



# The 15<sup>th</sup> Bali Democracy Forum

Bali, Indonesia, 8 December 2022

## ADMINISTRATIVE ARRANGEMENT

### 1. *Venue*

The Fifteenth Bali Democracy Forum (The 15th BDF) will be held on 8 December 2022 at the Bali Nusa Dua Convention Center Building 2 (BNDCC 2), Bali, Indonesia. The BNDCC 2 contact details are as follows:

Contact Person : **Mrs. Sanny**  
Assistant Director of Operations  
Address : Bali Nusa Dua Convention Center Building 2 (BNDCC 2)  
Kawasan Terpadu ITDC NW/1, Nusa Dua, Bali 80363  
Indonesia  
[www.baliconventioncenter.com](http://www.baliconventioncenter.com)  
Phone : +62 361 77 3000  
Mobile : +62 812 9556 5111  
Fax : +62 361 77 5400  
Email : [sanny@baliconventioncenter.com](mailto:sanny@baliconventioncenter.com)

### 2. *Working Language*

The official language of the Forum is English.

### 3. *Dress Code*

During the course of the 15th Bali Democracy Forum official meetings, the attire will be Lounge Suite.

### 4. *Delegation Contact Point*

Each delegation, observer, and invited international organization is required to appoint a **Delegation Contact Point (DCP)**.

The DCP acts as the primary point of contact/liaison officer between his/her delegations and the Organizing Committee regarding registration purposes, accreditation, and logistical or administrative matters.

DCP is responsible for the following:

- a. Registrations for the respective delegations;
- b. Requesting any necessary assistance to the Organizing Committee by the delegations;
- c. In charge of receiving ID Badges for the respective delegations;
- d. In charge of receiving invitations for the respective delegation members; and

**Full name, title, email, and contact person of the DCPs should be submitted no later than 24 November 2022 to [bdf@kemlu.go.id](mailto:bdf@kemlu.go.id).**



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### 5. Registration

Delegates are requested to register **online** at <https://bdf.kemlu.go.id> starting on 9 November 2022. Online registration will be closed on 24 November 2022 at 23:59 Western Indonesian Time (GMT+7). Delegates who wish to register must log in at the registration page of the website with the following:

#### **Physical Presence:**

Username : bdf.delegate  
Password : BDF15@2022#TG

#### **Virtual Presence:**

Username : bdf.virtual  
Password : BDF15@2022#LT

Each country is requested to **register online and submit** their official list of delegation (names and titles) by **note verbale** to the Directorate of Public Diplomacy, Directorate General of Information and Public Diplomacy, Ministry of Foreign Affairs of the Republic of Indonesia, no later than 24 November 2022. ID Badges will be issued according to the list of delegations submitted by the respective Diplomatic Missions or Ministries of Foreign Affairs.

Amendments to the submitted official list should be communicated in writing to the Organizing Committee.

DCP or registered delegates are invited to collect their ID badges by presenting a photo ID, passport, or diplomatic identity card, and signing the receipt form at the registration counter located at the **Mengwi 1, BNDCC Building 2, 6-7 December 2022 at 09:00 AM – 06:00 PM**. Please be informed that only registered delegates with ID badges are allowed to access the meeting venues.

### 6. Access to Meeting Venues

#### Use and Issuance of ID Badges

ID Badges must be worn at all times at the meeting venue. ID Badges are required for entry into the BNDCC 2 and to every designated conference facility or venue on 8 December 2022. Access will be denied to non-accredited individuals and those who make improper use of their passes.

#### Loss of ID Badges

Loss of ID Badges should be reported immediately to the Organizing Committee Secretariat. Once the identity of the delegates is verified, re-issuance of the ID Badges will be made upon submission of a letter issued by the applicant's Diplomatic Mission and the presentation of a photo identification document. Once ID Badges are replaced, the previous pass will no longer be valid.



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For further information regarding registration, accreditation, lapel pins, and access to meeting venues, please contact the Registration Contact Point:

Contact Person : **Erny Wahyuni**  
Mobile : +62 811-2888-005  
Email : [bdf.reg@kemlu.go.id](mailto:bdf.reg@kemlu.go.id) or [erny.wahyuni@kemlu.go.id](mailto:erny.wahyuni@kemlu.go.id)

### 7. **General Security Arrangements**

#### Security Check

In order to provide adequate security throughout the meetings, various levels of security checks and screenings will be implemented at each venue. Security checks consist of visual verification of ID Badges, electronic (X-Ray) or physical search of belongings, and walk-through metal detectors. When necessary, individuals may be subjected to a physical search.

