



# **19<sup>TH</sup> SESSION OF THE CONFERENCE OF THE PARLIAMENTARY UNION OF THE OIC MEMBER STATES (PUIC) AND RELATED MEETINGS**

**Jakarta – The Republic of Indonesia**

**12-15 May 2025**

**Guidebook**

## 1. Dates and Venues of the 19<sup>th</sup> Session of The Conference of PUIC and Related Meetings

The 19<sup>th</sup> Session of The Conference of PUIC and Related Meetings will be held on 12<sup>th</sup> – 15<sup>th</sup> May 2025 in The Parliamentary Building of the House of Representatives of the Republic of Indonesia in Jakarta

TIME	MEETING	VENUE
<b>Sunday, 11 May 2025</b>		
Arrival of Delegations & Start of registration and badge distribution.		
<b>Monday, 12 May 2025</b>		
<b>09:00 - 13:30</b>	53 <sup>rd</sup> Meeting of the Executive Committee.	
<b>17:30 – 18:30</b>		
<b>10:30 – 12:30</b>	6 <sup>th</sup> Meeting of the Association of Secretaries General of Member Parliaments.	
<b>14:30 – 17:30</b>	13 <sup>th</sup> Meeting of the Permanent Committee on Palestine.	
<b>18:00 – 20:00</b>	4 <sup>th</sup> Meeting of the Committee of Muslim Communities and Minorities.	
<b>18:00 – 20:00</b>	Consultation meeting of the Arab Group	
<b>Tuesday, 13 May 2025</b>		
<b>09:00 – 11:00</b>	11 <sup>th</sup> Meeting of the Specialised Standing Committee on Legal and Cultural Affairs and the Dialogue of Civilizations and Religions.	
<b>09:00 – 11:00</b>	11 <sup>th</sup> Meeting of the Specialised Standing Committee on Economic Affairs and the Environment.	
<b>11:00 – 13:00</b>	12 <sup>th</sup> Conference of Muslim Women Parliamentarians.	
<b>14:30 – 18:00</b>	11 <sup>th</sup> Meeting of the Specialised Permanent Committee on Political Affairs and External Relations.	
<b>15:00 – 17:00</b>	11 <sup>th</sup> Meeting of the Specialised Standing Committee on Human Rights, Women and Family.	
<b>17:00 – 19:00</b>	Consultation meeting of the African Group	
<b>17:00 – 19:00</b>	Consultation meeting of the Asian Group	
<b>Wednesday, 14 May 2025</b>		
<b>09:00 – 11:00</b>	26 <sup>th</sup> Session of the PUIC General Committee.	

<b>14:00 – 16:00</b>	Inaugural Session of the 18th Session of the PUIC Conference.	
<b>16:30 – 20:00</b>	19th Session of the PUIC Conference.	
<b>Thursday, 15 May 2025</b>		
<b>09:00 – 13:30</b>	19th Session of the PUIC Conference.	
<b>15:00 – 16:30</b>	Work Session.	
<b>17:00 – 18:00</b>	Closing Session.	
<b>Friday, 16 May 2025</b>		
Departure of Delegations		

## 2. Registration

Participants are kindly requested to register by filling registration and itinerary form distributed by PUIC Secretariat or available from the website [www.https://ksap.dpr.go.id/puic2025/index](https://ksap.dpr.go.id/puic2025/index). Please send the filled registration and itinerary form to email addresses [puic2025@dpr.go.id](mailto:puic2025@dpr.go.id), [g.s@puic.org](mailto:g.s@puic.org) before **7<sup>th</sup> May 2025**

## 3. Hotel Reservations & Hospitality

Participants can book **directly** to the following official hotels:

HOTEL NAME	ADDRESS & CONTACT POINT	LINK
Fairmont Jakarta	Jalan Asia Afrika No. 8 Gelora Bung Karno, Senayan, Jakarta, 10270 Indonesia, +6221 29703333 <a href="mailto:Reservation.jakarta@fairmont.com">Reservation.jakarta@fairmont.com</a> <a href="mailto:Dian.mulyani@fairmont.com">Dian.mulyani@fairmont.com</a> <a href="mailto:Atika.agesti@fairmont.com">Atika.agesti@fairmont.com</a>	<a href="https://fairmontjakarta.wixsite.com/dpr-ri">https://fairmontjakarta.wixsite.com/dpr-ri</a>
Hotel Mulia	Jl. Asia Afrika Senayan Jakarta 10270, Indonesia +6221 5747777 <a href="mailto:info.jakarta@hotelmulia.com">info.jakarta@hotelmulia.com</a>	<a href="https://be.synxis.com/?arrive=2025-05-09&amp;depart=2025-05-16&amp;hotel=64525&amp;rate=DPR">https://be.synxis.com/?arrive=2025-05-09&amp;depart=2025-05-16&amp;hotel=64525&amp;rate=DPR</a>
Artotel Gelora Senayan Jakarta	Jl. Pintu Satu Senayan, 10270, Jakarta, Indonesia +6221 5095 9000	<a href="https://artotelwanderlust.com/hotel/artotel-gelora-senayan-jakarta/g/Jakarta-en.html?checkIn=2025-05-09&amp;checkOut=2025-05-16&amp;id=MA05110755-MA2403000005&amp;encodeId=TUEyNDAzMDAwMDA1">https://artotelwanderlust.com/hotel/artotel-gelora-senayan-jakarta/g/Jakarta-en.html?checkIn=2025-05-09&amp;checkOut=2025-05-16&amp;id=MA05110755-MA2403000005&amp;encodeId=TUEyNDAzMDAwMDA1</a>

