



ADMINISTRATIVE CIRCULAR

**THE 5th ASEM CULTURE MINISTERS' MEETING
YOGYAKARTA, INDONESIA
17-19 SEPTEMBER 2012**

**THE 5TH ASEM CULTURE MINISTERS' MEETING
"Managing Heritage Cities for a Sustainable Future"
YOGYAKARTA, INDONESIA,
17-19 September 2012**

This document provides an overview of logistical arrangements for the ASEM Culture Ministers' Meeting. ASEM SOM is going to be held on 17 September 2012 and ASEM Culture Ministers' Meeting would be on 18-19 September 2012.

The ASEM SOM and the 5th ASEM Culture Ministers' Meeting will take place at:

Hyatt Regency Hotel, Yogyakarta

Palagan Tentara Pelajar Street, Yogyakarta 55581

Yogyakarta Province, Indonesia

T: +(62) (274) 869123

F: +(62) (274) 869577

I. THE ASEM CMM-5 SECRETARIAT

Delegations can contact the ASEM CMM-5 Secretariat at:

Ministry of Education and Culture

Mr. Restu Gunawan

Directorate of Internalization of Values and Cultural Diplomacy

Directorate General of Culture

Ministry of Education and Culture

Building E level 10

Address: Jalan Jenderal Sudirman, Senayan, Jakarta 10270

Phone. +(62)(21) 5725047

Fax. +(62)(21) 5725047

Email: *5asemcmm@gmail.com*

and CC to :

1. ASEM desk of Indonesia: *asem-kik@kemlu.go.id*

2. *kln_regionalmulti@kemdikbud.go.id*

II. ARRIVAL AND DEPARTURE

Transportation from the designated official hotel to the meeting venue and from and to the airport will be provided. The organizer will facilitate during transit in Soekarno-Hatta Airport, Jakarta. It is recommended that delegates take Garuda Indonesia airline to continue flight to Yogyakarta for the benefit of its frequent schedule.

Flight schedule for Jakarta (CGK) - Yogyakarta (JOG) route are as follows:

| | CGK – JOG* | | JOG – CGK* | |
|---|------------|-------|------------|-------|
| 1 | 06.10 | 07.20 | 06.00 | 07.05 |
| 2 | 07.50 | 09.00 | 08.05 | 09.10 |
| 3 | 09.55 | 11.05 | 09.45 | 10.50 |
| 4 | 11.35 | 12.45 | 11.50 | 12.55 |
| 5 | 12.30 | 13.40 | 13.30 | 14.35 |
| 6 | 13.40 | 14.50 | 14.25 | 15.30 |
| 7 | 15.20 | 16.30 | 15.35 | 16.40 |
| 8 | 17.25 | 18.35 | 17.15 | 18.20 |
| 9 | 19.30 | 20.40 | 19.20 | 20.25 |

* local time: GMT+7

III. ACCOMMODATION

The official hotel for the ASEM CMM-5 is:

Hyatt Regency Hotel, Yogyakarta

Jalan Palagan Tentara Pelajar, Yogyakarta 55581

Yogyakarta Province, Indonesia

T: +(62) (274) 869123

F: +(62) (274) 869577

Courtesy accommodation will be provided to Heads of Delegations with arrangements as follows:

- One room for each Culture Ministers/HOD from 17-19 September 2012 (only room charge) for three nights.

Hotel accommodation for other delegates:

- Each delegation is requested to contact the hotel directly regarding accommodation reservation, cancellation, and modification. Delegates should make booking and arrange payments directly with the reduced rate for this event with the hotel as early as possible. Estimated rate of accommodation at Hyatt Regency Hotel Yogyakarta are as follows:

| Room Types | Special Rate for 5 th ASEM-CMM (IDR) | Special Rate for 5 th ASEM-CMM (approximate USD)* |
|----------------------|---|--|
| Garden View Room | 908,000 | 96 |
| Deluxe Balcony Room | 1,008,000 | 107 |
| Regency Club Room | 1,208,000 | 128 |
| Junior Suite Room | 2,418,000 | 257 |
| Executive Suite Room | 3,418,000 | 363 |

*Exchange rate as of 27 June 2012

Hotel contact person:

| | |
|---|---|
| Mr. Syahrial Lubis (T): +(62) (274) 869123 (F): +(62) (274) 869577 (M): +(62) (815) 7810 1234 Email: syahrial.lubis@hyatt.com | Ms. Septy Norika (T): +(62) (274) 869123 (F): +(62) (274) 869577 (M): +(62) (8111) 291314 Email: septy.norika@hyatt.com |
|---|---|

- Delegations will be responsible for all costs incurred by their delegates during their stay. All incidental costs incurred, i.e international call charges, will be charged to individual delegation's room and will be borne by the delegation.