Only vehicles with the Special Access Sticker are allowed to park in restricted areas of the BNDCC 2. The vehicles will be subjected to electronic and physical search prior to entry.

#### Venue/Hotel Security Arrangements

Appropriate security arrangements will be employed at all venues (including for social functions) and official hotels.

Delegates are subject to various levels of security checks and access control for entry to the meeting venues. Delegates are advised to arrive early to allow time for security checks.

### 8. **Liaison Officers and Security Officers**

The 15th Bali Democracy Forum Organizing Committee will assign Liaison Officers (LOs) and Security Officers (SOs) for

- Head of Delegation at the Ministerial Level: 1 (one) Liaison Officer plus 1 (one) Security Officer.

### 9. **Local Transport Arrangements**

#### Head of Delegation: Ministerial Level

The Government of Indonesia will provide each Head of Delegation at the Ministerial Level with 1 (one) VIP Vehicle (Camry/Alphard) and motorcade, starting from the arrival until the departure (7-9 December 2022).

Delegates are requested to inform and update their respective Liaison Officers on the other activities in order to ensure proper motorcade, protocol, and security arrangements.



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For further inquiries regarding liaison officers, protocol arrangements, and transportation arrangements for Ministerial level Head of Delegations, please contact

Contact Person : **Mr. Martogi Harahap**  
Mobile : +62 811 1370 109  
Email : [Martogi.harahap@kemlu.go.id](mailto:Martogi.harahap@kemlu.go.id)

### Shuttle Service

The Government of Indonesia will provide scheduled transportation for delegates at regular intervals to travel between I Gusti Ngurah Rai International Airport and recommended hotels on arrival and departure, as well as between the designated hotels and the venue of the meeting from 7-9 December 2022.

## 10. *Hospitalities*

### Accommodation

**All delegates will be responsible for their own accommodation arrangements.** While delegates are free to make their own hotel bookings, for convenience and a special rate, it is advisable that participating delegates stay in hotels recommended by the Committee.

### Recommended Hotels:

#### a. Conrad Bali

Jl. Pratama No.168, Tj. Benoa, Kec. Kuta Sel., Kabupaten Badung, Bali 80363

Contact 1 : **Ms. Tuti**  
+62 811-1515-787  
Contact 2 : **Mr. Febio**  
+62 877 6450 3760  
Phone : +62 361 778788 (Bali)  
Fax : +62 361 778781 (Bali)  
Web : [www.conradbali.com](http://www.conradbali.com)

#### b. Ritz-Carlton Bali

Jl. Raya Nusa Dua Selatan, Lot Iii, Sawangan, Nusa Dua, Bali, 80363

Contact : **Ms. Tesza Badina**  
Mobile : +62 813 2044 4942  
Phone : +62 36 8498988  
Web : <https://www.ritzcarlton.com/en/hotels/indonesia/bali>

#### c. Renaissance Nusa Dua

Kawasan Pariwisata Lot SW 4 & 5, Nusa Dua Bali, Bali 80363

Contact : **Ms. Santy Kusuma Handy**  
Mobile : +62 811 3820 6850  
Phone : +62 361 2092888 (Bali)  
Fax : +62 361 2092899 (Bali)  
Web : <https://renaissance-hotels.marriott.com/renaissance-bali-nusa-dua-resort>



## 11. *Visa Arrangements*

The Government of the Republic of Indonesia (GoI) currently has visa exemption mechanism for **diplomatic and service passport holders** for short-term visits with 92 countries. The list of countries appeared in **Annex 1**.

Delegates whom **are holders of diplomatic and service passports** from countries which do not have visa exemption agreement with **Indonesia may apply for a diplomatic and service visa** in Missions/Embassies/Consulates of the Republic of Indonesia **in their respective countries**.

Delegates **holders of ordinary passports** are strongly advised to apply for a visa from Indonesian Missions/Embassies/Consulates accredited in the respective countries of residence at the earliest convenience.

