tripartite panels and moderators, as well as an information session structured to allow for exchange of innovation and good practices, with the possibility for participants to ask the panel questions or otherwise contribute to the proceedings, as follows:

### Special plenary debates

- Wednesday, 7 December, from 15.30 to 17.30: *Building a future of Decent Work in Asia and Pacific – Trends, Challenges and Policies for jobs creation, rights and equity*
- Thursday, 8 December, from 10.30 to 12.00: *Skills for the future*
- Thursday, 8 December, from 14.30 to 16.30: *Strengthening social dialogue for inclusive and sustainable growth*

### Information session

- Wednesday, 7 December, from 14.00 to 15.30: *Fair Migration with a focus on Recruitment*

In accordance with a decision taken by the Governing Body of the ILO at its 320th Session (March 2014), a special session will be held on Thursday, 8 December 2016, from 18.00 to 19.30, on the theme of the *Promotion and Application of the ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy in Asia*

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*and the Pacific*. An information note on this topic will be published on the Regional Meeting website in due course.

The Meeting will adopt its conclusions and possible resolutions, and note the report of its Credentials Committee, on Friday, 9 December 2016, from 11.30 onwards, after which the closing ceremony will follow.

Regular updates will be posted on the Meeting website (<http://www.ilo.org/aprm2016>) and on related ILO social media sites (Facebook, Twitter, YouTube) as the Meeting unfolds.

## **Discussion in plenary**

To allow as many speakers as possible to intervene in the discussion of the Report of the Director-General, article 10, paragraph 7, of the *Rules* stipulates that, except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes. Speakers are thus urged to make their interventions brief and to the point, reducing complimentary remarks to a strict minimum.

## **List of speakers**

Speaking will be according to a list of speakers. Registration for those wishing to take the floor in the plenary discussion on the Report of the Director-General, as well as during the high-level dialogue and the special plenary debates, can be done in advance of the Meeting by email to Ms May Ontal, [ontal@ilo.org](mailto:ontal@ilo.org), Office of the Clerk of the Regional Meeting. It will also be possible to register to speak when in Bali. The times at which the lists of speakers close for registration for the discussion of the Report of the Director-General and for the dialogue and debates will be announced in advance.

## **Interpretation**

Simultaneous interpretation will be provided in Arabic, Chinese and English, as well as Indonesian Bahasa, in group meetings, the plenary and in the tripartite debates.

In the interest of accurate interpretation into the other languages, a special facility has been put into place at [interpret@ilo.org](mailto:interpret@ilo.org). Participants are strongly encouraged to send any prepared texts that they may wish to deliver during the Meeting to this address, in advance of taking the floor. Texts should be labelled giving the name, title, country/organization of the speaker and item on the programme of the Meeting under which the speaker intends to deliver the statement. The interpreters will of course follow the statement as it is delivered, should the speaker depart from the written text. Paper copies of statements may also be handed over to the secretariat for transmission to the interpreters.

## **Documents**

The Report of the Director-General which will serve as a basis for the debates will be published in Arabic, Chinese and English, and will be available on the Meeting website. Other supporting documents for specific sessions on the programme will also be posted on the website.

## ***Paper-smart document distribution***

Meeting documents will be despatched *in advance* to delegations as follows:

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- **four** copies for each delegation of member States represented at the Meeting (**one** copy for each of the two Government delegates, **one** for the Employers' and **one** for the Workers' delegates);

In line with the ILO greening policy, distribution of paper documents will be restricted during the Meeting. Very few copies of the Report of the Director-General will be available in Bali. **Delegations are therefore encouraged to take the copies received prior to the Meeting with them**, or to download the document from the website: <http://www.ilo.org/aprm2016>.

All pre-session and in-session documents will also be posted on the Regional Meeting website. Wi-Fi connection will be available in the venue areas including all meeting rooms. **All delegations are strongly encouraged to bring their laptops or tablets to the Meeting. A small number of computers with Internet access will also be available at the venue.**

## Social events

The Government of Indonesia will host a reception on Tuesday, 6 December 2016, at the end of the afternoon plenary sittings. Travel to and from the event will be provided. The exact venue will be communicated later.

The ILO Director-General will host a reception on Wednesday, 7 December 2016, at the BNDCC.

## Travel arrangements and hotel room reservations

Delegates are invited to make their own travel arrangements and to reserve hotel rooms as far in advance as possible in order to benefit from favourable conditions negotiated by the ILO with hotels in the vicinity of the Meeting venue. A list of such hotels is provided on the Meeting website.

For practical reasons, delegates should contact the hotel of their choice directly using the booking forms that are available on the Meeting website.