IV. HOSPITALITIES

The organizer will provide the followings arrangements for the Head of Delegation

- a. Means of Transport
- b. Accommodation from 17 – 19 September 2012 (room charges only)
- c. Security and *voorrijder* for Head of Delegates (Minister/Vice Minister/State Secretary)
- d. 1 Liaison officer During the ASEM CMM-5 (each Delegation will be assisted by an individual Liaison Officer).

Dinner and lunch from 17 – 19 September 2012 will be provided to all the delegates.

V. ROOMS FOR BILATERAL MEETING

Rooms for bilateral meetings will be provided and can be booked through liaison officers for use during the allotted periods. For room reservations, kindly inform the liaison officers:

- Delegation with which the bilateral meeting is to be held
- Number of participants
- Time and duration of the meetings

A room for bilateral will be pre-booked for each requested meeting on the first come first served basis.

Please kindly find the Bilateral Meeting Form in Annex IV. The 5th ASEM-CMM Secretariat will be greatly appreciative should the list of delegates could be submitted by 9 September 2012.

VI. VISA REQUIREMENTS

Please note that all delegations are subject to the Indonesian immigration regulations. Delegations from some countries may need entry visas. Please contact relevant Indonesian Embassies/Consulates for assistance in accordance with international practice.

ASEAN Countries officials are exempted from visa requirements to enter Indonesia. Any costs for visa application and airport tax should be borne by the concerned participants.

VII. GENERAL INFORMATION ON YOGYAKARTA

People and Communities

Population in Yogyakarta is about 3,3 million with most of the population being Javanese. The status of “student city” makes Yogyakarta one of the most heterogeneous cities in terms of ethnicity in Indonesia. Bahasa Indonesia is the national/official language but Javanese are widely used as daily spoken languages. However, English are also widely understood/used for the tourism industry. Yogyakarta is divided into 14 districts. Islam is the majority religion.

Being one of the oldest cities in Indonesia, Yogyakarta has many heritage buildings and monuments. The number one must-see attraction is The Palace of Sri Sultan Hamengkubuwono, better known as *Kraton Ngayogyakarta*. Other heritage buildings from colonial era are: BNI '46 building, Kantor Pos Besar (Central Post Office) building, and Bank Indonesia building, all of them are located near Sultan's palace.

Two of the most famous heritage sites already listed on UNESCO World Heritage sites are Candi Borobudur (Borobudur temple) and Candi Prambanan (Prambanan temple). Borobudur temple is the world's biggest Buddhist monument, an ancient site widely considered to be one of the world's seven wonders. Built in the 9th century during the reign of the Syailendra dynasty, the temple's design in Gupta architecture reflects India's influence on the region, yet there are enough indigenous scenes and elements incorporated to make Borobudur uniquely Indonesian. While Prambanan temple were built in the 9th century. As the largest Hindu temple in Southeast Asia, the beautiful and graceful temple of Prambanan is a magnificent spectacle and an icon of Indonesia's cultural heritage. Located not far from the Borobudur temple, the

proximity of the two temples tells us that on Java, Buddhism and Hinduism lived peacefully next to one another.

Climate

Yogyakarta features a tropical monsoon climate, with particular rainfall from November through April. 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.

Currency

The Indonesia Rupiah is available in noted denominations of 100.000, 50.000, 20.000, 10.000, 5.000, 2.000, and 1.000. Coins are available in denominations of 1.000, 500, and 200. 1 USD is equivalent to **9.500** Rupiah approximately.

Credit cards are accepted in most hotels, restaurants and major shops. Banks are open from Monday to Friday, from 8.00 to 15.30 hrs.

Electricity

Electricity in Indonesia is 230 Volts at 50 Hertz.

Time

Local time is GMT+07 hours

Jakarta, August 2012

LIST OF CONTACT PERSONS ON PROTOCOL AND LOGISTICS.

