

## In-person event : Just Energy Transition Community of Practice (CoP) for Asia

18 – 19 March 2025

Jakarta, Indonesia

*The Tribrata Hotel and Convention Center*

### ADMINISTRATIVE NOTE

- **To register nominated participants**

Please register nominated participants through this [online application form](#) before the 10<sup>th</sup> of March 2025 and ensure all information is provided in English with the correct details.

- **Date and Venue of the event**

The meeting will take place on Tuesday and Wednesday, 18 and 19 March 2025.

Workshop on 18 March 2025

Meeting Venue: The Tribrata Hotel  
Darmawangsa III No.2, RT.2/RW.1  
Jakarta 12160

Tel: +62 21 5203 159

Email: [info@thetribrata.com](mailto:info@thetribrata.com)

Website: <https://thetribrata.com/>

Field Trip on 19 March 2025

Location: PT Geo Dipa Energi, South Jakarta  
Website: <http://www.geodipa.co.id/>

- **Travel**

The ILO will cover the air ticket cost for funded delegates, in accordance with the relevant ILO rules. Any deviation in the journey made by the delegates before or after the meeting will be at their own expense.

- **Travel documents**

Participants should make their own arrangements in order to obtain passports, visas and other travel documents as well as any required inoculation or vaccination certificates. The ILO does not reimburse the cost of obtaining passports, visas, COVID-19 testing fees, vaccinations, airport taxes, excess baggage, travel upgrades and airport transfer. ***Please note that to enter Indonesia the passport should have validity of at least 6 months.***

- **Flight Reservation**

Participants with international and domestic flights will arrive to Jakarta (Soekarno Hatta International Airport). ***Please keep your boarding passes as the supporting documents for administration matter.***

- **Getting to the hotel**

Address: The Tribrata Hotel  
Darmawangsa III No.2, RT.2/RW.1  
Jakarta 12160  
<https://maps.app.goo.gl/XBrrwszwC9CQQDEP7>

Participants are requested to take public transportation from the airport to and from venue. Taxi (Blue Bird) or [Train](#) are recommended. The distance between the airport and the venue is approximately 1h.

- **Sickness or accidents insurance**

Participants are advised to obtain insurance coverage, either at their own expense or at the expense of their nominating organization, for sickness, accident, or temporary disability, death and third-party risk covering the entire duration of the meeting, and the journey to and from the host country. The ILO cannot accept responsibility or liability for such contingencies. In case of accident or sickness during the meeting, the participant should notify the organizer immediately.

- **Accommodation**

A single room (including breakfast) will be provided for all sponsored delegates to check-in on 17 March 2025 and check-out on 20 March 2025. Reservations will be made by the ILO organizer and paid by the ILO. Delegates are therefore not allowed to make any other hotel arrangements. If the hotel is arranged by delegates, the ILO will not be responsible for any hotel costs. Please note that the ILO will not cover the use of the mini bar, laundry and international phone calls. Please significantly note that delegates planning to bring family members will be directly charged by the hotel for the extra person.

- **Meals**

18 March 2025 – Lunch for those who are not fasting and Dinner for all participants  
19 March 2025 – Lunch for those who are not fasting and Dinner for all participants

- **Allowance to cover bed and board**

Each sponsored participant will receive a daily subsistence allowance during the meeting, determined in accordance with the ILO rules and procedures, and excluding costs already covered by the organizers, such as meals and hotel. This allowance will be paid to the sponsored participant to cover lodging, meals, transport costs, visa fee and other personal contingencies during the period of the travel. This allowance will be paid to the participants starting from the day on which the participants depart from the airport at the beginning of the journey to the schedule time of arrival at the airport or destination, including transit or connection, at the rate applicable to the place where the traveller spends the night.

It should also be used to pay for any additional personal expenditures participants may have. Please note that there will be no reimbursement for any reasons and **sponsored participants do not have to pay the rooms for the meeting period** (except their extras when checking out as mentioned in the section “Accommodation” above). The room will be paid directly by the organizers.

The allowance is not paid for the day on which travel is concluded or for overnight travel on a plane. This includes flights which arrive and depart on the same day the travel concludes.

- **Currency exchange**

The local currency for Indonesia Rupiah (IDR). Currency exchange can be done upon arrival at the airport.

- The electricity current in is 230 Volt and the standard frequency is 50 Hz. The electric plugs and sockets are Power sockets: type C/F. This plug is the 2-pin socket and plug design which is the standard European plug. For delegates coming from a country that does not use this type of sockets, delegates are encouraged to bring your own adapter.

- **Weather in Jakarta**

The average temperature in March is between 24-31°C with chance of rains. Air conditioning will be available in the meeting rooms.

- **Interpretation services**

The meeting will be conducted in English; however, the interpretation services (English to Indonesian / Indonesian to English) will be provided.

- For additional information, accessibility needs and support, please email the following contacts:

Ms. Ananda Nacher: ([nacher@ilo.org](mailto:nacher@ilo.org))

Ms. Emalia Amna: ([amna@ilo.org](mailto:amna@ilo.org))