



L A P O R A N

BIRO KERJA SAMA ANTAR PARLEMEN DAN ORGANISASI INTERNASIONAL DALAM RANGKA KEGIATAN *EMBASSY BRIEFING* (*ON THE OCCASION OF ASEAN – AIPA LEADERS’ INTERFACE MEETING ON 8TH – 10TH MAY 2023 IN LABUAN BAJO, EAST NUSA TENGGARA*)

17 April 2023, Ruang Rapat Pansus B Gedung DPR RI Jakarta

I. PENDAHULUAN

A. LATAR BELAKANG

DPR RI telah menerima estafet presidensi organisasi parlemen se-Asia Tenggara, *ASEAN Inter-Parliamentary Assembly (AIPA)* dari Parlemen Kamboja pada Upacara Penutupan Sidang Umum AIPA yang ke-43. Terdapat 4 (empat) sidang yang perlu dipersiapkan DPR RI sebagai Presiden AIPA sekaligus tuan rumah Sidang Umum ke-44 AIPA, yaitu: 1) *ASEAN-AIPA Leaders’ Interface Meeting, The 6th Meeting of AIPA Advisory Council on Dangerous Drugs (AIPACODD), WAIPA Coordinating Committee Meeting* dan *the 44th General Assembly of AIPA*.

Dalam rangka pematangan teknis dan susbtansi pelaksanaan sidang-sidang AIPA, Biro Kerja Sama Antar Parlemen dan Organisasi Internasional (KSAP dan OI) telah melakukan serangkaian persiapan berkoordinasi dengan Kementerian Luar Negeri (KEMLU) RI dan Sekretariat AIPA. Kegiatan *Embassy Briefing* yang dihadiri perwakilan Kedutaan Besar Negara-Negara Anggota ASEAN di Jakarta dan Sekretaris Jenderal AIPA ini diselenggarakan sebagai upaya diseminasi informasi teknis dan logistik terkait pelaksanaan sidang terdekat yaitu *ASEAN-AIPA Leaders’ Interface Meeting* pada 8 - 11 Mei 2023. Diharapkan melalui kegiatan *Embassy Briefing* ini, seluruh kedutaan negara-negara Anggota ASEAN di Jakarta dapat meneruskan informasi kepada Parlemen di negara masing-masing dan memberikan dukungan guna kesuksesan dan kelancaran sidang-sidang AIPA, terutama *ASEAN-AIPA Leaders’ Interface Meeting* yang akan diselenggarakan dalam waktu dekat.

B. DASAR PELAKSANAAN *EMBASSY BRIEFING*

Sesuai arahan Pimpinan Badan Kerja Sama Antar Parlemen DPR RI, dalam rangka sosialisasi kesiapan teknis dan logistik Sidang ASEAN-AIPA *Leaders' Interface* dilaksanakan kegiatan *Embassy Briefing*.

C. SUSUNAN PESERTA *EMBASSY BRIEFING*

Embassy Briefing dihadiri oleh Perwakilan Kedutaan Besar Negara-Negara Anggota ASEAN di Jakarta, Sekretaris Jenderal AIPA beserta jajaran, Pejabat Pimpinan Tinggi Utama dan Pejabat Pimpinan Tinggi Pratama Sekretariat Jenderal DPR RI (SETJEN DPR RI), Kepala Biro Kerja Sama Antar-Parlemen dan Organisasi Internasional (Biro KSAP dan OI) SETJEN DPR RI, serta Tenaga Ahli BKSAP dengan susunan sebagai berikut:

Kedutaan Besar Negara Anggota ASEAN

Brunei Darussalam

Mrs. Yuhanizah DP Dr Hj Ismail Counsellor

Cambodia

Ms. Chheng Linna First Secretary

Laos

1) Mr. Akhone Phanthavong Deputy Chief of Mission/
Minister Counsellor of the Embassy
2) Mrs. Soumaly Laochongkoua Third Secretary

Malaysia

1) Amb. Nur Izzah Wong Mee Choo Permanent Representative
2) Mr. Mohamad Amin Abdul Rashid Third Secretary
3) Ms. Siti Nurazmah Azman Third Secretary

Philippines

1) Maricar S. Yambao Vice Consul
2) Lia Magtibay Permanent Mission

Thailand

1) Ms. Chuthatuch Chantharapong *Chargé d'Affaires*
2) Mr. Apipop Poolpipat Second Secretary

Sekretariat Jenderal DPR RI

1) Dr. Indra Iskandar Sekretaris Jenderal DPR RI

2) Suprihartini, S.IP., M.Si	Deputi Bidang Persidangan
3) Ir. Sumariyandono, MPM.	Deputi Bidang Administrasi
4) Siti Nur Aidah, S.A.P., M.A.P.	Inspektur Utama
5) Rudi Rochmansyah, S.H., M.H	Kepala Biro Umum
6) Drs. Suratna, M.Si.	Kepala Biro Protokol dan Museum
7) Satyanto Priambodo, S.E., M.Si.	Kepala Biro Pengelolaan Bangunan dan Wisma
8) Dr. Indra Pahlevi, S.IP., M.Si.	Kepala Biro Pemberitaan Parlemen
9) Chairil Patria, S.IP., M.Si.	Kepala Biro Kesekretariatan Pimpinan
10) Andri Suryanta, S.IP.	Kabag. Set. Ketua DPR RI
11) Danis Maya, S.H.	Kabag. Watua. Bid. KORPOLKAM
12) Sulistiyono, S.Sos., M.Si	Kabag. Protokol
13) Dedi, S.Sos	Kabag. PAMDAL
14) Fariza Emra, S.T., M.Sc.	Kepala bid. Sistem Informatika dan Infrastruktur Teknologi Informasi
15) dr. Dian Mardiyani	Kabag. Yankes
17) Yulia Indahri, S.Pd., M.A	Analisis Legislatif Ahli Madya
16) Saeful Mu'minin, S.Sos	Kepala Sub Bagian Penyelenggaraan Upacara Pimpinan DPR RI dan SETJEN
18) Sugito Dapip Mashur, S.A.P.	Kepala Sub Bagian Pengamanan Kompleks DPR RI

Biro KSAP dan OI

1) Endah T.D. Retnoastuti, S.S., M.Phil	Kepala Biro KSAP dan OI
2) Warsiti Alfiah, S.IP., DESS	Kepala Bagian Set. KSR
3) Raden Anne Widiana, S.S., M.Si	Kasubbag Rapat
4) Siti Nur Aidah, S.A.P., M.A.P.	Kasubbag TU
5) Andam Perwitasari, S.IP., M.IP	Analisis Kerja Sama Luar Negeri
6) Refaini Hasna Ghassani, S.H.	Analisis Tata Usaha
7) Ahmadi	Pengadministrasi Umum
8) Sigit Fitriyanto	Pengadministrasi Umum
9) Rindias Mega Rahmawati, A.md	Pengelola Persidangan
10) M. Daffa Halin Ananda, S.Sos	Analisis Data dan Informasi

