

Ministry of the Environment, Japan
Ministry of Environment, Indonesia
Australian Greenhouse Office
Overseas Environmental Cooperation Center, Japan

The Sixteenth Asia-Pacific Seminar on Climate Change
5-8 September 2006
Jakarta, Indonesia

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

The Sixteenth Asia-Pacific Seminar on Climate Change is scheduled at the Aryaduta Hotel managed by Hyatt in Jakarta, Indonesia, from 5 September to 8 September 2006.

Aryaduta Hotel
Jalan. Prapatan 44-48
Jakarta 10110, INDONESIA
Tel: +62 21 2352 1234
Fax: +62 21 2351 8600
<http://www.jakarta.aryaduta.hyatt.com/hyatt/hotels/index.jsp>

The seminar will be opened at 10:00 on Tuesday, 5 September 2006, in the Ballroom A, Aryaduta Hotel, where subsequent sessions will be held.

Tentative Time Table (The final Time Table will be distributed by the organizers during the seminar)

Monday, 4 September 2006		
18:00-20:00	Registration	<i>Secretariat Room (2nd floor)</i>
Day 1: Tuesday, 5 September 2006		
09:00-10:00	Registration	<i>Secretariat Room (2nd floor)</i>
Opening Session		
10:00-	Opening Remarks, Election of Chairperson	<i>The Ballroom A (1st Floor)</i>
10:30-10:40	Coffee Break	<i>Foyer (1st Floor)</i>
Session I: Setting the Scene- Policy Implications of Climate Change Policy on Regional Development		
10:40-	Introductory Remarks / Key Presentation of issues	<i>The Ballroom A (1st Floor)</i>
	Introductory Remarks / Key Presentation of issues	<i>The Ballroom A (1st Floor)</i>
	Introductory Remarks / Key Presentation of issues	<i>The Ballroom A (1st Floor)</i>
	Introductory Remarks / Key Presentation of issues	<i>The Ballroom A (1st Floor)</i>
	Discussion	<i>The Ballroom A (1st Floor)</i>
12:30-14:00	Lunch	

Session II: Clean Development Mechanism

Part I -

14:00-	Introductory Remarks / Key Presentation of issues	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Discussion	<i>The Ballroom A (1st Floor)</i>

15:30-15:40	Coffee Break	<i>Foyer (1st Floor)</i>
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Part II - Enabling Environment for CDM

15:40-	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Introductory Remarks / Key Presentation of issues	<i>The Ballroom A (1st Floor)</i>
	Key Presentation of issues	<i>The Ballroom A (1st Floor)</i>
16:30-17:00	Discussion	<i>The Ballroom A (1st Floor)</i>
17:00-	Conclusions of Day 1	<i>The Ballroom A (1st Floor)</i>
18:30-20:30	Welcome Reception	<i>The Reception Venue</i>

Day 2: Wednesday, 6 September 2006

Session III: Adaptation to Climate Change

Part I - " Key Elements of Increased Adaptive Capacity and Resilience in the Asia-Pacific

09:00-	Introductory Remarks / Key Presentation of issues	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Discussion	<i>The Ballroom A (1st Floor)</i>

12:00-	Lunch Break	
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Part II - Mainstreaming Adaptation to Climate Change in Practical Terms

14:00-	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Discussion	<i>The Ballroom A (1st Floor)</i>
15:30-	Coffee Break	<i>Foyer (1st Floor)</i>

Session IV- Education, Training, and Public Awareness

15:40-	Presentation of Information	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information	<i>The Ballroom A (1st Floor)</i>
	A Vehicle to Support Awareness Raising	<i>The Ballroom A (1st Floor)</i>
	A Vehicle to Support Awareness Raising	<i>The Ballroom A (1st Floor)</i>
	Discussion	<i>The Ballroom A (1st Floor)</i>
18:30-	Conclusions of Day 2	<i>The Ballroom A (1st Floor)</i>

Day 3: Thursday, 7 September 2006

Special Session on Co-Benefits

09:00-	Concept of Co-benefits, as a Policy Tool to Drive Efforts	<i>The Ballroom A (1st Floor)</i>
	Introductory Remarks / Key Presentation of issues	<i>The Ballroom A (1st Floor)</i>
	Demonstration of Co-benefits Policy Tool	<i>The Ballroom A (1st Floor)</i>
	Discussion	<i>The Ballroom A (1st Floor)</i>

10:35-10:50	Coffee Break	<i>Foyer (1st Floor)</i>
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Part II: Practice

10:50-	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Presentation of Information to Support the Key Presentation	<i>The Ballroom A (1st Floor)</i>
	Discussion	<i>The Ballroom A (1st Floor)</i>

13:30-	Lunch	
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Study Tour organized by the Host Government (Venue to be determined)

18:30-18:40	Conclusions of Day 3	<i>The Ballroom A (1st Floor)</i>
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Day 4: Friday, 8 September 2006

Final Session of the Events ‘Towards Climate Friendly and Climate Change-resilient society; What are possible approaches in the Asia-Pacific?’

09:00-	Successful Case of Regional Cooperation	<i>The Ballroom A (1st Floor)</i>
	Successful Case of Regional Cooperation	<i>The Ballroom A (1st Floor)</i>
10:00-	Summary of the Proceedings and Results of Discussion	<i>The Ballroom A (1st Floor)</i>
	Asia-Pacific Regional Approach toward Climate Friendly and Climate Change-resilient society- <i>Future of the Regional Cooperation</i>	<i>The Ballroom A (1st Floor)</i>
10:30-	Coffee Break	<i>Foyer (1st Floor)</i>
11:15-	Presentation of the Chairperson’s Summary	<i>The Ballroom A (1st Floor)</i>
12:00-		
	Conclusions of the Events	

TRAVEL

Immigration requirements

Participants should obtain appropriate entry visas to Indonesia from an Indonesian diplomatic or consular mission.