\*Please note that the links above are designated for the 19<sup>th</sup> PUIC conference

The House of Representatives of the Republic of Indonesia will accommodate **5 (five) nights** (11-16 May 2025) of hotel expenses for **one Head of Delegation** and **one participants (HoD+1)** from each **chamber**. The placement of the delegation will be adjusted based on the composition of the delegates (functions of the Head of Delegation

within the parliaments and the size of the delegations) from each country and the availability of the designated room. **The Organizer may upgrade or cancel the request for hotel if failed to meet these requirements.**

Participants **who are NOT** covered by the House of Representatives of the Republic of Indonesia **should meet their own hotel expenses** and **make reservation directly with the hotel.**

The August Observer Members of PUIC will bear their own expenses.

As accommodation facilities are limited, it is strongly recommended that reservations be made as soon as possible before **1<sup>st</sup> May 2025.**

#### **IMPORTANT NOTE:**

Although Indonesian banks and money changers deal in almost all currencies, it is advisable to bring notes in **major currencies**. All major credit cards (visa, master card, and American Express) are widely accepted.

According to Law Number 7/Year 2011 of The Republic of Indonesia concerning Currency, **the use of Rupiah is mandatory for all cash transactions in Indonesia.**

#### **4. Arrival and Departures**

In order to facilitate their welcome and efficient care, participants are asked to indicate on their hotel reservation form the dates and times of arrival and departure, as well as the airline and flight numbers in the registration website address mentioned earlier.

#### **5. Visas**

All delegates must use a valid passport, with an expiration date at least six months prior to the date of entry into the territory of Indonesia. The passport must contain available blank pages for entry into and exit from the territory of Indonesia.

All applicants for entry visas to Indonesia are requested to contact The Indonesian Embassy/Consulate accredited to their country and closest to their place of residence to obtain the appropriate visa.

The Official site of the Immigration of the Republic of Indonesia available at <https://www.imigrasi.go.id>

For information about visa requirements please visit: <https://evisa.imigrasi.go.id/>

## IMPORTANT NOTE:

There are 101 countries with visa exemptions for diplomatic and official passports as of 12 August 2024 as listed below:

### LIST OF COUNTRIES WITH VISA EXEMPTIONS FOR DIPLOMATIC AND OFFICIAL PASSPORTS

AS OF 12 AUGUST 2024

The following is a list of 101 countries whose diplomatic and official passport holders are exempted from having a visa to enter Indonesia, and vice versa. (Diplomatic and Service visa exemption, or also known as PSVDD)

The latest addition to the list are 4 countries: Ethiopia, Ireland, Namibia, and Rwanda.



Sub Directorate of Diplomatic and Official Visa  
Directorate of Consular Affairs  
Ministry of Foreign Affairs of the Republic of Indonesia

1. ALBANIA	36. HUNGARY	71. THE PHILIPPINES
2. ANGOLA	37. INDIA	72. POLAND
3. ANTIGUA & BARBUDA	38. IRAN	73. PORTUGAL
4. ARGENTINA	39. IRELAND	74. QATAR
5. ARMENIA	40. ITALY	75. ROMANIA
6. AUSTRIA	41. JAPAN	76. RUSSIA
7. AZERBAIJAN	42. JORDAN	77. RWANDA
8. BAHRAIN	43. KAZAKHSTAN	78. SAINT KITTS & NEVIS
9. BANGLADESH	44. NORTH KOREA	79. SENEGAL
10. BELARUS	45. SOUTH KOREA	80. SERBIA
11. BELGIUM	46. KUWAIT	81. SINGAPORE
12. BOSNIA & HERZEGOVINA	47. KYRGYZSTAN	82. SLOVAKIA
13. BRAZIL	48. LAOS	83. SLOVENIA
14. BRUNEI	49. LITHUANIA	84. SOLOMON ISLANDS
15. BULGARIA	50. LUXEMBOURG	85. SOUTH AFRICA
16. BURUNDI	51. MALAYSIA	86. SRI LANKA
17. CAMBODIA	52. MOROCCO	87. SURINAME
18. CHILE	53. MEXICO	88. SWEDEN
19. COLOMBIA	54. MOLDOVA	89. SWITZERLAND
20. COSTA RICA	55. MONGOLIA	90. TAJIKISTAN
21. CROATIA	56. MONTENEGRO	91. TANZANIA
22. CUBA	57. MOZAMBIQUE	92. THAILAND
23. CZECHIA	58. MYANMAR	93. TIMOR-LESTE
24. DENMARK	59. NAMIBIA	94. TUNISIA
25. DOMINICAN REPUBLIC	60. THE NETHERLANDS	95. TURKEY
26. ECUADOR	61. NICARAGUA	96. UNITED ARAB EMIRATES
27. EL SALVADOR	62. NICARAGUA	97. UNITED KINGDOM
28. EQUATORIAL GUINEA	63. NORTH MACEDONIA	98. UZBEKISTAN
29. ETHIOPIA	64. NORWAY	99. UYUGUAY
30. FIJI	65. PAKISTAN	100. VENEZUELA
31. FINLAND	66. PANAMA	101. VIETNAM
32. FRANCE	67. PAPUA NEW GUINEA	
33. GEORGIA	68. PARAGUAY	
34. GREECE	69. PEOPLE'S REPUBLIC OF CHINA	
35. GUYANA	70. PERU	

