



**SEVENTH SESSION OF THE PARLIAMENTARY UNION OF THE OIC  
MEMBER STATES (PUIC) CONFERENCE AND RELATED MEETINGS  
PALEMBANG – REPUBLIC OF INDONESIA**

**24<sup>TH</sup> to 31<sup>ST</sup> JANUARY, 2012**

**GUIDE - BOOK  
TO  
THE MEETING**

## INDEX

S.No.	CONTENTS	PAGE No.
01	Tentative Programme of the 7 <sup>th</sup> Session of the PUIC Conference and other related meetings.	5
02	Conference Centre	6
03	Registration	6
04	Accommodation	6
05	Transportation	7
06	Catering	8
07	Liaison Officer	8
08	Interpretation arrangements	8
09	Secretariat of Meeting	8
10	Bilateral meetings arrangements	8
11	Tour	9
12	Security	9
13	Medical support	10
14	Visa	10
15	Health Regulation	11
16	Media	11
17	Information for Advance Teams	13
18	Useful information	14

## TENTATIVE PROGRAMME OF THE 7<sup>th</sup> SESSION OF THE PUIC CONFERENCE AND OTHER RELATED MEETINGS

**24 – 31 January, 2012  
Palembang – Republic of Indonesia**

Tuesday, 24 <sup>th</sup> January, 2012	09.00 – 13.00 17.00 – 20.00	27 <sup>th</sup> Meeting of the PUIC Executive Committee
Wednesday, 25 <sup>th</sup> January, 2012	19.00 – 20.00	
Thursday, 26 <sup>th</sup> January, 2012	09.00 – 13.00 17.00 – 20.00	6 <sup>th</sup> Meeting of the Standing Specialized Committee on Political and Economic Affairs
Friday, 27 <sup>th</sup> January, 2012	17.00 – 20.00	
Thursday, 26 <sup>th</sup> to Friday, 27 <sup>th</sup> January, 2012	09.00 – 13.00 17.00 – 20.00	6 <sup>th</sup> Meeting of the Standing Specialized Committee on Legal Affairs, Human Rights and Environment.
Thursday, 26 <sup>th</sup> January, 2012	09.00 – 13.00 17.00 – 20.00	6 <sup>th</sup> Meeting of the Standing Specialized Committee on Women, Social and Cultural Affairs
Friday, 27 <sup>th</sup> January, 2012	17.00 – 20.00	
Friday, 27 <sup>th</sup> January, 2012	13.00 – 17.00	First Meeting of the Women Parliamentarians
Saturday, 28 <sup>th</sup> January, 2012	09.00 – 13.00 17.00 – 20.00	14 <sup>th</sup> Session of the PUIC General Committee (Council)
Sunday, 29 <sup>th</sup> January, 2012	09.00 – 13.00 17.00 – 20.00	
Monday, 30 <sup>th</sup> January, 2012	09.00 – 13.00 17.00 – 20.00	7 <sup>th</sup> Session of the PUIC Conference
Tuesday, 31 <sup>st</sup> January, 2012	09.00 – 13.00 17.00 – 20.00	
Monday, 30 <sup>th</sup> January, 2012	17.00 – 20.00	Open Ended Drafting Committee chaired by the Rapporteur of the Conference and participation of the Rapporteurs of the three Standing Specialized Committees.
Saturday, 28 <sup>th</sup> January, 2012	09.00 -10.00	Consultation Meeting of the African Group
Tuesday, 31 <sup>st</sup> January, 2012	10.30 – 11.30	Consultation Meeting of the Arab Group
Tuesday, 31 <sup>st</sup> January, 2012	12.00 – 13.00	Consultation Meeting of the Asian Group

## CONFERENCE CENTRE

The 7<sup>th</sup> Session of PUIC Conference and other related meetings will be held at the Aryaduta Convention Center.

[http://www.aryaduta.com/hotels\\_home\\_palembang.php](http://www.aryaduta.com/hotels_home_palembang.php)

## REGISTRATION

The delegations are kindly requested to forward a Verbal Note with the list of all delegation members in accordance with the protocol precedence to both, The Host Countries and The PUIC Secretariat. In case of changes, an updated list of delegation members has to be immediately provide. **The deadline for submitting lists and filled in Registration form is 24<sup>th</sup> November, 2011 (CONF/7-2012/GEN.2) to the following addresses:**

HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA	PUIC GENERAL SECRETARIAT
<b>Address :</b> Jln. Jend. Gatot Subroto, Senayan, Jakarta 10270, Indonesia	<b>Address:</b> P.O. Box :19395- 3851 Tehran,Iran
<b>Tel:</b> (6221) 5715 841 / 837 / 835 / 813	<b>Tel. :</b> (9821) 22418860 / 61 / 62
<b>Fax:</b> (6221) 5732 132	<b>Fax :</b> (9821) 22418858/59
<b>E-mail :</b> <a href="mailto:puic2012@dpr.go.id">puic2012@dpr.go.id</a>	<b>E-mail :</b> <a href="mailto:g.s@puic.org">g.s@puic.org</a>

The list of Delegates should be accompanied by photos scan of delegates. Access of the participants to the venues of the 7<sup>th</sup> Session of the PUIC Conference and other related meetings will be allowed on the basis of badges and pins (for the HODs).