Tenaga Ahli BKSAP

1) Mochamad Ilyas, M.A
2) Tide Aji Pratama, S.IP., M.Si
3) Masyitoh Annisa, M.A
4) Isep Parid Yahya, S.IP., M.Sc
5) Keanu Arief Triputra Ramadhana Trisulo, BA (Hons), LLM

- 6) Anindita Kusuma Listya, S.Sos., MPP
- 7) Made Fitri Maya Padmi, M.Sc
- 8) Putu Lumina Mentari

D. MAKSUD DAN TUJUAN KEGIATAN *EMBASSY BRIEFING*

1. Maksud

Maksud dari kegiatan *Embassy Briefing* ini adalah untuk menyampaikan informasi teknis dan logistik terkait pelaksanaan Sidang ASEAN-AIPA *Leaders' Interface Meeting*.

2. Tujuan

Sedangkan tujuan penyelenggaraan *Embassy Briefing* ini yaitu:

- 1) Melakukan *update* informasi mengenai perkembangan persiapan pelaksanaan sidang.
- 2) Mensinergikan koordinasi antara DPR RI dengan Kedutaan Besar Negara-Negara Anggota ASEAN di Jakarta

E. PERSIAPAN PELAKSANAAN TUGAS

Serangkaian kegiatan telah dilakukan dalam rangka pelaksanaan kegiatan *Embassy Briefing*, baik dalam hal teknis maupun substansi.

Untuk persiapan teknis, Sekretariat melakukan koordinasi dengan kantor Kedutaan Besar Negara-Negara Anggota ASEAN dan Sekretariat AIPA guna kelancaran agenda. Sedangkan dari sisi substansi, Sekretariat dan TA BKSAP telah menyiapkan bahan paparan rapat yang dilengkapi dengan dokumen-dokumen rapat.

II. ISI LAPORAN

A. AGENDA *EMBASSY BRIEFING*

Embassy Briefing berjalan dengan agenda sebagai berikut:

SENIN, 17 APRIL 2023	
Waktu	Kegiatan
12.00 – 13.00 WIB	Registration
13.00 – 14.00 WIB	Agenda: - Opening by Moderator, Ms. Endah T. D. Retnoastuti,

	<p>Head Bureau of the Committee for Inter-Parliamentary Cooperation</p> <ul style="list-style-type: none"> - Remarks by Secretary General of the House of Representatives of the Republic of Indonesia, Mr. Indra Iskandar - Presentation by Moderator/Head Bureau of the Committee for Inter-Parliamentary Cooperation - Q & A session - Closing
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B. JALANNYA *EMBASSY BRIEFING*

Kegiatan *Embassy Briefing* ini dilaksanakan secara *on-site* pada tanggal 17 April 2023 di Ruang Rapat Pansus B Gedung DPR RI, Senayan - Jakarta dengan mengundang seluruh perwakilan kedutaan negara-negara Anggota ASEAN di Jakarta, Sekretariat AIPA dan jajaran terkait di lingkungan Sekretariat Jenderal DPR RI sesuai tugas dan fungsi dalam penyelenggaraan Sidang *ASEAN-AIPA Leaders' Interface*.

Rangkaian acara *Embassy Briefing* dibuka oleh Sekretaris Jenderal DPR RI, Dr. Indra Iskandar yang menyampaikan *remarks* dan dimoderatori oleh Kepala Biro KSAP dan OI, Endah T.D. Retnoastuti, S.S., M.Phil.

Remarks Sekretaris Jenderal DPR RI

Mengawali *remarks*-nya, Sekretaris Jenderal DPR RI menyambut kehadiran perwakilan Kedutaan Besar Brunei Darussalam, Cambodia, Laos, Malaysia, Philippines dan Thailand serta Sekretaris Jenderal AIPA. SEKJEN DPR RI selanjutnya mengumumkan kepada peserta perihal lokasi dan waktu pelaksanaan *AIPA-ASEAN Leaders' Interface Meeting* yang bertempat di Labuan Bajo, Nusa Tenggara Timur pada 10 Mei 2023. Selain itu, diinformasikan pula pelaksanaan *Parliamentary Preparatory Meeting* yang akan diorganisir DPR RI, sehari sebelum pelaksanaan sidang.

Pada kesempatan tersebut, diperkenalkan pula tema presidensi AIPA 2023 yang telah ditentukan oleh DPR RI, yaitu "*Responsive Parliaments for a Stable and Prosperous ASEAN*". Sekretaris Jenderal DPR menyampaikan harapannya dan menghimbau dukungan dari seluruh kedutaan perwakilan negara-negara Anggota ASEAN di Jakarta guna kelancaran dan kesuksesan Sidang *AIPA-ASEAN Leaders' Interface* yang berkontribusi penting dalam peningkatan peran AIPA dan mendorong kerja sama yang lebih besar antara ASEAN dan AIPA.

Presentasi Kepala Biro Kerja Sama Antar Parlemen dan Organisasi Internasional (KSAP dan OI)

Kepala Biro KSAP dan OI menjelaskan kepada peserta bahwa DPR RI telah membuat website <https://aipa44.dpr.go.id/> yang akan memuat seluruh informasi dan dokumen Sidang Umum ke-44 AIPA berikut Sidang-Sidang lainnya, yaitu *AIPA-ASEAN Leaders' Interface Meeting*, *AIPA Advisory Council on Dangerous Drugs (AIPACODD)* dan *Coordinating Committee of WAIPA*. Namun dalam *Embassy Briefing* kali ini, pertemuan akan difokuskan pada sidang terdekat yang akan diselenggarakan, yaitu *AIPA-ASEAN Leaders' Interface Meeting*.

Kepala Biro KSAP dan OI menginfokan bahwa DPR RI telah mensirkulasi undangan Sidang *AIPA-ASEAN Leaders' Interface* pada 12 April 2023 dan registrasi sudah dibuka sejak 16 April 2023. Ia juga mengingatkan bahwa tenggat waktu konfirmasi kehadiran Delegasi Parlemen AIPA adalah tanggal 22 April 2023 dan mengharapkan bantuan perwakilan Kedutaan Besar setiap negara untuk menginfokan kepada Parlemen masing-masing.

