



UNITED NATIONS - NATIONS UNIES  
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

**STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC (SIAP)**  
JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan

**Regional Workshop on Ecosystem Accounting in Support of the Sustainable Development Goals (SDG) and Global Biodiversity Framework (GBF)**  
**8-11 September**  
**Jakarta- Indonesia**

**INFORMATION NOTE**

**I. Course-related information**

Venue and opening session

1. The Regional Workshop on Ecosystem Accounting in Support of the Sustainable Development Goals and Global Biodiversity Framework will be conducted at Ashley Tanah Abang (TBC)

Ashley Tanah Abang  
Jl. K.H. Wahid Hasyim No.220 A-B, Kampung Bali, Tanah Abang,  
Central Jakarta City, Jakarta 10250, Indonesia  
<https://ashleyhotelgroup.com/ashley-tanah-abang/>

Working language of the training course

2. The training course will be conducted in English and all communication will be in English. No translation/interpretation services will be provided.

Secretariat of the training

3. The training course is Jointly organized by SIAP, a regional institute of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) and the United Nations Statistics Division (UNSD), in collaboration with the BPS Statistics Indonesia
4. Contact details of focal point of SIAP and BPS Statistics Indonesia are as following:

<b>SIAP</b>	<b>BPS Statistics Indonesia</b>
Ms Tomoko Yonezawa Team Assistant Telephone number: +81-43-299-9797 (direct line); +81-43-299-9782 Email address: <a href="mailto:escap-siap@un.org">escap-siap@un.org</a>	Mr. Tigor Nirman Simanjuntak International Relations-Senior Translator Telephone number: +62 813-1463-4509 E-mail address: <a href="mailto:tigor@bps.go.id">tigor@bps.go.id</a>

## II. Travel

### Hotel Accommodation

5. It is the responsibility of the participants to make their own hotel arrangement.

### **List of Hotels**

1. Hotel Grand Mercure Kemayoran Jakarta, (Cp: Diah, +6281-91555-4900)
2. Hotel Santika Hayam Wuruk Jakarta, (Cp: Hendra, +6282-11330-2783)
3. Ashley Hotel Jakarta, (Cp: Hisyam, +6282-25049-5477)
4. Movenpick Hotel Jakarta City Centre, (Cp: Adam Rudini: +6281-38247-7725)
5. Stanley Wahid Hasyim Jakarta, (+6221) 31925518
6. Swiss-Belinn Wahid Hasyim, (+6221) 39899022
7. Morrissey Hotel, Wahid Hasyim, (+6221) 30210888
8. Mercure Sabang, (+6221) 3503066

### Daily Subsistence Allowance (DSA) and Terminal fee

6. Participants will be provided with daily subsistence allowance (DSA) and additional terminal fees, in accordance with the respective regulations of the funding organizations. If, for any reason, a participant fails to attend the training or is unable to attend the full duration of the training, the appropriate portion of the allowance must be returned to the funding organization.

7. SIAP will provide the participants DSA for the duration of the meeting including on the day of arrival before the meeting (subject to the actual time and date of arrival/departure). The DSA covers hotel accommodation, meals and incidental expenses. The current DSA rate for Chiba, Japan is US\$212 (rate subject to change based on the ICSC DSA standards).

8. Participants will initially receive approx. 75% of your entitlement before the meeting. Remaining 25% of your DSA and terminal expenses you will receive upon your return and submission of all boarding passes. Both these payments will be made through an electronic bank transfer to the participant's bank account indicated in the Funds Transfer Request Form. Depending on the banking rules of your country, the transfer may take longer, therefore we strongly encourage you to have your own funds for the trip to cover expenses prior to actual receipt of DSA.

9. No other allowances will be provided except when stopovers/early arrival/extended stay in Chiba are unavoidable due to unexpected unavailability/cancellation of flights. In such a case, claims for DSA and other reimbursements for actual stopovers etc. must be made with proof including **boarding passes, copies of air tickets, hotel receipts etc.** after the travel has been completed. The various receipts and documents must be sent by email to SIAP([escap-siap@un.org](mailto:escap-siap@un.org)) or Mr. Shuji Fukuyama, Programme Management Assistant ([shuji.fukuyama@un.org](mailto:shuji.fukuyama@un.org)) within 5 days after completion of the travel. If a participant is not able to arrive at the venue on time, excluding flight cancellations/delays that were out of participants' scope of responsibility, all travel costs will need to be borne by the participant.