A. Airport and Transportation

1. Mr. Anggoro Cahyadi

Email: cahya_aang@yahoo.com

2. Ms. Ruliah Hasyim

Email: rulihasyim@gmail.com

B. Accommodation

1. Mr. Gde Dyaksa

Email: gdedyaksa@yahoo.co.id

2. Mr. Waluyo Agus Prianto

C. Bilateral Meeting

1. Mr. Darwin Tampubolon

Email: darwintampu@yahoo.com

2. Ms. Retno Raswati



ANNEX II

Photo
(4x6 cm)

THE 5th ASEM CULTURE MINISTERS' MEETING

Yogyakarta, 17-19 September 2012

REGISTRATION OF DELEGATES

| | | |
|--------------------------|--|--------------------------------|
| Country | | |
| Institution/Organization | | |
| Office address | | |
| Full name | | |
| Name on Badge | | |
| Title | H.E / Mr. / Mrs. / Ms | |
| Position | Head of Delegation/SOM Leader/Member of Delegation/Interpreter/ Others: | |
| Official Title | | |
| Gender | Female: <input type="checkbox"/> | Male: <input type="checkbox"/> |
| Date of Birth | | Place of Birth: |
| Nationality | | |
| Passport number | | |
| Place of issuance | | |
| Date of issuance | | Date of expiry: |
| Contact Information | Tel: | Fax: |
| | Email: | |

| | | |
|---|--|--|
| Flight Itinerary (Please provide flight information) | Arrival time/flight number | |
| | Departure time/flight number | |
| Dietary Requirement | Vegetarian <input type="checkbox"/> | Non Vegetarian <input type="checkbox"/> |
| | Others (Please specify) | |
| Name of hotel | 1. Hyatt Regency <input type="checkbox"/> | 3. The Phoenix Hotel <input type="checkbox"/> |
| | 2. Hotel Santika Premiere <input type="checkbox"/> | 4. Others: Please specify <input type="checkbox"/> |
| Participation in Workshop | Good Governance of Historic Cities <input type="checkbox"/> | |
| | Historic Urban Landscapes in Response to the Challenges and Disasters <input type="checkbox"/> | |
| | Heritage Cities as Generators of Creative Economy <input type="checkbox"/> | |
| | Heritage Cities for Building Cross Cultural Understandings <input type="checkbox"/> | |
| Field Trip | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please return the completed registration form by 20 August 2012 to:

Ministry of Education and Culture

Mr. Restu Gunawan

Directorate of Internalization of Values and Cultural Diplomacy

Directorate General of Culture

Ministry of Education and Culture

Building E level 10

Address: Jalan Jenderal Sudirman, Senayan, Jakarta 10270

Phone. +6221- 5725047

Fax. +6221- 5725047

Email: 5asemcmm@gmail.com

CC: kln_regionalmulti@kemdikbud.go.id

Please CC all registration information to:

Ministry of Foreign Affairs

(ASEM Desk Indonesia), Directorate General America and Europe Affairs

Address: Jl. Taman Pejambon no. 6, Jakarta

Tel: +62-21 3812778

Fax: +62-21 3813142

Email: asem-kik@kemlu.go.id

DESIGNATED/OFFICIAL HOTELS FOR ASEM CMM-5

| Hotel | Address | Contact Information |
|-----------------------------------|---|--|
| Hyatt Regency Hotel Yogyakarta | Jalan Palagan Tentara Pelajar, Yogyakarta 55581 Yogyakarta Province, Indonesia | Contact person: Mr. Syahrial Lubis (T): +(62) (274) 869123 (F): +(62) (274) 869577 (M): +(62) (815) 7810 1234 Email: syahrial.lubis@hyatt.com |
| Hotel Santika Premiere Jogja | Jalan Jenderal Sudirman No. 19, Yogyakarta 55233, Indonesia | (T): +(62) (274) 563036 (F): +(62) (274) 556924 (M): +(62) (812) 26927555 Email: nurhayati@jogjapremiere.santika.com |
| The Phoenix Hotel Yogyakarta | Jalan Jenderal Sudirman No. 9, Yogyakarta 55233, Indonesia | (T): +(62) (274) 566617 (F): +(62) (274) 566364 Email:sm@thephoenixyogya.com |

**THE 5TH ASEM CULTURE MINISTERS MEETING
(5th ASEM-CMM)**

**Yogyakarta, Indonesia
17-19 September 2012**

BILATERAL MEETING RESERVATION FORM

| | |
|--|--|
| 1. MEETING INITIATORS INFORMATION | |
| 1.1 | Full Name (Mr/Mrs) : |
| 1.2 | Country/Organization : |
| 1.3 | Designation : |
| 1.4 | Number of participants : |
| <hr/> | |
| 2. MEETING INFORMATION | |
| 2.1 | Counterpart (Country/Organization) : |
| 2.2 | Preferred date *] : |
| 2.3 | Preferred time : From.....until..... |
| <hr/> | |
| I hereby submit the bilateral meeting reservation form as above. | |
| Date: Signature: | |
| Allocation of the Bilateral Meeting Rooms will be on first-come-first-serve basis. | |
| Please complete the form and kindly submit to: darwintampu@yahoo.com ; cc: 5asemcmm@gmail.com no later than 9 September 2012. | |