Selain itu, DPR RI juga akan menyelenggarakan *Preparatory Meeting* satu hari sebelum *Interface Meeting*. Kepala Biro KSAP dan OI menekankan pentingnya partisipasi aktif anggota parlemen dalam kedua pertemuan tersebut. Di samping itu, dijelaskan pula mengenai informasi logistik seperti perincian transportasi dan akomodasi, serta perincian tentang keamanan dan akreditasi untuk pertemuan tersebut.

Kepala Biro KSAP dan OI meyakinkan bahwa setiap informasi lanjutan yang relevan akan diedarkan ke Kedutaan besar dan Parlemen dengan memperhatikan penuh ketepatan waktu.

Informasi Tambahan Sekretaris Jenderal AIPA

Sekretaris Jenderal AIPA memvalidasi informasi yang disampaikan oleh Kepala Biro KSAP dan OI bahwa surat-menyurat berkenaan dengan pelaksanaan Sidang *AIPA-ASEAN Leaders' Interface* sudah dilakukan ke seluruh parlemen anggota AIPA pada 12 April lalu.

Panitia tuan rumah menyatakan komitmennya untuk bekerja sama dengan semua kedutaan dalam beberapa minggu dan bulan mendatang untuk mencapai tujuan penting dalam meningkatkan peran AIPA dan mempromosikan kerja sama yang lebih baik antara ASEAN dan AIPA.

Setiap informasi lanjutan yang relevan akan diedarkan ke kedutaan dan parlemen sesegera mungkin.

Pertanyaan dari Perwakilan Kedutaan Besar

a. Thai Mission to ASEAN

Perwakilan Kedutaan Besar Thailand menanyakan perihal *General Information* apakah sudah didistribusikan ke seluruh Parlemen Anggota AIPA.

- Kepala Biro KSAP dan OI serta Sekretaris Jenderal AIPA mengkonfirmasi bahwa *General Information* telah disirkulasi kepada seluruh Parlemen Anggota AIPA bersamaan dengan Undangan pada 12 April 2023.

b. Embassy of Malaysia

Perwakilan Kedutaan Besar Malaysia menanyakan perihal akomodasi yang disediakan oleh DPR RI apakah hanya dibatasi untuk 3 (tiga) orang Delegasi atau masih memungkinkan untuk lebih dari jumlah tersebut.

- Kepala Biro KSAP dan OI menjelaskan bahwa DPR RI hanya menanggung akomodasi bagi setiap Delegasi Parlemen Anggota AIPA maksimal 3 (tiga) orang yang terdiri dari 1 (satu) orang Ketua Parlemen atau Ketua Delegasi dan 2 (dua) orang Anggota Parlemen atau Sekretariat. Parlemen dapat saja mengirimkan lebih dari 3 (tiga) Delegasi namun dengan biaya sendiri. Namun Kepala Biro KSAP dan OI mengingatkan pula tentang terbatasnya ketersediaan akomodasi mengingat akan banyak tamu untuk ASEAN Summit sehingga merekomendasikan setiap Parlemen untuk tidak terlalu banyak mengirim Delegasi.
- Sekretaris Jenderal AIPA menambahkan bahwa tuan rumah berkomitmen menjaga kenyamanan dan keamanan Delegasi AIPA sehingga akan lebih efektif dan efisien apabila jumlah Delegasi tidak terlalu besar.

Rapat Internal antara Sekretaris Jenderal DPR RI dan Sekretaris Jenderal AIPA

Usai kegiatan *Embassy Briefing* dilaksanakan rapat internal secara tertutup antara SEKJEN DPR RI dan SEKJEN AIPA untuk menindaklanjuti hasil pertemuan *Embassy Briefing* terkait kesiapan AIPA-ASEAN *Leaders' Interface Meeting*.

III. KESIMPULAN DAN SARAN

Kesimpulan

1. Keseluruhan kegiatan *Embassy Briefing* berjalan lancar dan diskusi berjalan secara produktif.

2. DPR RI, Sekretariat AIPA dan Kedutaan Besar Negara-Negara Anggota ASEAN akan terus saling berkoordinasi perihal kesiapan pelaksanaan ASEAN-AIPA *Leaders' Interface Meeting*, mengingat waktu pelaksanaan Sidang yang sudah semakin dekat.
3. DPR RI mengharapkan dukungan seluruh Kedutaan Besar Negara-Negara Anggota ASEAN untuk menyampaikan setiap perkembangan info terkait ASEAN-AIPA *Leaders' Interface Meeting* kepada seluruh Parlemen di negara masing-masing.

Saran

1. Perlu dilakukan pertemuan lanjutan sebagai pematangan kesiapan pelaksanaan ASEAN-AIPA *Leaders' Interface*.
2. DPR RI perlu menyampaikan hasil pertemuan kegiatan *Embassy Briefing* kepada Perwakilan Kedutaan Besar yang tidak dapat hadir (Singapur, Timor Leste dan Viet Nam).

VI. PENUTUP

A. UCAPAN TERIMA KASIH

Biro KSAP dan OI menyampaikan ucapan terima kasih kepada seluruh perwakilan Kedutaan Besar Negara Anggota ASEAN, Sekretariat AIPA dan Pimpinan Tinggi Utama dan Pejabat Pimpinan Tinggi Pratama Sekretariat Jenderal DPR RI yang telah meluangkan waktunya untuk hadir dalam kegiatan *Embassy Briefing* sehingga koordinasi dan komunikasi persiapan sidang-sidang AIPA berjalan lancar dan sukses.

Ucapan terima kasih juga disampaikan kepada Sekretariat dan Tenaga Ahli yang mendukung kelancaran pelaksanaan kegiatan *Embassy Briefing* ini.

B. KETERANGAN LAMPIRAN

Laporan ini dilengkapi oleh lampiran hasil-hasil kegiatan *Embassy Briefing* sebagai berikut:

- *Tentative Program of Activities ASEAN-AIPA Leaders' Interface Meeting*
- *General Information Parliamentary Preparatory Meeting & ASEAN-AIPA Leaders' Interface Meeting*
- Presentasi Kepala Biro KSAP dan OI

- Sambutan Sekretaris Jenderal DPR RI
- Dokumentasi Kegiatan
- Publikasi Media Sosial

C. KATA PENUTUP

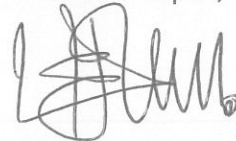
Demikianlah Pokok-pokok Laporan Kegiatan *Embassy Briefing on The Occasion Of Asean – Aipa Leaders’ Interface Meeting on 8th – 10th May 2023 In Labuan Bajo, East Nusa Tenggara*).

