

Drinking Water

Do not drink water (or rinse your mouth) from the tap in Indonesia. Most hotels supply bottled water. Mineral water sold in plastic bottles is readily available in most cities.

Weather & Clothes



The temperature throughout the year averages between 23 to 29 degrees Celsius, always humid even in warm and rain season.

Clothes in general, bring cotton clothes and regular shoes for office visits. One rarely needs a suit unless one expects to be dealing with high government officials.

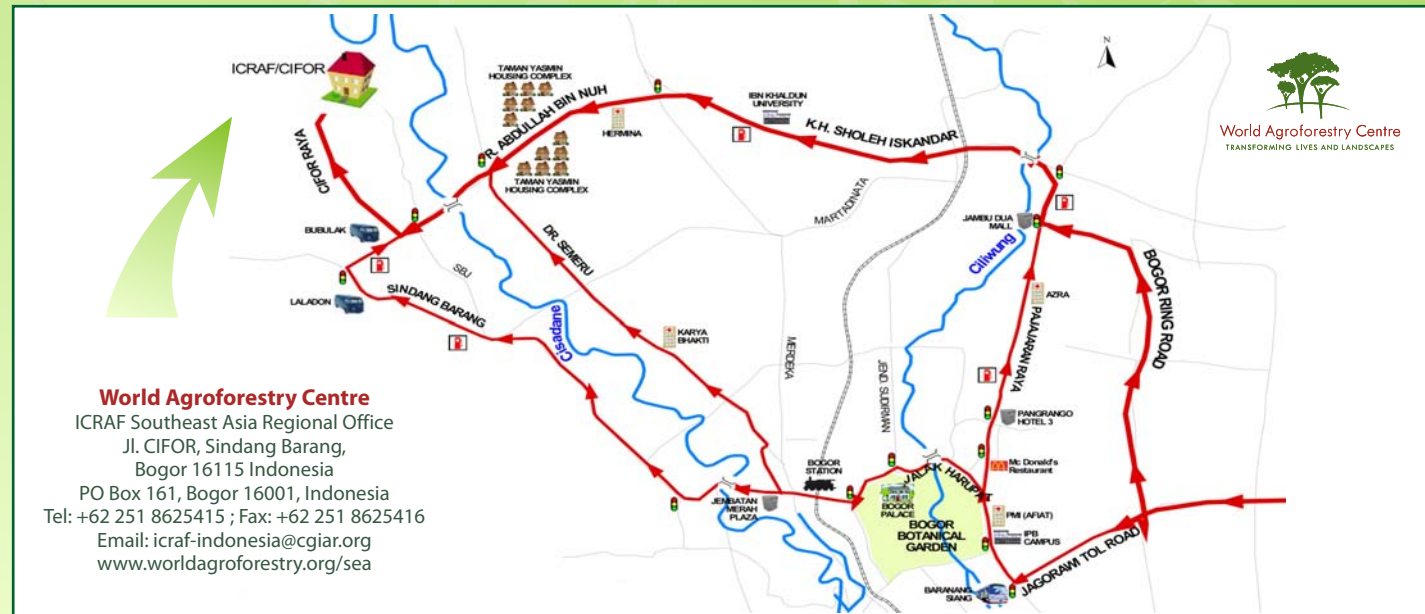
A jacket and tie would not be amiss, but they are again quite formal. Do bring a tie, just in case. An alternative for fancy occasions is a good batik shirt, which you can get here (though the larger sizes may be hard to find). Women should wear blouses that cover their shoulders and upper arms, or bring a shawl. Pants are fine for women.

Security

Bogor/Jakarta are relatively safe town/city for foreigners. You should, however, use the same caution that you would in any major cities.

Do not carry large sums of money. Keep a close watch on handbags and wallets. Use the hotel safe to store valuables.