Reservations must be made before the closing dates indicated in the list of hotels, after which it will no longer be possible to guarantee either the rooms or the rates that have been negotiated.

Delegates may prefer to choose other hotels but should note that transportation between such hotels and the meeting venue would not be provided.

## Transport upon arrival

A welcome desk will be installed at Ngurah Rai International Airport immediately outside immigration on Sunday, 4 and Monday, 5 December 2016, with a panel indicating "16th Asia and the Pacific Regional Meeting of the ILO".

Delegations are encouraged to contact their respective diplomatic missions accredited to the Government of Indonesia for further arrangements at arrival and departure at the airport.

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## Baggage

For reasons of security, baggage may be subject to X-ray checks at the airport both at arrival and departure. It is advisable for participants to declare their laptops and any other electronic equipment entering the country in order to comply with national customs regulations.

## Transport during the Meeting

Transportation will be provided between the designated hotels and the Meeting venue.

## Passports and visas

All foreign visitors to Indonesia must hold a passport with at least six months validity from the dates of arrival, and with sufficient pages for visa stamps.

Participants should seek information from the Indonesian embassies in their respective countries regarding formalities to be followed for entry into Indonesia.

Delegates from the following countries: Afghanistan, Cook Islands, Islamic Republic of Iran, Iraq, Pakistan, the Syrian Arab Republic and Yemen should apply for an entry visa for Indonesia before departing for Bali.

Further information on visas is given in the **Appendix**.

## Insurance

Participants are strongly advised to obtain insurance coverage, either at their own, their Government's or their organization's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The ILO neither supplies insurance coverage nor accepts any liability for a participant's claim in connection with a medical disorder arising before, during or after the Meeting. Participants are kindly advised that they should only travel when in good health, and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

## Health

Recommendations may vary for short-term visitors. Regional Meeting participants are requested to consult their travel health adviser or contact International SOS to discuss their specific needs, including individual vaccination advice.

The link given below provides additional information on vaccinations recommended for visitors to Indonesia: <https://www.internationalsos.com/countryguide/medicalsummary.aspx?languageid=ENG&countryid=65>.

Please note that all persons who have travelled from a country with a risk of yellow fever transmission must have a valid vaccination certificate for the disease.

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## Zika virus

Zika virus is a viral disease that is transmitted through the bite of an infected Aedes mosquito. There have been confirmed cases of locally transmitted Zika virus in Indonesia. At present, the most important protective measures are the control of mosquito populations and the prevention of mosquito bites. It is possible to avoid mosquito bites by using insect repellent, wearing clothes that cover as much of the body as possible, putting screens in place, closing doors and windows, and sleeping under mosquito nets.

Pregnant women are advised not to travel to Zika-affected areas. In addition, any travellers, male or female, who are planning a pregnancy should discuss their travel plans with their healthcare provider.

The World Health Organization (WHO) factsheet on Zika virus can be consulted here: <http://www.who.int/mediacentre/factsheets/zika/en/>.

## Medical services

An onsite medical service will be available during the Regional Meeting at the BNDCC.

## Internet facilities

There is free Wi-Fi within the BNDCC and a small number of computers will be made available for use by participants.

## Security

In general, Bali is considered a safe destination. Nonetheless, as with all major destinations, discretion is advised. Participants are encouraged to take the necessary precautions whenever they go out, to pay close attention to personal belongings in public places and to avoid being out alone late at night or in unsafe areas.

The telephone numbers for the UN Department of Safety and Security/UN Security Assistant Bali are: +62 811 984 3314; +62 813 373 95057; Sat-phone: +88 1641426015.

Please note that the Government of Indonesia will not be providing a security officer to every Minister who attends the Meeting.

**Main emergency contact:** (+62 361) 112  
Ambulance: (+62 361) 118  
Police: (+62 361) 110  
Tourist Police Nusa Dua: (+62 361) 7442622  
BIMC Hospital 24-hour emergency line: (+62 361) 3000911

## Taxis and public transportation

Participants are encouraged to book individual taxis through their hotel reception.

**Bali Taksi/Blue Bird (metered taxi)** provide a reliable taxi service for advance or immediate booking. Telephone call service: +62 361 701111 (from outside Indonesia), or 0361 701111 (in Bali).

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## Currency

The Indonesian currency is the Indonesian Rupiah (IDR). There are bank notes in denominations of IDR1,000 to IDR100,000 and coins of values ranging from IDR100 to IDR1,000. All payments in Indonesia must be made in Indonesian Rupiah. Currency exchange/money changer points are available at the airport and hotel with major currencies accepted for exchange including United States Dollars and Euros. Similarly, ATMs are also available in banks, hotels and large shopping centres. Major credit cards, such as Visa and MasterCard are accepted in most major hotels, shops and restaurants.