Laporan ini disampaikan sebagai bentuk pertanggungjawaban dan transparansi pelaksanaan kegiatan Biro KSAP dan OI dalam dukungan kesekretariatan di bidang diplomasi parlemen.

Semoga bermanfaat bagi kita semua.

Jakarta, 18 April 2023

a.n. Ketua Rapat
Sekretaris Rapat,



Warsiti Alfiah, S.IP., DESS

ASSOCIATION OF SOUTHEAST ASIAN NATIONS (ASEAN) - ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA) LEADERS' INTERFACE MEETING

Labuan Bajo - Indonesia, 9 - 10 May 2023

Tentative Program of Activities

Monday 8 May 2023	Arrival of all Delegates at Komodo Labuan Bajo Airport Proceed to Plataran Komodo Resort & Spa	
	15.00 – 16.00	Registration of Delegates Venue : Rinca Room, Laprima Hotel Labuan Bajo
	19.00	Dinner for all Delegates <ul style="list-style-type: none"> • Xanadu Restaurant, Plataran Komodo Resort & Spa • Cacamarica Restaurant, Laprima Hotel Labuan Bajo
Tuesday 9 May 2023	6.30	Breakfast <ul style="list-style-type: none"> • Xanadu Restaurant, Plataran Komodo Resort & Spa • Cacamarica Restaurant, Laprima Hotel Labuan Bajo
	Arrival of all Delegates at Komodo Labuan Bajo Airport Proceed to Plataran Komodo Resort & Spa	
	12.00 – 14.00	Lunch for all Delegates <ul style="list-style-type: none"> • Xanadu Restaurant, Plataran Komodo Resort & Spa • Cacamarica Restaurant, Laprima Hotel Labuan Bajo
	13.00 - 16.00	Registration of Delegates Rinca Room, Laprima Hotel Labuan Bajo
	14.00 - 15.30	PARLIAMENTARY PREPARATORY MEETING Manta Room, Joglo, Atlantis on the Rock, Plataran Komodo Resort & Spa Attire: Smart Casual <ul style="list-style-type: none"> ◦ Welcoming Remarks by HE Mrs. Ar. Siti Rozaimeriyanty Haji Abdul Rahman, Secretary General of AIPA ◦ Opening Address by H.E. Dr (H.C.) Puan Maharani, Speaker of the House of Representatives of the Republic of Indonesia, AIPA President ◦ Appointment of the Chairperson and Vice-Chairperson of the Preparatory Meeting <ul style="list-style-type: none"> ▪ Photo Session of Delegation ◦ Discussion on Draft of the Message of the President of the 44th ASEAN Inter-Parliamentary Assembly to the AIPA – ASEAN Leaders' Interface Meeting at the 42ndASEAN Summit
	15.30 - 17.00	Preparation for boarding to Pinisi Boat at Marina Labuan Bajo Port
	17.00 - 20.00	Dinner hosted by HE Dr. (H.C.) Puan Maharani, Speaker of the House of Representatives of the Republic of Indonesia / President of AIPA Pinisi Boat at Marina Labuan Bajo Port Attire: Smart Casual
	20.00	Transfer to Plataran Komodo Resort & Spa

ASSOCIATION OF SOUTHEAST ASIAN NATIONS (ASEAN) - ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA) LEADERS' INTERFACE MEETING

Labuan Bajo - Indonesia, 9 - 10 May 2023

Tentative Program of Activities

Wednesday 10 May 2023	6.30	Breakfast <ul style="list-style-type: none"> Xanadu Restaurant, Plataran Komodo Resort & Spa Cacamarica Restaurant, Laprima Hotel Labuan Bajo
	9.00	Transfer to Meruorah from Hotel Plataran
	9.30 - 9.45	AIPA Delegations arrive at Meruorah Hotel <ul style="list-style-type: none"> Holding Room : VVIP Lounge, Meruorah Komodo Labuan Bajo Listening & Viewing Room : Country Room, 2nd Floor, Meruorah Komodo Labuan Bajo
	9.45 - 10.45	ASEAN – AIPA LEADERS' INTERFACE MEETING Komodo Ballroom, Meurorah Convention Center, Ground Floor, Meurorah Komodo Labuan Bajo Attire : Business Attire Attendance : 1 Head of Delegation + 1 Member of Parliament Group Photo
	10.45	Transfer to Plataran Komodo Resort & Spa
	12.00 – 14.00	Lunch for all Delegates <ul style="list-style-type: none"> Xanadu Restaurant, Plataran Komodo Resort & Spa Cacamarica Restaurant, Laprima Hotel Labuan Bajo
	17.00 - 17.45	Transfer to Ayana Komodo Waecicu Beach
	17.45 – 20.00	Sunset Viewing followed by Welcoming Dinner hosted by H.E. Joko Widodo, President of the Republic of Indonesia Front Beach Area of Kisik Seafood Restaurant, 2nd Floor, Ayana Komodo Waecicu Beach Attire : Business Attire / Traditional Dress Attendance : 1 Head of Delegation + 1 Member of Parliament
Thursday 11 May 2023	6.30	Breakfast <ul style="list-style-type: none"> Xanadu Restaurant, Plataran Komodo Resort & Spa Cacamarica Restaurant, Laprima Hotel Labuan Bajo
	Departure of Delegation	



ASEAN
INDONESIA
2023



GENERAL INFORMATION

PARLIAMENTARY PREPARATORY MEETING & ASSOCIATION OF SOUTHEAST ASIAN NATIONS (ASEAN) - ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA) LEADERS' INTERFACE MEETING

In the occasion of the 42nd ASEAN Summit

Labuan Bajo - Indonesia, 9 – 10 May 2023

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GENERAL INFORMATION

1. DATE AND VENUE

The Government of the Republic of Indonesia will host the 42nd Association of Southeast Asian Nations (ASEAN) Summit in Labuan Bajo from 06 to 11 May 2023. In the occasion of the Summit, the ASEAN Inter-Parliamentary Assembly (AIPA) is invited to attend the ASEAN – AIPA Leaders' Interface Meeting to be held on 10 May 2023.