Applicants of visa must possess **a valid national passport/ UN Laissez-Passer (UNLP)/ EU Laissez-Passer (EULP)** with a minimum validity of six months, minimum of two blank passport pages for validation, and identical information between the country represented and the holder's nationality.

Alternatively, the Government of the Republic of Indonesia has implemented the Visiting Visa Exemption or Visa on Arrival for Leisure Purpose to 86 countries (appeared in **Annex 2**), which can also be granted for foreign nationals on an official visit or government duties to attend international events, including the Bali Democracy Forum 2022. This scheme requires delegates to enclose an invitation and accreditation letter to participate in the event.

- Bali Democracy Forum invitation and visa recommendation letter;
- Recommendation letter/Note Verbale on the assignment from their foreign ministry or other relevant institutions;
- Travel insurance;
- Vaccination certificates (digital or hard copy); and
- Proof of payment for VoA fee of 500,000 IDR (obtained during arrival at entry point)

**All special flight crew** (charter/official) **are exempted from visa requirements** as they are contained in the license document known as the "generic declaration." However, crews arriving separately from the plane (passive crews) must apply for a visa from Indonesian Embassies or Consulates, adhering to the same procedures as delegations with diplomatic or service passports.

All foreign citizens entering the Republic of Indonesia must undergo customs inspection. Customs declarations must be filled out by delegates who bring in cash over USD10,000 (or its equivalent in another currency) and/or articles subject to customs clearance.



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For further information about visa application, delegates could go to [www.kemlu.go.id](http://www.kemlu.go.id)

Contact Person : **Rifki Arsyad**

Email : [konsuler@kemlu.go.id](mailto:konsuler@kemlu.go.id) and [visa.konsuler@gmail.com](mailto:visa.konsuler@gmail.com)

### 12. *Arrival and Departure*

Prior to departure, all participants are also required to download the Peduli Lindungi application via App store (IOS device) or Google Play (Android device) and complete the registration form. **The eHAC/Peduli Lindungi App QR Code in the application is a requirement for entry at Bali Ngurah Rai Airport, the meeting venue, and hotels in Bali.**

#### VIP

VIP facilities at I Gusti Ngurah Rai Airport, Bali, Indonesia will be extended to Ministers and/or Ambassadors as Heads of Delegation. Participating countries are kindly requested to inform the Organizing Committee, Directorate of Protocol of the Ministry of Foreign Affairs of the Republic of Indonesia with a copy to the Directorate of Public Diplomacy, of their itinerary no later than 22 November 2022.

#### Other Delegates

Other Delegates will have to go through the normal entry and exit lanes at the I Gusti Ngurah Rai International Airport. The 15th Bali Democracy Forum Organizing Committee will set up a Hospitality Desk at the airport to provide assistance to all delegates upon arrival and departure from I Gusti Ngurah Rai International Airport. The Organizing Committee will be on duty from 7-9 December 2022 at the I Gusti Ngurah Rai International Airport. To facilitate hospitality arrangements, the itinerary of delegates should be conveyed to the Organizing Committee, Directorate of Protocol of the Ministry of Foreign Affairs of the Republic of Indonesia with a copy to the Directorate of Public Diplomacy, no later than 22 November 2022.

For further inquiries regarding protocol arrangement, please contact:

Contact Person : **Mr. Martogi Harahap**

Mobile : +62 811 1370 109

Email : [Martogi.harahap@kemlu.go.id](mailto:Martogi.harahap@kemlu.go.id)

### 13. *Media*

#### International Media Center

Media Center will be established at the **Mengwi 2, BNDCC 2** in order to facilitate the work of journalists accredited to cover the meetings. The media center will be operating from 7-8 December 2022.



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### Media / Press Registration

Online registration for members of the press to attend the 15th Bali Democracy Forum opens from 9 November to 24 November 2022. Members of the press who wish to cover the events will be required to register at <https://bdf.kemlu.go.id>. **Any request for registration beyond the specified deadline will not be processed.**

After successful registration, each applicant will receive confirmation and further notification by e-mail.

Media advisory will also be available at <https://bdf.kemlu.go.id>.