10. Participants are requested to bring their passports and boarding passes with them to the training venue on the first day of the training for verifying their identities.

11. SIAP will not assume responsibility for any expenditures/liability relating to participants' attendance in the training course, such as:

- (i) Salary and related allowances for participants during the period of the course;
- (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the course;
- (iii) Compensation in the event of death or disability of participants in connection with their attending the course;
- (iv) Any loss or damage to personal property of participants while attending the course or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
- (v) Any other expenses.

#### Travel arrangements

12. SIAP will provide round-trip travel for the participants on the most economical route. Please note that for travel, the participant's passport must be valid for 6 months or more from the date of the meeting. All travel arrangements will be organized by an SIAP authorized Travel Agency; please do not make any separate bookings. You will be informed when your travel has been sent for approval. The SIAP authorized Travel Agency might specifically require your approval of the travel itinerary. Please, confirm it as soon as possible with due regard to your passport validity, correct spelling of your name on the itinerary/ticket and visa requirements. If the ticket is issued without needing your confirmation, then for any further changes you will have to contact directly the SIAP authorized Travel Agency.

13. Arrangements will be made for participants to arrive in Indonesia on 7 September and depart for their respective countries on 12 September. Participants should not change their official travel dates without prior consent from SIAP. If any alteration is to be made after the flight ticket has been issued, the participant in question is responsible for any change made and the applicable price difference occurred; should any change be needed to be made, the participant in question could do so by directly contacting the authorized Travel Agency whilst keeping SIAP in the communication. In addition, you will receive your travel itinerary from the Amex travel agency shortly. Please be advised that the flight ticket issued for this trip is **non-refundable**. If you cancel your attendance after the ticket has been issued, **you or your organization will be fully responsible for covering the cost of the ticket**. By confirming your itinerary, you are **formally accepting this condition**.

#### Visa requirements

14. **It is the responsibility of each participant to obtain a visa.** Participants are requested to check with the Embassy/Consulate of Indonesia accredited to the country of residence **IN PERSON** on visa requirements and where required, promptly obtain an appropriate entry visa which allows to enter Indonesia and participate in the training course. For more information, please (<https://evisa.imigrasi.go.id/web/visa-selection>) Participants who need to stopover in other countries should also obtain appropriate transit visas.

#### Arrival at International Airports in Jakarta

15. Participants should make their own transportation arrangements from the airport to their respective hotels.

The public taxis are readily available outside the airport arrival lounge. It is recommended that you take the Silver Bird Taxi, Grabcar, or Gocar. The travel time takes approximately 1 to 1.5 hours one-way from the Soekarno-Hatta International Airport to the hotel. For those who want to travel by Airport Railink Train Station, via Skytrain or Automated People Mover System (APMS), to BNI City Station or Manggarai Station. Here is how to ride the Soekarno-Hatta airport train:

- Getting to the Airport Railink Station:
  - Terminal 1 → Level 1 via Skytrain from Level 3
  - Terminal 2 → Level 1 via Skytrain from Level 3
  - Terminal 3 → Level 1 via Skytrain from Level 2
  - The Skytrain runs every ~5 minutes and is free of charge
- Operating hour: Airport → city: ~04:40 AM – 11:20 PM
- Buying Tickets-Fare (one-way):
  - To BNI City (formerly Sudirman Baru): ~ IDR 70,000 (~US\$5)
  - To Duri: ~ IDR 30,000
  - To Manggarai: ~ IDR 40,000
  - Payment: Only by card (credit/debit) or e-money (QRIS/Jak Lingko); no cash
  - Where to buy: Station vending machines or Official Railink mobile app / website (<https://reservation.railink.co.id/>)
- It takes around 45–55 minutes to BNI City or Manggarai.

#### Tips & Considerations:

- Last train leaves the airport around 11 PM, and from city around 10–10:30 PM  
— If arriving late, plan alternate transport (Bluebird taxi, GoCar/Grab outside terminal).
- Buy tickets early via app to avoid queues during peak times
- Use a Jak Lingko / QRIS-enabled card for smoother transit across systems

#### ✓ Quick Transit Checklist

- Disembark and take Skytrain to SHIA station.
- Purchase ticket at machine (card/QRIS) or via Railink app.
- Board the train—look for signs to BNI City or Manggarai.
- Transfer at BNI City or Manggarai as needed.
- Mind the last train times, especially at night.