The House of Representatives of the Republic of Indonesia therefore arranges the following parliamentary programme :

Arrival	: 8 - 9 May 2023
Meetings	: 9 - 10 May 2023
Departure	: 11 May 2023

Participants can download details of the parliamentary programme from the webpage <https://aipa44.dpr.go.id/interface/index>

1.1) Parliamentary Preparatory Meeting

Prior to the ASEAN – AIPA Leaders' Interface Meeting, the Host Parliament will arrange a parliamentary Preparatory Meeting to finalize the Message of AIPA President which will be delivered during the ASEAN – AIPA Leaders' Interface Meeting. The parliamentary Preparatory Meeting will be held on :

- Date : 9 May 2023
- Time : 14.00 – 15.30 pm (GMT+8)
- Venue : Manta Room, Joglo Atlantis on the Rock, Plataran Komodo Resort & Spa , Waecicu Beach Labuan Bajo, Manggarai Barat
Website: <https://www.plataran.com/plataran-komodo>

1.2) ASEAN – AIPA Leaders' Interface Meeting

The ASEAN – AIPA Leaders' Interface Meeting will be conducted by the Indonesian Government as Chair of ASEAN in Labuan Bajo on:

- Date : 10 May 2023
- Time : 09.45 – 10.45 am (GMT +8)
- Venue : Ballroom, Ground Floor, Meurorah Komodo Labuan Bajo.
Kawasan Marina, Jl. Soekarno Hatta, Labuan Bajo,
Manggarai Barat, Nusa Tenggara Timur 86711
Website: <https://meruorahlabuanbajo.com/>

2. PARTICIPANTS

The ASEAN – AIPA Leaders' Interface Meeting is aimed at gathering the Speakers / Presidents of the AIPA Member Parliaments and the Heads of State/Government of the ASEAN countries. Each AIPA Member Parliament is expected to send a Delegation consisting of one (1) Head of Delegation + one (1) Member of Parliament to participate in the Interface Meetings. Due to limited availability of the hotel rooms in Labuan Bajo during the dates, the composition of each delegation is strictly limited for 3 persons maximum, including secretariat.

3. REGISTRATION AND ACCREDITATION

3.1) Delegation Accreditation Officer (DAO)

Each entity / organization is requested to appoint two (2) Delegation Accreditation Officers (DAO) to be the main points of contact for each delegation.

For the AIPA Delegation, here are the two Delegation Accreditation Officers (DAO):

1. Ms. Siti Nur Aidah / WhatsApp: +62 812-9546-6722
2. Mr. Daffa Halin / WhatsApp: +62-813-8395-5911

3.2) Online Registration

All delegations are requested to register online no later than 15 April 2023 via webpage <https://aipa44.dpr.go.id/interface/index> by clicking the "REGISTRATION" button at the top right of the page. Kindly advised to fill in the registration form with the required information. Each Delegation needs to provide the following documents:

- 1) Copy of recent color passport-size photo;
- 2) Copy of passport; and
- 3) Copy of COVID-19 Vaccination Certificate (full dose)

Itinerary Form and Hotel Reservation Form are available at the webpage and kindly advised to send it via email aipa44.regis@gmail.com to the Host Secretariat by 15 April 2023. The registration link will automatically close on 15 April 2023 at 23.59 (GMT +7).

After the deadline, any changes to the delegate's information shall be submitted to the Secretariat via email aipa44.regis@gmail.com with the subject [Registration Changes] – Country/Organization Name no later than 25 April 2023 by attaching the following documents for each delegate :

1. Copy of recent color passport-size photo;
2. Copy of passport; and
3. Copy of COVID-19 Vaccination Certificate (full dose)

Final Delegation Name List shall be informed via email to aipa44.regis@gmail.com no later than 26 April 2023 with the subject [List of Delegation] - Country/Organization Name.

Do not hesitate to contact the Host Secretariat for further information.

Email: ksr.bksapdpr@gmail.com / oprkbksap@yahoo.com

WhatsApp: +6281383955911 (Daffa Halin)

3.3) Collection of Badges and Pin

Each Delegation shall have ID Badge. Each Head of Delegation will also receive a Silver Pin which should be worn during the ASEAN – AIPA Leaders' Interface Meeting. Badges and Pin will be collected and distributed by the Delegation Accreditation Officer (DAO).

3.4) Luggage Tag

The official Luggage Tag is available at the web page <https://aipa44.dpr.go.id/default/page/detail/id/453> Please attach the Luggage Tag to all the Delegation luggage to facilitate luggage identification on arrival and to ease the luggage transfer to the respective hotel.

4. AIRPORT FACILITIES AND SERVICES

4.1) Transfer Airport

The Host Parliament will provide facilities at 2 (two) transfer airports for Delegation who has indirect flight to Komodo Airport in Labuan Bajo (LBJ).

- Soekarno Hatta International Airport in Jakarta (CGK)
- I Gusti Ngurah Rai International Airport in Bali (DPS)

Delegation will use the regular lane of the airport terminal. Officers will escort the Delegation to Lounge and assist the process of flight transfer until departure

4.2) Arrival and Departure Arrangements

Representative(s) of the Host Parliament will greet and receive the AIPA Delegation upon arrival at Komodo Airport Labuan Bajo. Protocol officers will assist the collection of luggage. To avoid the crowdedness at the VIP Lounge, Delegation may be escorted through the regular lane of the airport terminal to be transferred to Plataran Komodo Resort and Spa.

For departure, all passports and luggage of the delegation shall be collected by the protocol officers at least three hours before departure time. Delegates are requested to arrive at the airport at least two hours in advance.

4.3) Firearms and Radio Communication Devices

- **Firearms Clearance**

Security officers who provide protective security for VIP/VVIP by carrying firearms must obtain a permit for the firearms they carry into Indonesia. To process the issuance of the permit, the Indonesian Ministry of Foreign Affairs needs to receive a diplomatic / official note informing these following points which shall be send at least 10 (ten) days prior to arrival of the delegations:

- Identity of security officers (name, place/date of birth, rank/position, passport number)
- The flight itinerary (arrival and departure schedule of the security officers)
- The firearms they are going to carry (type, brand, serial number, caliber, and quantity of ammunition).

The Indonesian Ministry of Foreign Affairs will forward the information to the relevant authority for the processing and issuance of the permit. The maximum number of firearms to bring into Indonesia is 4 (four) firearms per delegation with a maximum 10 (ten) ammunition for each of them.

Personnel carrying firearms must declare their firearm together with the permit to the Indonesian customs officers both at the arrival and

departure of the personnel. Firearms other than the ones mentioned in the permit shall be deposited/kept temporarily at the local Customs Office and can be collected prior to the departure.

Security Officers carrying firearms should comply with the guidance given by the Indonesian security officers. They shall not display their firearm in public and shall not use them arbitrarily. They are not allowed to carry their firearms in the meeting rooms, in the meeting venues and reception venue.