## ACCOMMODATION

The Organizing has made reservations in hotels within the following formats: Participating States (Head of delegation and another member); One person for Observer and invited guests.

For confirmation of accommodation the delegates are requested to fill in the Hotel Reservation form (CONF/7-2012/GEN.4) and send it to the Host Secretariat. **The Host Country will cover the costs for accommodation from 23<sup>rd</sup> January, 2012 to 1<sup>st</sup> February, 2012 as listed below:** Participating States (Head of delegation and one member); One person Observer, and invited guests (HOD). Payment of extra services should be covered by delegations.

If the delegation structure exceeds the established formats of booking, **the delegates should make reservations using the hotel reservation form.** **The deadline for submitting lists and filled in Hotel Reservation form is 24<sup>th</sup> November, 2011.**

## List of Hotels

ARYADUTA HOTEL		
No	Type of Room	Rate
1	Superior	Rp. 850.000
2	Deluxe	Rp.1.020.000
3	Superior Executive	Rp.1.160.000
4	Deluxe Executive	Rp.1.300.000

HORISON HOTEL		
No	Type of Room	Rate
1	Superior	Rp.1.204.000
2	Deluxe	Rp.1.350.000
3	Horison Club	Rp.2.349.000

NOVOTEL HOTEL		
No	Type of Room	Rate
1	Superior	Rp. 898.000
2	Deluxe	Rp. 998.000

\*Rp = Indonesian Rupiah

## TRANSPORTATION

The Organizing provides the official delegations of the PUIC participating Member Parliaments with transport from 23<sup>rd</sup> January, 2012 to 1<sup>st</sup> February, 2012, from Airport – Hotel – Airport, and Hotel – Venue of Conference – Hotel.

## CATERING

The Host Country will provide coffee-breaks and lunches. Some of official dinners will also be offered.

## LIAISON OFFICERS

Liaison officers will assist Delegates on administrative and technical issues.

## INTERPRETATION ARRANGEMENTS

The official languages of the PUIC are Arabic, English and French. The Indonesian House of Representatives will provide simultaneous interpretation in Arabic, English and French. All meeting documents will be translated to these three official languages and distributed in the meeting rooms.

## SECRETARIAT OF THE MEETING

A Technical Secretariat will be established to supervise the work for the Conference and other related meetings. For the smooth running of the Meetings, a Secretariat will be established for the pool of secretaries for the preparation of the documents for the delegates, the PUIC General Secretariat.

An information office will also be available for the printing of the documents for the delegates. For the facilitation of the delegates who wish to present a document concerning the works are requested to refer to the Technical Secretariat. The said Secretariat will manage the preparation of each official document for circulation.

## BILATERAL MEETING ARRANGEMENTS

Bilateral meetings at the boardroom on lobby Aryaduta Hotel. Bilateral rooms should be booked on the basis of the special booking form (*CONF/7-2012/GEN.5*). The booking forms should be sent to e-mail: [puic2012@dpr.go.id](mailto:puic2012@dpr.go.id), as well as to e-mail [g.s@puic.org](mailto:g.s@puic.org). The rooms will be provided according to first come first served basis. A room for bilateral meetings can be booked at a special desk, next to the bilateral rooms" area. Duration of one meeting should not exceed 30 minutes.

## TOUR

The Government of The South Sumatera Province has prepared special Tour Program for Delegates attending the PUIC Meeting and their accompanying persons. The itinerary of tour will include: Lunch Cruise in Palembang Musi River; visiting Songket Crafts; Kemaro Island; Grand Mosque; and several Historic Museums.

## SECURITY

Delegates are requested to cooperate in case of security checks. At the entrance all packages and personal belongings shall be subject to security checks. Security checks will not be implemented in relation to the HODs. For security reasons the baggage is not allowed in the venue of the event. Please note that the badge must be worn visibly at all times.

### Security Officers

For security officers the same accreditation procedure as for delegation members will apply. The officers should be enlisted in a separate verbal note, which should be sent to Host Secretariat and to PUIC General Secretariat. A permit for weapons and radio equipment is necessary. To get a permit for weapons and frequencies, a verbal note should be sent to: The Host Secretariat with the following details:

- Type and serial number of the firearm(s);
- Quantity of ammunition;
- Additional security and special equipment;
- Name of the person who will carry the firearm, date and place of birth and passport number;
- Flight numbers and Date and time of arrival and departure;
- Communications (frequency, type of device) SIC;
- Armed security officers must carry the written permission with them.