Members of the press must personally obtain their badges at the registration counter located at the **Mengwi 1, BNDCC 2 on 6-7 December 2022, from 9 am – 6 pm** by showing their confirmation letter and a valid ID.

Please be advised that all updates on media arrangements will be announced through <https://bdf.kemlu.go.id>.

For further inquiries regarding media arrangements please contact :

Contact Person : **Mr. Ricky Subagja**  
Mobile : +62 878-7778-5975  
Email : [ricky.subagja@kemlu.go.id](mailto:ricky.subagja@kemlu.go.id)

## **14. General Information**

### Internet Facilities

Wireless internet facilities are available in the meeting room and media centre. Office equipments and internet facilities are located at the hotel business centre. Delegates are responsible for all costs they incur at the business centre.

### Currency Exchange

Indonesia's national currency is Rupiah (Indonesian Rupiah = IDR). The current exchange rate normally fluctuates between IDR 15.000,00 and IDR 15.500,00 for US\$ 1.

### Medical Services

Medical facilities for VIP and other delegates will be provided at the venue for minor illnesses. Any major treatment will be carried out at the local hospital, where a 24-hour medical service will be available and a general practitioner will be working on duty throughout the day. Delegates will be responsible for the costs incurred of any hospital treatment, and should therefore ensure that they have appropriate insurance coverage prior to traveling.



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### Telecommunication

The country code for Indonesia is +62

Local area code for Jakarta is 021 and for Bali: 0361

Omit the 0 (zero) when dialing with the country code, followed by the phone number: +62 21 XXXXXX or +62 361 XXXXXX

For international call: 007 + country code + area code + phone number

### Climate and Weather

Bali has a tropical climate with high humidity. The average temperature is 30° Celsius (86° Fahrenheit).

### Local Time

Indonesia is divided into three time zones:

- GMT +7: *Waktu Indonesia Barat (WIB)* / Western Indonesian Time (Sumatra, Java (including Jakarta), West Kalimantan and Central Kalimantan)
- GMT +8: *Waktu Indonesia Tengah (WITA)* / Central Indonesian Time (Bali, Sulawesi, Lesser Sunda Islands, East Kalimantan and South Kalimantan)
- GMT +9: *Waktu Indonesia Timur (WIT)* / Eastern Indonesian Time (Maluku Islands, Indonesian Papua)

### Organizing Committee

For more information, please contact:

#### **Organizing Committee of the 15th Bali Democracy Forum**

Directorate of Public Diplomacy

Directorate General for Information and Public Diplomacy

Ministry of Foreign Affairs of the Republic of Indonesia

Address : Jl. Taman Pejambon No.6, Jakarta Pusat, 10110

E-mail : [bdf@kemlu.go.id](mailto:bdf@kemlu.go.id)

Phone : +6221 381 3480 ext 5793

Fax : +6221 385 8035





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**Contact Persons:**

<b><u>Program</u></b>
<b>Mr. Soeharyo Tri Sasongko</b> Mobile : +62 812 9541 8875 Email : <a href="mailto:soeharyo@kemlu.go.id">soeharyo@kemlu.go.id</a> Fax : +6221 385 8035 Phone : +6221 381 3480 Ext 5793
<b><u>Secretariat and Registration (ID Badges, Accommodation and others)</u></b>
<b>Ms. Erny Wahyuni</b> Mobile : +62 811-2888-005 Email : <a href="mailto:bdf.reg@kemlu.go.id">bdf.reg@kemlu.go.id</a> or <a href="mailto:erny.wahyuni@kemlu.go.id">erny.wahyuni@kemlu.go.id</a>
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<b><u>Media</u></b>
<b>Mr. Ricky Subagja</b> Mobile : +62 878-7778-5975 Email : <a href="mailto:ricky.subagja@kemlu.go.id">ricky.subagja@kemlu.go.id</a>
<b><u>Consular (Visa and Special Aircraft Clearance)</u></b>
<b>Mr. Rifki Arsyad</b> Email : <a href="mailto:konsuler@kemlu.go.id">konsuler@kemlu.go.id</a> and <a href="mailto:visa.konsuler@gmail.com">visa.konsuler@gmail.com</a>
<b><u>Diplomatic Facilities/ Protocol</u></b>
<b>Mr. Martogi Harahap</b> Mobile : +62 811 1370 109 Email : <a href="mailto:Martogi.harahap@kemlu.go.id">Martogi.harahap@kemlu.go.id</a>
<b><u>Bali Civil Society and Media Forum (BSCMF)</u></b>
<b>Mr. Sam Aryadi</b> Mobile : +62 813 2196 6288 Email : <a href="mailto:sam.aryadi@kemlu.go.id">sam.aryadi@kemlu.go.id</a>