- **Radio Clearance**

Security Officers who provide protective security for VIP/VVIP by using radio frequency for their communication devices must have a permit for the use of radio frequency. To process the issuance of the permit, the Indonesian Ministry of Foreign Affairs needs to receive a diplomatic / official note informing these following points which shall be send at least 10 (ten) days prior to arrival of the delegations:

- Identity of security officers (name, place/date of birth, rank/position, passport number)
- The flight itinerary (arrival and departure schedule of the security officers)
- The communication devices they are going to carry (type, brand, radio frequency that will be used, time periods for using that radio frequency).

The Indonesian Ministry of Foreign Affairs will forward the information to the relevant authority for the processing and issuance of the permit.

5. VISA

Indonesia's government has a short visit visa-free agreement with 92 countries for diplomatic and official/service passport holders. The List of Agreements on Mutual Visa Exemption for Diplomatic and Official/Service Passport Holders between the Republic of Indonesia and Foreign Countries can be found on the following link: kem.lu/visaddservice.

Delegates who are nationals of the 92 countries on the said list and who hold diplomatic and service passports can enter Indonesia without a visa. These delegates need to present the following documents upon arrival at the Indonesian airport:

1. Diplomatic or official/service passport, with validity above 6 months and at least 2 blank pages;

2. ASEAN – AIPA Leaders' Interface Meeting invitation;
3. **Delegation Accreditation Confirmation letter from the Secretariat of the Organizing Committee for the 42nd ASEAN Summit 2023;**
4. COVID-19 vaccination certificate in full dose / booster dose; and
5. Download and register for the SATUSEHAT Mobile application.

Delegates can enter the Republic of Indonesia without applying for visa, through these schemes:

1. Visit Visa Exemption (BVK), for 9 (nine) ASEAN member countries, which is valid for a 30-day stay without extension (Brunei Darussalam, Cambodia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam).
2. The Indonesian government officially added Timor Leste as a subject country for receiving Visit Visa Free facilities (BVK) through the Director General of Immigration Circular Letter Number IMI-0058.GR.01.01 of 2023 on Thursday (12/02/2023). Thus, currently there are a total of 10 (ten) countries receiving BVK facilities.

6. LOCAL TRANSPORTATION

Appropriate chauffeur-driven vehicles will be provided to each AIPA Delegation for the duration of the official program of the Meetings from 8 – 11 May 2023. Vehicle access passes will be issued and displayed on the windscreen of the vehicle at all times. Vehicles will transport vice-versa from airport to the official hotel and meeting venue as well as social functions described in the Programme.

Delegation may rent additional vehicles at their own expenses. For security purposes, the rental vehicles shall be registered by the Host Secretariat to having access pass to the venue/hotel.

7. ACCOMMODATION AND EXPENSES

Based on Article 17 of the AIPA Statutes, Delegates shall be responsible for their own flights (international and domestic). The Host country will bear the expenses of the Meeting and provide hospitality for all participants during the conference.

The Host country will provide accommodation for 2 (two) MPs and 1 (one) Secretariat for 3 (three) nights from 8 to 11 May 2023 with normal time for check-in and check-out. Any other expenses of services incurred at the hotel should be borne by delegation (meals, mini-bar, laundry, mobile/international phone calls, business center services, etc.).

For those who arrive earlier or want to extend their stay shall make their own arrangement with the related hotel. Due to limited availability, the hotel accommodation will be arranged by the Host Secretariat.

The Host Parliament provides the following two official hotels:

- Accommodation for Members of Parliaments (MP)
Plataran Komodo Resort & Spa (5***)**
Labuan Bajo, Kec. Komodo, Kabupaten Manggarai Barat, Nusa Tenggara Timur 86757
Contact Person: Ms. Reni (+62 811 3882 281)
Email: reservation.komodo@plataran.com
Web: <https://www.plataran.com/plataran-komodo/>
Note: Check in time is 14:00 PM and check out is 12:00 PM
- Accommodation for the Secretariat
Laprima Hotel Labuan Bajo (4**)**
Jl. Pantai Pede Labuan Bajo, Goron Talo, Kec. Komodo, Kabupaten Manggarai Barat, Nusa Tenggara Timur 86554
Contact Person: Ms. Reni (+62 811 3810 2044)
Email: reservation@hotellaprima.com
Web: <https://linktr.ee/laprimahotel>

8. DOCUMENT

The Programme of the Meeting and other materials will be published in English on the official website of the Meeting <https://aipa44.dpr.go.id/interface/index>

The output document of the Meeting is the Message of the 44th AIPA President to be delivered at the 42nd ASEAN Summit. Draft of the output will be distributed by second week of April 2023. Any inputs to the Draft shall be submitted no later than 30 April 2023.

9. MEDICAL SERVICES

First-aid services and medical staffs will be available during the event. All other medical services will be at the participants' own expense. Participant is advised to take out an adequate health insurance. It is recommended that participants take out their own insurance policies against all risks

10. COVID-19 PREVENTION MEASURES

- The general travel requirements to enter the territory of Indonesia includes a COVID-19 vaccination certificate (full dose). It is advisable to download the *SatuSehat* application to expedite the exit process at the International Airport in Indonesia
- To guarantee the health and safety of Delegates, the 42nd ASEAN Summit will enforce health protocols, including wearing mask and implementing hygienic measures at all times.
- Delegates participating at the ASEAN-AIPA Leaders' Interface Meeting will have to undergo the antigen test one (1) day prior to the Meeting. Medical team will provide a sticker to be attached to the Delegate's badge if the test result is negative. Tests are available for free at the COVID-19 Testing Site located at the Commercial Area of the Meurorah Komodo Labuan Bajo and the Ayana Komodo Waecicu Beach.

11. MEDIA ARRANGEMENT

Only Accredited journalist will be able to cover the 42nd ASEAN Summit. Detailed information for registration and accreditation is available at the ASEAN Indonesia 2023 Website: <https://media-registration.asean2023.id/> Registration will be open until 25 April 2023.

The Host Secretariat will provide documentation (photos, videos, press releases) of the Parliamentary Meeting and the ASEAN – AIPA Leaders' Interface Meeting at the official website <https://aipa44.dpr.go.id/default/gallery/index-interface>

Do not hesitate to contact the Host Secretariat for further information.

Email: ksr.bksapdpr@gmail.com / oprkbksap@yahoo.com

WhatsApp: +6281383955911 (Daffa Halin)

12. OTHER USEFUL INFORMATION

Information related to the Meeting including agenda, documents, technical guidance, etc. will be made available on the official website <https://aipa44.dpr.go.id/interface/index>

- **Weather**

Indonesia has a tropical climate with high humidity. The average temperature in Labuan Bajo throughout the year is 22°C and a high of 30.2°C.

- **Time Zone**

Local time in Labuhan Bajo is GMT+8 hours.