**Note: All delegations are requested to submit the data on all types of radio communications used for protocol, Media and other purposes.**

## MEDICAL SUPPORT

First aid facilities will be located at the lobby floor of the Aryaduta Hotel. Ambulance teams will operate 24 hours at all event sites and conference venue. All other medical services will be at the participants' own expense. The participants are personally responsible for any personal insurance against risks.

## VISA

The process to receive Indonesian visa (after submission of documents to the respective Indonesian Embassy) may take 3 to 5 days. The participants are kindly requested to contact the Indonesian Diplomatic or Consular Missions in their respective countries to obtain the entry visa. The application for the Indonesian visa should be submitted to the respective Embassy/Consulate in a timely manner. Following documents are required for visa:

- valid passport. The passport should remain valid for at least six months after expiry of validity period of the Indonesian visa;
- visa application form;
- photograph (3.5 x 4.5 cm).

Regarding the participants from countries with no Indonesian Diplomatic or Consular representation, they can obtain the visa on their arrival at Jakarta/Palembang airport. In this case, the participants are kindly requested to send photocopies of their passport to the Indonesian House of Representatives as soon as possible for taking necessary measures and another copy to the PUIC General Secretariat, Tehran.

**No entry visa is required for nationals of the following member parliaments and PUIC observer as well as those who have the following types of passports for holders of ordinary, diplomatic and service passports of the following countries:**

- |                          |                            |
|--------------------------|----------------------------|
| - Kingdom of Morocco     | - Republic of Turkey       |
| - Republic of Azerbaijan | - Islamic Republic of Iran |
| - Malaysia               | - Republic of Tunisia      |

***In case of visa problems, please contact: The Host Secretariat, e-mail: [puic2012@dpr.go.id](mailto:puic2012@dpr.go.id), Tel.: +6221 5715813, Fax: +6221 5732132***



## HEALTH REGULATIONS

Participants coming from Countries where the WHO requires Yellow Fever Vaccination should present a Health Certificate in this regard upon arrival.

## MEDIA

### Media Centre

The Media Centre will be located on the Ground floor of the Aryaduta Convention Center. Open hours: from 24<sup>th</sup> January, 2012 till 31<sup>st</sup> January, 2012 - from 09:00 till 20:00.

### Working Area of the Media Centre

The Media Centre has workplaces with desktops and Internet access; medium capacity, high-speed and photocopy machine. Networked printers will be installed for laptops at the working area.

### Media Registration

All Media representatives interested to observe the work of the 7<sup>th</sup> Session of the PUIC Conference should forward to:

HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA	PUIC GENERAL SECRETARIAT
<b>Address :</b> Jln. Jend. Gatot Subroto, Senayan, Jakarta 10270, Indonesia	<b>Address:</b> P.O. Box :19395- 3851 Tehran,Iran
<b>Tel:</b> (6221) 5715 841 / 837 / 835 / 813	<b>Tel. :</b> (9821) 22418860 / 61 / 62
<b>Fax:</b> (6221) 5732 132	<b>Fax :</b> (9821) 22418858/59
<b>E-mail :</b> <a href="mailto:puic2012@dpr.go.id">puic2012@dpr.go.id</a>	<b>E-mail :</b> <a href="mailto:g.s@puic.org">g.s@puic.org</a>

- One completed copy of the Media registration form for each participant;
- One color photo sized 3.5 x 4.5 cm (JPEG format, 300 dpi resolution) with Surname and first name as the file's name.

### Media registration will begin on 23<sup>rd</sup> January, 2012.

The potential participant should be photographed strictly from the front with undistorted facial expression and without any hat. **Please note that the registration form and a photo must be received by the host secretariat by 24<sup>th</sup> November, 2011.**

## Media Accreditation

Accreditation will be handled according to the received registration forms. **The deadline to apply for accreditation is 24<sup>th</sup> November, 2011 (CONF/7-2012/GEN.6).** Media representatives will be admitted to the Media Centre and the Conference venue by badges with PRESS designation only. Badges can be collected upon the valid passport based on the prearranged list of participants. Official individual cameramen and photographers of HODs receive a badge with a longitudinal stripe as an additional designation. This badge entitles one to conduct protocol video recording in the Opening Ceremony. Accreditation of Media representatives will take place in the Ground floor of Aryaduta Convention Center.

## Official Pools

The journalists of the official pool will be considered those media representatives whose applications for accreditation are sent to the Organizing by the note of the Embassy of a concerned participating country. The journalists, who are members of the official pool, will be able to obtain their badges upon arrival at the airport of Palembang / Jakarta from the liaison officers meeting the delegations. The media representatives, who are members of the official pool, will be offered a visa support based on the relevant note/application of the Indonesian House of Representatives of a participating country sent to the Embassy of Indonesia accredited in this country. If the Embassy of Indonesia is not present in a country, visa will be issued upon arrival at the airports of Palembang/Jakarta on the basis of provided lists/accreditation forms for participants. International Media representatives, who are not members of the official pools, will also be offered a visa support after confirmation of their accreditation is received.