## Purchase tax and tips

A Goods and Services Tax (GST) is levied at the rate of roughly 10 per cent at point of sale, by major vendors.

A limited number of shops in Bali provide tax refund services. Passports have to be presented at the time of purchase, which must be for a minimum of IDR5 million (approximately US\$380 at the time of preparing this Note). Proof of purchase, a VAT refund form and the items purchased must be presented at the tax refund counters at Bali's airports to obtain refunds.

Tippling in Indonesia is not mandatory but common for services provided. This typically may range from IDR10,000 to IDR25,000 or 3 to 5 per cent of the bill (when no service charge has been included).

## Tourism and shopping

**Bali** is an island and province of Indonesia. The province includes the island of Bali and a few smaller neighbouring islands; its capital of Denpasar is located at the southern end of the island.

Bali is a popular tourist destination, with a significant increase in the numbers of visitors since the 1980s. It is renowned for its highly developed arts, including traditional and modern dance, sculpture, painting, leather, metalworking and music.

In Bali, English is the common "third" language and the most popular language after Indonesian and Balinese.

Nusa Dua Beach (referred to locally as Pantai Mengiat, is the main beach in the area); Pandawa Beach (or "Pantai Pandawa" among locals, features a kilometre-long coast that is "hidden" behind limestone cliffs); Garuda Wisnu Kencana Cultural Park, or "GWK" (is within a 20-minute drive southwest from the main Nusa Dua hub, up in the hills of Ungasan); Museum Pasifika has a collection of historical artefacts and cultural and artistic items from over 200 artists from 25 countries.

With regard to shopping, Bali can provide an extensive range of items for purchase including fine art and handicrafts, antique and semi-antique furniture, paintings, delicately carved jewellery, wood and stone carvings, masks, woven and dyed fabrics. Except on fixed-price tagged goods, bargaining in markets, shops and art galleries, is normal practice. It is necessary to bring cash as not all places accept credit cards.

- Bali Collection is the only shopping and entertainment complex within the Nusa Dua Bali Tourism Development Complex;



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- Jalan Pantai Mengiat offers street shopping with various art shops. It is within walking distance from the Bali Collection, providing excellent bargain street shopping. Be certain to check the quality of the products before purchasing;
  - More information on Bali, and for the Nusa Dua area in particular, can be found at <http://www.bali-indonesia.com/nusa-dua>.

## **Communications**

The international dialling code for Indonesia is +62. Bali area code: 0361

The popular local cellular providers for GSM network are Telkomsel (Simpati), Indosat and XL. Local SIM cards can be easily purchased at any convenience store around Bali, including Circle K, Alfamart and Indomart. A pre-paid starter pack costs from IDR50,000, and additional credit (called “pulsar”) can be bought in units from IDR10,000.

For directory inquiries, dial 108 (if using a cell phone locally, dial the local area code, as in this example: 0361 followed by 108).

## **Climate**

Day time temperatures in Bali at the time of year of the Regional Meeting vary from 20 to 33 degrees Celsius (68–91 degrees Fahrenheit). The west monsoon can however bring significant rain in December and it is therefore advisable to bring waterproof clothing and an umbrella.

## **Food and drink**

Drink bottled water only. Always wash hands with soap before eating, and/or use an alcohol-based hand sanitizer.

Avoid purchasing unsealed drinks from street vendors. Coffee and tea made from boiling water are safe to drink, as are beer and wine. It is best to use UHT or canned milk that has been pasteurized.

## **Electricity**

Indonesia has a voltage of 220V and an electrical frequency of 50Hz and uses a two-pin European plug (type C/F).

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## Contact information

ILO Regional Office for Asia and the Pacific  
United Nations Building, Rajdamnern Nok Avenue  
Bangkok 10200, Thailand

Tel.: +662 288 1234  
Fax: +662 280 1735  
Email: [aprm2016@ilo.org](mailto:aprm2016@ilo.org)  
Website: <http://www.ilo.org/aprm2016>

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## Appendix

### Information on visas

#### States with visa-free entry to Indonesia

The list of States of which the nationals may enter Indonesia without obtaining a visa in advance is given at the following webpage, together with other information concerning visas: <http://www.imigrasi.go.id/index.php/en/layanan-publik/bebas-visa#free-visa-countries-list>.

To be granted visa-free entry visitors must hold a passport with a minimum validity of six months, as well as a return or through ticket. The Indonesian immigration authorities will stamp the passport, and the stamp will authorize a 30-day stay in the country, valid for the following purposes:

- Leisure and tourism
- Family
- Social
- Art and cultural
- Government visits
- Giving a lecture or attending a seminar
- Attend a meeting held by a head or subsidiary office based in Indonesia
- Transit to another country

**NOTE:** This 30 day free visa cannot be used for journalism. It is not extendable and cannot be converted into a different type of visa.