Map to ICRAF Office:



World Agroforestry Centre

ICRAF Southeast Asia Regional Office

Jl. CIFOR, Sindang Barang,
Bogor 16115 Indonesia

PO Box 161, Bogor 16001, Indonesia

Tel: +62 251 8625415 ; Fax: +62 251 8625416

Email: icraf-indonesia@cgiar.org

www.worldagroforestry.org/sea

Business Hours

Big department stores are open every day (including Sundays) from 10 am to 10 pm. Business hours for banks are 8 am to 3 pm, Monday thru Friday.

Medical

In Bogor:



Drg. Tjang Riyanto Cahyadi (Dentist), ☎ 0251-8323091

Dr. Bing Suriawinata (General Practitioner),

☎ 0251-8326330

Bogor Medical Center Hospital, Jl. Pajajaran Indah V No. 97,
☎ 0251-8346002, 8390435, 8390619

In Jakarta:

SOS Medika Clinic, Jl. Puri Sakti no.10 Cipete, ☎ 021-7505980,
021-7506001 (emergency)

Pondok Indah Hospital, Jl. Metro Duta Kav. UE, Pondok Indah,
☎ 021-7502322 (emergency), 021-7657525, 7692252, 7692262,
7692272, 7502794

Important Phone numbers:



Ujjwal Pradhan : 0811 982187

Retno Utaira : 0811 804056

Retno Setyowati (Neno) : 0811 116765

Vinny Iskandar : 0812 1105624

Maya Juwita : 0811 1984048



World Agroforestry Centre

TRANSFORMING LIVES AND LANDSCAPES

Information



for visitors

Arrival and Departure Information:



You will be arriving at the Jakarta Soekarno Hatta International Airport. Please make sure that you have your Embarkation/Disembarkation card with you when you queue to get your passport stamped.

ICRAF-SEA office will assign an office driver to pick you up at the airport and he will bring an ICRAF sign board. Should you do not have an ICRAF driver meet you at the airport, you should use ONLY Silver Bird or Blue Bird taxis.

The company has counters inside the arrival terminal at the airport. Do not accept the services of a tout. If you hail a taxi on your own, read the logo carefully to identify it as Blue Bird because many other taxis are also painted blue.

For further information, please call ICRAF's general number: 0251-8625415 (local) during office hours. From outside Indonesia, dial +62-251-8625415

Visas

Visa on Arrival (VOA) facility is available to nationals of the South Africa, Aljazair, United States of America, Argentina, Australia, Austria, Bahrain, Belgia, Netherlands, Brazil, Bulgaria, Chekoslovakia, Cyprus, Denmark, United Arab Emirates, Estonia, Fiji, Finland, Hungary, India, the United Kingdom, Iran, Ireland, Iceland, Italy, Japan, Germany, Cambodia, Canada, South Korea, Kuwait, Laos, Latvia, Libya, Liechtenstein, Lithuania, Luxemburg, Maldives, Malta, Mexico, Egypt, Monaco, Norway, Oman, Panama, France, Poland, Portugal, Qatar, People's Republic of China, Rumania, Russia, Kingdom of Saudi Arabia, New Zealand, Slovakia, Slovenia, Spain, Suriname, Swedia, Switzerland, Taiwan, Tunisia, and Greek.

Please be advised that VOA is not extendable and not convertible into other type of visa. Visa fee for the visit up to 7 (seven) days is USD 10 and for the visit up to 30 days is USD 25. Overstaying this visa is a serious offence. Fines, blacklisting, confinement and deportation are all possible penalties for infractions.

Nationalities not listed above should obtain visa prior to departure. Please also note that these regulations do not apply for foreigners and expatriates including members of their family who are assigned or based in Indonesia. Appropriate Visa is required and should be applied for.