Arrival at Jakarta International Airport

Participants should make their own transportation arrangements from Jakarta International Airport to the hotel. Taxi coupons are sold at the airport arrival terminal. The hotel recommended a taxi company called Golden/Blue Bird Group. The cost of the taxi coupon would be approximately \$18 (Rp. 170,000)



Insurance

Participants are strongly requested to apply for travel insurance before departing their country. (Cost to be borne by yourself)

Foreign exchange

Exchange facilities are available at the airport and the hotel. At the front desk, of Aryaduta Hotel, you can exchange USD, JPY, EUR, AUD, HKD, SID but the rate is not as good as the airport. Front desk is open 24 hours.

Weather

The weather in Jakarta is hot and humid. Summer clothing will be appropriate. However, The air-conditioning of the conference room where the seminar is to be held could be quite cold. Bring along a light sweater or a cardigan. Also, please respect the local customs.

Please refer to the following website for weather information in Jakarta;

<http://weather.cnn.com/weather/forecast.jsp?locCode=WIII>

STAY

Hotel

Accommodation will be reserved at the Aryaduta Hotel, and offer special rates. There are no shops in the hotel. Bottled water is provided daily.

Hotel Check-in/ Check-out

Participants are expected to check in after 12:00 and check out by 12:00.

When you check-in, the receptionist will ask you to make a photocopy of your passport and hand you the room key (card key type) and Breakfast Tickets.

When you check out, please pay all incidentals such as the usage of mini-bar, room service, laundry service, massage service, telephone calls to outside the hotel (both local and international), etc. The hotel accepts American Express, Visa, JCB, Master and Diners for payment.

Meals

<Breakfast>

Breakfast is included in the hotel charge. You can have International and Indonesian breakfasts at the restaurant located on the 1st floor of the hotel with Breakfast Tickets. If you wish other type of meals, the charge would be borne by yourself.

<Lunch>

Lunch will be served for all participants.

<Dinner>

The organizer will provide dinner on 5 September at the Reception Party. You should take your dinner by yourselves on other days. You can have dinner at an Italian, Japanese or German restaurant in the hotel.

Reception party

The Reception party will be held near the poolside of Aryaduta Hotel from 18:30 to 20:30 on 5 September 2006. In case of rain, the reception will be held inside the hotel building. For the dress code, you may be in light attire.

Medical services

First aid and basic medical services are available at the clinic inside the hotel. We request you to cover the expenses.

E-mail/Internet

Internet, facsimile, photocopy and other business services are available in the Business center.

If you bring your laptop, you can connect to the Internet by LAN cable in the guestrooms and the payment for the Internet connection is about \$17 per 24 hours. Also, wireless LAN is available at the lobby. Prepaid card is sold at the business center.

Electricity

Electricity service throughout Indonesia is 220 volts. The plugs used in Indonesia are two round pins (type C).

Time

The time zone of Jakarta, Indonesia is 7 hours ahead of G.M.T. No Daylight Saving Time is practiced in Indonesia.

SEMINAR

Registration and identification tags

Participants are requested to register and obtain your nametag **at the Secretariat room (2nd floor), of Aryaduta Hotel, 17:00-20:00 on Monday, 4 September** or 09:00-10:00 Tuesday, 5 September. Participants who are not able to register by the opening day are requested to do so on subsequent days, to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list.

For the registration, please **bring your passport and air tickets with you.**

For identification and security reasons, all participants are requested to wear the nametag at all times during the seminar and, at social functions. Any person is not allowed to participate in the seminar without wearing the tag.

Working language of the seminar

The seminar will be conducted in English and all documentation will be in English.
No interpretation service will be available.

Dress Code

Regular business style (light) clothing is recommended.

Statements by participants

The secretariat would appreciate receiving handout data of your presentation by E-mail. Copies of statements will be distributed to the participants at the Seminar.

Version: MS-OFFICE 2000 or more updated versions
Data style: Microsoft PowerPoint etc.
Submit to: Makoto KATO (Mr.) (E-mail: kato@oecc.or.jp)
(With CC to miura@oecc.or.jp)
Deadline: Tuesday, 29 August 2006
Virus check is requested.

Seminar documents

Since the number of copies of seminar documents is limited, participants are requested to bring with them to Indonesia all documents that have been distributed to them in advance by the OECC secretariat.

Paper/literature for distribution

Participants wishing to circulate any papers or literature at the seminar are requested to consult with Makoto KATO (Mr.), OECC. In this regard, participants are requested to bring sufficient copies (50 copies) for distribution at the seminar, as documents reproduction services will not be available for this purpose.

SECRETARIAT

Secretariat room of the Seminar: Drawing Room, 2nd Floor, Aryaduta Hotel

Tel: 62 21 2351 8657 (available on 4-8 Sep)

Fax: 62 21 2351 8675 (available on 4-8 Sep)

Mobile Phone of the Secretariat room: 62-81-132-1081 (available on 3-9 Sep)

The address of the OECC secretariat in Japan:

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Tel: +62-21-8517164 Fax: +62-21-85902521