#### States requiring visas prior to arrival in Indonesia

The nationals of the following seven ILO member States invited to attend the 16th Asia and the Pacific Regional Meeting require visas to enter Indonesia:

- Afghanistan
- The Cook Islands
- Islamic Republic of Iran
- Iraq
- Pakistan
- Syrian Arab Republic
- Yemen

Of these States, the nationals of Afghanistan and of Pakistan require immigration approval (Calling Visas) from the Indonesian Immigration Head Office before the visa may be issued. The other five States are not subject to visa authorization.

**ILO-Jakarta will be able to facilitate the issuance of visas by the Indonesian Immigration Head Office. Member States requiring support or assistance in obtaining visas are therefore requested to contact the ILO Country Office for Indonesia and Timor-Leste (ILO-Jakarta), at the following address:**

ILO Country Office for Indonesia and Timor-Leste  
Menara Thamrin Building, 22nd floor  
Jl. MH Thamrin Kav.3  
Jakarta 10250, Indonesia

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Tel.: +62 21 3913112 (ext. 161 and 109)  
Fax: +62 21 39838959  
Email: hermawaty@ilo.org; mega@ilo.org

## Indonesian Embassies/Consulates abroad

The list of Indonesian diplomatic representations abroad can be found here:  
<http://www.kemlu.go.id/en/kedutaan/Default.aspx>.

The contact details of the Indonesian diplomatic representations for the seven ILO member States listed above are as follows:

### **Afghanistan**

Embassy of the Republic of Indonesia  
Malalai Watt, Shah-re-Naw  
Ministry of Interior Street  
Kabul, Afghanistan  
PO Box 532

Tel: (93-20) 220-1066  
Fax: (93-20) 220-1735  
Email: kbrikabul@neda.af  
Website: <http://kabul.kemlu.go.id>

### **The Cook Islands**

There is no Indonesian diplomatic representation in the Cook Islands. Cook Island nationals must make their visa requests at the nearest Indonesian Embassy/Consulate, such as Wellington, New Zealand, or Suva, Fiji.

### **Islamic Republic of Iran**

Embassy of the Republic of Indonesia  
180, Ghaemmagham Farahani Avenue  
(PO Box 11365/ 4564)  
Tehran, Islamic Republic of Iran

Tel: (98-21) 8871-6865, 8871-7251, 8855-3655  
Fax: (98-21) 8871-8822  
Email: tehran.kbri@kemlu.go.id, kbritehran@parsonline.net  
Website: <http://www.tehran.kemlu.go.id>

### **Iraq**

Embassy of the Republic of Indonesia to Iraq  
Salhiya, Hay, Al-l'lam 220  
Zukak 5, House 8  
PO Box 420  
Baghdad, Iraq

Tel: (+964) 537-2393, 537-2647  
Fax: (+964) 538-5155  
Email: baghdad.kbri@kemlu.go.id  
Website: <http://www.kemlu.go.id/baghdad/id>

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### **Pakistan**

Embassy of the Republic of Indonesia in Islamabad, Pakistan  
Diplomatic Enclave I Street 5, Ramna G-5/4  
Islamabad 44000, Pakistan  
(PO Box 1019)

Tel: (92-51) 283-2017 to 20, 288-0067 to 68  
Fax: (92-51) 283-1010, 283-2013  
Email: [unitkom@kbri-islamabad.go.id](mailto:unitkom@kbri-islamabad.go.id)  
Website: <http://www.islamabad.kemlu.go.id>

### **Syrian Arab Republic**

Embassy of the Republic of Indonesia in Damascus, Syria  
Mazzech, Eastern Villas  
Madina Al-Munawwara Street 132  
Block No. 270/A Building No. 26  
Damascus, Syria.  
(PO Box 3530 Damascus)

Tel: (963-11) 611-9630, 611-9631  
Fax: (963-11) 611-9632  
Email: [kbridamaskus@kemlu.go.id](mailto:kbridamaskus@kemlu.go.id)  
Website: <http://www.kemlu.go.id/damascus/id>

### **Yemen**

Embassy of the Republic of Indonesia  
Durra Salalah Building 2 As Saidiyah Street No. 153  
South Dahariz,  
Salalah – Oman

Tel: (968) 9385 0979, 9611 4052  
Email: [indosan@y.net.ye](mailto:indosan@y.net.ye), [sanaa.kbri@kemlu.go.id](mailto:sanaa.kbri@kemlu.go.id)  
Website: <http://www.kemlu.go.id/sanaa/id>