Entry Requirements for Visa on Arrival (VOA):

1. Passport must be valid for a minimum of 6 (six) months as from the date of entry into Indonesia
2. Onward or return tickets are compulsory
3. No compulsory vaccinations
4. The visa-on-arrival can be obtained at the following Immigration Clearance Points:
 - Juanda Airport in Surabaya (East Java)
 - Ngurah Rai Airport in Denpasar (Island of Bali)
 - Polonia Airport in Medan (North Sumatera)
 - Sam Ratulangi Airport in Manado (North Sulawesi)
 - Soekarno Hatta Airport in Jakarta (Capital of Indonesia)
 - Sultan Syarif Kasim II Airport in Pekanbaru (Riau Province, Sumatera)
 - Tebing Airport in Padang (West Sumatera)

Hotel accommodation



ICRAF receives corporate rates from some Bogor hotels, i.e.:

- Novotel Hotel - USD \$112/++
- Salak Hotel - USD \$58/++
- Pangrango II Hotel - USD \$50/++
- Sahira Butik Hotel - USD \$58/++
- CIFOR Guest House - USD \$40/++

Note: CIFOR Guest House is located at CIFOR Campus where ICRAF office is situated. It takes only two-three minutes walks from the Guest House to ICRAF/CIFOR Offices.

Money/Currency



The unit of currency in Indonesia is the Rupiah (Rp) with an exchange rate of approximately Rp 10,000 - Rp. 11,000 to the dollar. Exchanging foreign currencies is generally easy and can be done at the airports, hotels, banks or money changers. Visitors usually get a slightly better rate on cash than with travelers' checks.

Places to change currency near ICRAF office:

- Permata Bank counter at CIFOR Phase 2 Building level 2 (ext 619). The counter opens on Tuesday and Thursday from 09.00 - 13.00
- Money changers: PT. Gede Agung Bagus, Jl. Siliwangi No. 62, Bogor, ☎ 0251-8328063 or 8311950
- ATMs: there are ATMs at the Giant Supermarket and Hermina Hospital (approx. 15 minutes from ICRAF office by car)

Please note that when you want to exchange US Dollars (cash) into Rupiah, the bank notes must be flawless and clean, otherwise the Bank will reject them or give you a lower rate. The bank can not receive USD money with serial number & year as follows:

For denomination USD 100 :

serial number start with A, B, C, & D for all year series
year series below 2003

For denomination below USD 100 (USD 1, USD 2, USD 5, USD 10, USD 20 & USD 50):

year series below 2001

Taxi



Please only use taxis belonging to the Blue Bird Group around Jakarta. These bear several names: Blue Bird and Silver Bird.

Phone number to call a Blue Bird group taxi:

021-794 1234 or 021-7917 1234 (Jakarta)
0251-7108090 (Bogor)

Internet



Some hotels may have wireless internet connections available for their guests, but please ask about this service when you check in at your hotel or prior to arrival by visiting their website. Business centers at hotels usually provide internet services with a charge.

Mobile phones



Mobile phones are common within Indonesia and are extremely useful. GSM (900 & 1800) is the main phone system used by mobile phone providers, even though the CDMA system is also available in limited areas. Local pre-paid numbers can be easily purchased and are readily usable immediately after purchase.

Overseas phone calls

Calling overseas can be done using the following numbers:

Indosat : 001 [country code] [city code]

Satelindo : 008 [country code] [city code]

IVDN : please contact IT person in the office for procedures

If you have an AT & T card, then dial this number first (from Jakarta): 001-801-10

Electricity



The voltage is 220 volts. Most hotels have built-in converters in bathrooms for shavers and hair dryers, etc. You may be able to borrow a plug adaptor from the hotel, but it might be easier to buy one in the airport on the way. Indonesian sockets typically require plugs with two round pins.

Places to buy Indonesian souvenirs

In Bogor:



Handicraft & decoration:

Katulampa, Jl. Raya Katulampa no. 250

Bogor Street market

Sukarna Gong factory, Jl. Pancasan no. 17

Wooden Puppet factory at Cikaret village, South Bogor sub-district

Batik:

Batik Keris at Botani Square, Jl. Raya Pajajaran

Batik Semar at Ekalokasari Plaza, Jl. Siliwangi 123

In Jakarta:

Pasaraya, Blok M, Jl. Iskandar Syah II No. 2

Sarinah Department Store, Jl. MH Thamrin No.11

Chic Mart, Art Shops in the Kemang district, Jl. Kemang Raya no 55