- **Islamic Praying Times**

Day	Fajr	Sunrise	Dhuhr	Asr	Maghrib	Isha
8-May-2023	04:42	05.53	11.50	15:12	17.45	18.58
9-May-2023	04:42	05.53	11.50	15:12	17.45	18.58
10-May-2023	04:42	05.53	11.50	15:12	17.45	18.57
11-May-2023	04:42	05.53	11.50	15:12	17.45	18.57

Details information on the praying schedule can be downloaded from www.islamicfinder.org

- **Currency**

Indonesia's national currency is Indonesian Rupiah (IDR). The exchange rate normally fluctuates at IDR 14.950 for 1 USD. Any purchase shall be paid in Rupiah while money changers are available at airports and malls. ATMs operate 24 hours a day and are commonly found inside major banks, western-style grocery stores, and hotels. All major credit cards (Visa, Master Card, and American Express) are widely accepted. Withdrawal charges may apply.

- **Electricity**

The power supply in Indonesia is 220 volts and 50 hertz. The sockets usually contain two round pins (Type C). If you have electronics that run at lower voltage or with different plug types, you will require a converter.

- **Important Telephone Numbers**

In case of an emergency call

Police – General Emergencies : 110 / 112
Fire : 113
Ambulance and Rescue : 118
Medical Emergencies : 119

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Dewan Perwakilan Rakyat Republik Indonesia

Gedung Nusantara III, Lantai 6, Komplek MPR/ DPR/ DPD RI
Jln. Jenderal Gatot Subroto, Senayan, Jakarta

Telp. : 021-5715842

Faks. : 021-5752132

Email : ksr.bksapdpr@gmail.com | oprkbksap@yahoo.com



@bksapdpr



@bksapdpri



BKSAP DPRRI



BKSAP DPRRI



<http://ksap.dpr.go.id>
aipa44.dpr.go.id



AIPA 44
INDONESIA 2023

Embassy Briefing

MONDAY, 17 APRIL 2023

ASEAN – AIPA LEADERS' INTERFACE MEETING &
PARLIAMENTARY PREPARATORY MEETING

Labuan Bajo - East Nusa Tenggara,
8 – 11 May 2023



Website

<https://aipa44.dpr.go.id/>

Dedicated for all AIPA meetings to be held
in Indonesia in 2023



**ASEAN - AIPA
Leaders' Interface
Meeting**

[https://aipa44.dpr.go.id
/interface/index](https://aipa44.dpr.go.id/interface/index)



**6th Meeting of AIPA
Advisory Council for
Dangerous Drugs
(AIPACODD)**

[https://aipa44.dpr.go.id/
aipacodd/index](https://aipa44.dpr.go.id/aipacodd/index)



**Coordinating
Committee Meeting
of Women
Parliamentarians**

[https://aipa44.dpr.go.id/
waipa/index](https://aipa44.dpr.go.id/waipa/index)



**44th General Assembly
of AIPA**

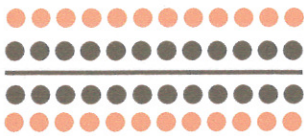
<https://aipa44.dpr.go.id/>

ASEAN AIPA LEADERS' INTERFACE

10 May 2023 at 09.45 – 10.45 (GMT+8) at Meruorah Hotel Labuan Bajo

Layout

- 12 - 12 Formation sitting face to face
- The composition comprises of All Head of Delegation of ASEAN Member States and AIPA Member States, Timor Leste, ASEAN Secretariat, and AIPA Secretariat.



Attendance

- Only accredited HoD + 1 (Including AIPA Secretariat + 1) can enter the Meeting Room of the ASEAN - AIPA Leaders' Interface Meeting

Security

- SILVER PIN will be given to HoD and AIPA Secretary General
- Special ID Badge will be given to the 22 AIPA Accredited Delegation.
- RED ZONE for Meruorah Hotel and Ayana Hotel

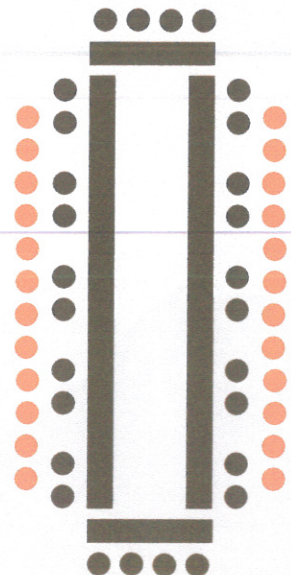


LAYOUT:

- HOLLOW SQUARE
- 2 MAIN CHAIRS AT FIRST ROW FOR EACH DELEGATION
- FREE SITTING FOR SECOND ROW

VENUE:

MANTA ROOM JOGLO
ATLANTIS ON THE ROCK,
PLATARAN RESORT & SPA
LABUAN BAJO



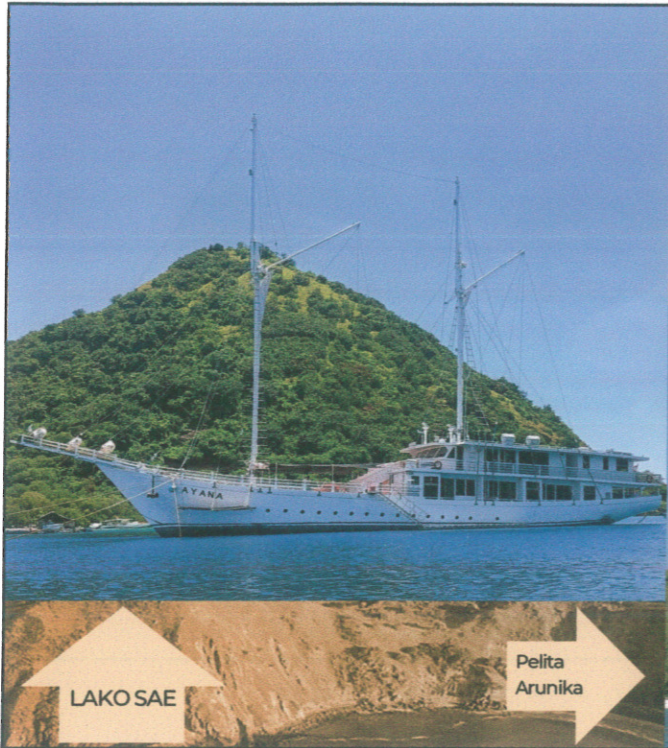
Parliamentary Preparatory Meeting

9 May 2023 at 15.00 - 16.30 (GMT+8)



DEADLINE FOR SUBMISSION OF INPUTS FOR THE DRAFT MESSAGE OF AIPA PRESIDENT


30 APRIL 2023



Dinner Cruise

9 May 2023 | 17.00 – 20.00 (GMT+8)

Hosted by the Speaker of the House of Representatives of the Republic of Indonesia / President of AIPA for all AIPA Delegation