## Briefing / Press-Conference Hall

There will be arranged one briefing room for briefings by HODs and their spokespersons in the media center on ground floor of Aryaduta Convention Center. The schedule of briefings/press-conferences will be shown on CCTV screens as well as announced.

## Accommodation

For reservation of accommodation please fill in the Hotel Reservation form (CONF/7-2012/GEN.4) and send it to the Host Secretariat.

## Catering of the Media

The Host Country will arrange coffee-breaks, lunches and dinners for media representatives at the room next to the media center.

## Transportation of the Media

Transportation will be arranged for media representatives on the following routes: Airport – Hotel – Airport, Hotel – Aryaduta Convention Center – Hotel. Transfers from the hotels to the Media Centre and back are available from 23<sup>rd</sup> January, 2012 when the Media Centre starts its work. Shuttle buses will operate on the specified route during the event.

## INFORMATION FOR ADVANCE TEAMS

Delegation wishes to make advance team to Palembang/Jakarta is welcome on **23<sup>rd</sup> January, 2012**. Visits of the Advance Teams at any other time are not envisaged. Advance Teams are recommended to be consisting of three persons: **representatives of Protocol, Security and Press services**. In case there are more persons in the team, only three representatives from each delegation will be able to participate in the programme. The following information should be sent to the Organizational committee by 24 November, 2011, **Tel. No. +6221 5715841/813, Fax No: +6221 5732132, e-mail: [puic2012@dpr.go.id](mailto:puic2012@dpr.go.id), composition of the Advance Team, arrival and departure details and contacts (phone, fax and e-mail)**. Transportation for the Advance Teams will be arranged to visit the 7<sup>th</sup> Session of the PUIC Conference venues, hotels, airport, motorcade routes, etc. Advance Teams members are required to contact the hotels directly for booking the necessary number of rooms. **The Host Country will not cover the expenses on accommodation, transportation, including transfer from and to airport of Jakarta and Palembang.**

## Programme of the visit of the Advance Teams

### 23<sup>rd</sup> January 2012

10.00 Hours

- Arrival of the Advance Teams to Aryaduta Hotel, Venue of the 7<sup>th</sup> Session Session of the PUIC Conference and other related meetings

10.00-11.00 Hours

- Briefing at the Organizational committee

11.00-12.00 Hours

- Visit to the meeting rooms

12.00-13.30 Hours

- Lunch

13.30-15.30 Hours

- Visit to the hotels (Aston Hotel, Horison Hotel, and Novotel Hotel)

15.30-16.30 Hours

- Visit to the airport of Palembang

---

## USEFUL INFORMATION

### Weather

The weather in Palembang is almost always hot and sticky. Average maximum temperatures stay above 30°C (86°F) throughout the year.

### Time

Palembang time zone : GMT + 7 hours

## Prayer room & Prayer times

The prayer room will operate at the Ground floor of the Lobby Aryaduta Hotel.

Fajr	4.54	Asr	15.37
Sunrise	6.05	Magreb	18.22
Dhuhr	12.13	Isha	19.30

## Banking Service

National Bank is located at the next hotel lobby.

## Currency Exchange

There is no restriction on currency exchange. Although Indonesian banks and money changers deal in almost all currencies, it is advisable to bring notes or traveler's cheques in the major currencies.

The currency in Indonesia is Rupiah (Rp), which consist of notes (1,000; 5,000; 10,000; 20,000; 50,000; 100,000) and coins (100; 200; 500 and 1000). **The exchange rate in September 2011 is approximately Rp. 8,800 per US\$ 1.**

All major credit cards (Visa, Master Card, American Express, Diners) are widely accepted

## Telephone Service

Telephone services are available in hotels, restaurants and cafes. Pre-paid mobile telephone cards are available at hotels and local cellular shop.

Dialing is as follows:

- Local calls: dial the number directly;
- Long-distance calls within Indonesia: dial the area code (for Palembang - 0711) + the number;
- International calls: dial the international direct dial access (001 or 008) + country code + area code + number.

To call Indonesia from abroad, dial the international direct dial access + country code (62) + area code (for Palembang - 711) + number. When calling from abroad, the 0 prefix of the area code should not be dialed.

## Emergency numbers

+62711 312011	Fire emergency
+62711-513334 / 510455	Police
118	Ambulance service
108	Information

## Electricity

Voltage of the alternating current comprises 220 – 230 V with 50Hz frequency, the Sockets of the European standards have two round pin contacts.

- 0000 -