Jakarta, November 2022



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### ANNEX 1. VISA-FREE FOR DIPLOMATIC & SERVICE PASSPORT HOLDERS

Afghanistan	Georgia	Peru
Albania	Greece	Poland
Angola	Guinea Equatorial	Portugal
Antigua & Barbuda	Guyana	Qatar
Argentina	Hungary	Romania
Armenia	India	Russia
Austria	Iran	Saint Kitts Nevis
Azerbaijan	Italy	Senegal
Bahrain	Japan	Serbia
Bangladesh	Jordan	Singapore
Belarus	Kazakhstan	Slovakia
Belgium	Kuwait	Slovenia
Bosnia Herzegovina	Kyrgyzstan	South Africa
Brazil	Laos	South Korea
Brunei Darussalam	Lithuania	Sri Lanka
Bulgaria	Luxemburg	Suriname
Cambodia	Macedonia	Sweden
Chile	Malaysia	Switzerland
China	Morocco	Tajikistan
Colombia	Mexico	Thailand
Costa Rica	Moldova	The Netherland
Croatia	Mongolia	The Philippines
Cuba	Montenegro	Timor Leste
Czech Republic	Mozambique	Tunisia
Denmark	Myanmar	Turkey
Ecuador	Nicaragua	United Arab Emirate
Egypt	Niger	United Kingdom (Diplomatic Only)
El Salvador	North Korea	Ukraine
Ethiopia	Norway	Uruguay
Fiji	Pakistan	Venezuela
Finland	Panama	Vietnam
France	Paraguay	



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### ANNEX 2. VISIT VISA EXEMPTION OR VISA ON ARRIVAL FOR LEISURE PURPOSES

<b>Argentina</b>	<b>Hungary</b>	<b>Qatar</b>
<b>Australia</b>	<b>India</b>	<b>Romania</b>
<b>Austria</b>	<b>Ireland</b>	<b>Russia</b>
<b>Bahrain</b>	<b>Italy</b>	<b>Saudi Arabia</b>
<b>Belarus</b>	<b>Japan</b>	<b>Serbia</b>
<b>Belgium</b>	<b>Jordan</b>	<b>Seychelles</b>
<b>Brazil</b>	<b>Kuwait</b>	<b>Singapore</b>
<b>Brunei Darussalam</b>	<b>Laos</b>	<b>Slovakia</b>
<b>Bosnia and Herzegovina</b>	<b>Latvia</b>	<b>Slovenia</b>
<b>Bulgaria</b>	<b>Lithuania</b>	<b>South Africa</b>
<b>Cambodia</b>	<b>Luxemburg</b>	<b>South Korea</b>
<b>Canada</b>	<b>Malaysia</b>	<b>Spain</b>
<b>China</b>	<b>Maldives</b>	<b>Sweden</b>
<b>Croatia</b>	<b>Malta</b>	<b>Switzerland</b>
<b>Colombia</b>	<b>Mexico</b>	<b>Taiwan</b>
<b>Cyprus</b>	<b>Monaco</b>	<b>Thailand</b>
<b>Czech Republic</b>	<b>Morocco</b>	<b>Timor-Leste</b>
<b>Denmark</b>	<b>Netherlands</b>	<b>Tunisia</b>
<b>Egypt</b>	<b>New Zealand</b>	<b>Turkey</b>
<b>Estonia</b>	<b>Norway</b>	<b>Ukraine</b>
<b>Finland</b>	<b>Oman</b>	<b>United Arab Emirate</b>
<b>France</b>	<b>Peru</b>	<b>United Kingdom</b>
<b>German</b>	<b>Philippines</b>	<b>United States</b>
<b>Greece</b>	<b>Poland</b>	<b>Vietnam</b>
<b>Hong Kong</b>	<b>Portugal</b>	