Hospitality



Transportation

- One (1) Toyota Premio will be dedicated to each country
- The Delegation will be welcome at VIP Room in :
 - Transit Airport :
 - Soekarno Hatta International Airport (CGK)
 - I Gusti Ngurah Rai International Airport (DPS)
 - Destination Airport :
 - Komodo Labuan Bajo Airport (LBJ)

Accommodation

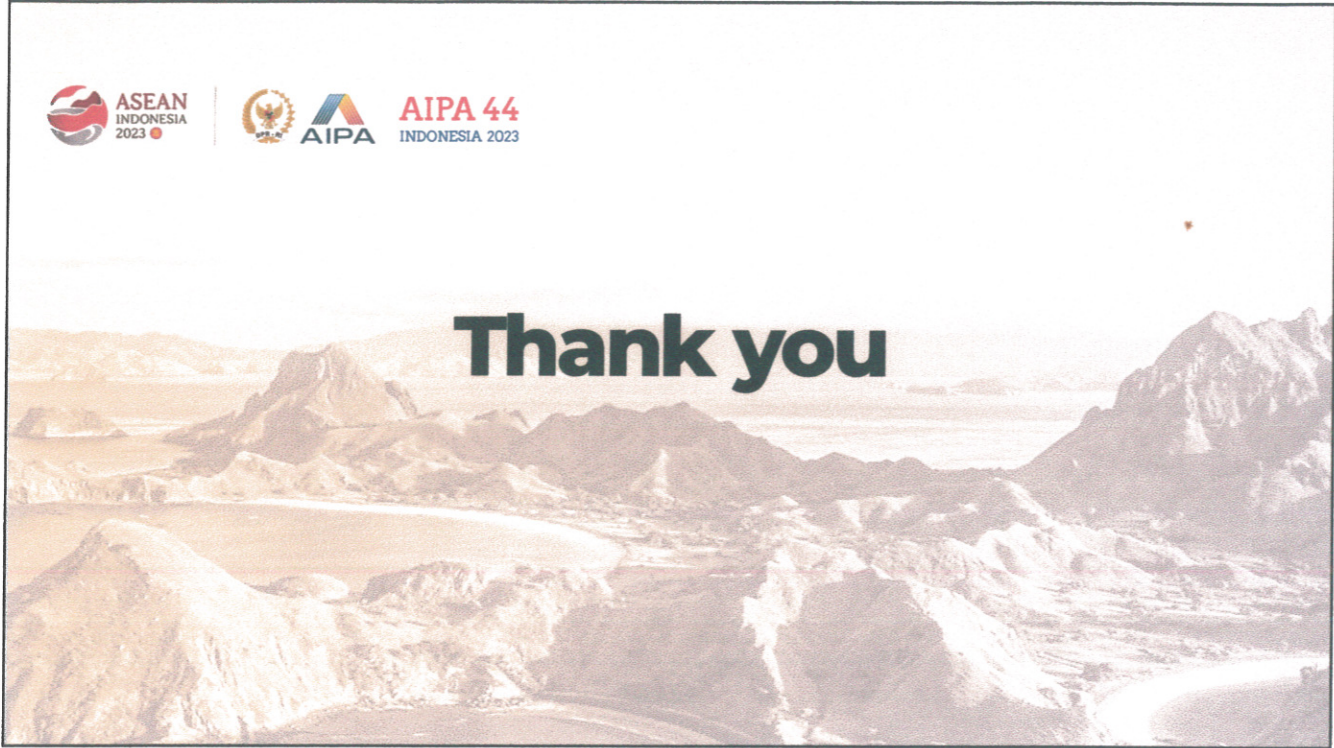
- Plataran Komodo Resort and Spa for Member of Parliament with two (2) rooms for each country.
- Laprima Hotel Labuan Bajo for Secretariat with one (1) room for each country
- The distance between the two hotels is about 7.6 km around 20 minutes by car.
- Meals for lunch and dinner will be provided as stipulated in the Working Programme.





AIPA 44
INDONESIA 2023

Thank you



EMBASSY BRIEFING
ASEAN – AIPA Leaders’ Interface Meeting
Labuan Bajo - East Nusa Tenggara, 8 – 10
May 2023

REMARKS

Delivered by

Hon. Mr. Indra Iskandar

Secretary General

*the House of Representatives of the Republic
of Indonesia*

Monday, 17 April 2023

***Honorable representatives of the
Embassies of ASEAN countries in Jakarta,
Distinguished guests,
Ladies and gentlemen,***

Good afternoon

It is a great honour to address you in this event today regarding the ASEAN-AIPA Leaders’ Interface Meeting in the occasion of the 42nd ASEAN Summit, a vital platform for dialogue

and cooperation between ASEAN Leaders and ASEAN Inter-Parliamentary Assembly (AIPA) Speakers. This meeting was first introduced at the 14th ASEAN Summit in Cha-am, Thailand, in 2009, and has since been held annually, except for the 22nd ASEAN Summit in 2013.

I am delighted to announce that this year's Interface Meeting will take place on 10 May 2023 in a fishing town Labuan Bajo which is located in the beautiful island of Flores. The House of Representatives of the Republic of Indonesia will organize a parliamentary preparatory meeting from 8 to 11 May 2023.

***Distinguished guests,
Ladies and gentlemen,***

For the AIPA presidency in 2023, the Indonesian House proposed theme "Responsive Parliaments for a Stable and Prosperous ASEAN."

As AIPA Members, our parliamentarians are responsible for actively participating in the preparatory meetings and contributing to the AIPA Message that will be delivered by the

DRAFT

President of AIPA to the ASEAN Leaders at the Interface meeting.

***Distinguished guests,
Ladies and gentlemen,***

In this regard, I would like to take this opportunity to express my hope that we can count on the support of the Embassy attendees in our efforts to enhance the role of AIPA and to promote greater cooperation between ASEAN and AIPA.

We look forward to working closely with all of you in the coming weeks and months to achieve these important goals.

Thank you.

DOKUMENTASI KEGIATAN



Suasana Kegiatan Embassy Briefing



Kepala Biro KSAP dan OI memberikan Paparan tentang Sidang-Sidang AIPA



Perwakilan Kedutaan Besar Malaysia mengajukan Pertanyaan



Sekretaris Jenderal AIPA Menyampaikan Informasi Tambahan

PUBLIKASI MEDIA SOSIAL