There 97 countries eligible for Visa on Arrival (VOA) and E-VOA for ordinary passport holder

**97 nationalities may now enter Indonesia using the Visa on Arrival (VOA) and E-VOA. These nationalities are:**

1. Albania	35. Ireland	69. Russia
2. Andorra	36. Italy	70. Rwanda
3. Argentina	37. Japan	71. San Marino
4. Armenia	38. Jordan	72. Saudi Arabia
5. Australia	39. Kazakhstan	73. Serbia
6. Austria	40. Kenya	74. Seychelles
7. Bahrain	41. Kuwait	75. Singapore
8. Belarus	42. Laos	76. Slovakia
9. Belgium	43. Latvia	77. Slovenia
10. Bosnia Herzegovina	44. Liechtenstein	78. South Africa
11. Brazil	45. Lithuania	79. South Korea
12. Brunei Darussalam	46. Luxembourg	80. Spain
13. Bulgaria	47. Macau	81. Suriname
14. Cambodia	48. Malaysia	82. Sweden
15. Canada	49. Maldives	83. Switzerland
16. Chile	50. Malta	84. Taiwan
17. China	51. Mexico	85. Tanzania
18. Columbia	52. Monaco	86. Thailand
19. Croatia	53. Morocco	87. The United Arab Emirates
20. Cyprus	54. Mozambique	88. The United Kingdom
21. Czech	55. Myanmar	89. The United States of America
22. Denmark	56. Netherland	90. Timor Leste
23. Ecuador	57. New Zealand	91. Tunisia
24. Egypt	58. Norway	92. Turkey
25. Estonia	59. Oman	93. Ukraine
26. Finland	60. Papua New Guinea	94. Uzbekistan
27. France	61. Palestine	95. Vatican
28. Germany	62. Panama	96. Venezuela
29. Greece	63. Peru	97. Vietnam
30. Guatemala	64. Philippines	
31. Hongkong	65. Poland	
32. Hungary	66. Portugal	
33. Iceland	67. Qatar	
34. India	68. Romania	

There are also 6 (Six) Countries whose citizen subjected for Calling Visa:

- |  |            |
|--|------------|
| 1. Afghanistan                           | 4. Liberia |
| 2. Israel                                | 5. Nigeria |
| 3. Democratic People's Republic of Korea | 6. Somalia |

Delegates subjected to Calling Visa are required fill the E-Visa Request at <https://evisa.imigrasi.go.id/> and also send their copy of passport to [puic2025@dpr.go.id](mailto:puic2025@dpr.go.id) ; **Failing to comply with this request may cause rejection to enter the border of the Republic of Indonesia**

## **6. Health Regulations**

Participating delegates from countries for which the World Health Organisation requires vaccination against Yellow Fever and Mpox must produce a health certificate to this effect upon arrival at the airport of Indonesia. All delegates should also have an international health insurance to attend the 19<sup>th</sup> PUIC Conference.

## **7. Transport**

Participants will be provided with transport to and from Soekarno-Hatta International Airport and the official hotels, as well as to and from the meeting venues and scheduled events.

## **8. Languages**

The official languages of PUIC are Arabic, English and French. The House of Representatives of the Republic of Indonesia will provide simultaneous interpretation in these three official languages. Furthermore, all meeting documents will be translated into these official languages and distributed in the meeting rooms.

**Two** additional interpretation booths will be available for participants wishing to have their own interpreter in the language of their choice. These booths will be allocated on a first- come, first-served basis.

## **9. Information and Registration Desk**

A registration and information desk will be set up at the in the House of Representatives of the Republic of Indonesia on 11<sup>th</sup> – 15<sup>th</sup> May 2025. It will be open from 8 am to 7 pm. Participants are requested to register upon arrival.

## **10. Identification Badges**

The host secretariat will provide identity badges to participants. For security reasons, participants are asked to **wear their ID badges at all times**. Access to the meeting venue and to the various activities on the programme is authorised only to persons in possession of their badges.

## **11. Meeting Secretariat**

An administrative secretariat will be in charge of overseeing the work of the meeting

A second secretariat, reserved for the pool of secretaries, will be responsible for recording all documents that delegates and organisers (the PUIC General Secretariat and the Secretariat of the National Assembly) may entrust to them in connection with the work of the Conference.

A computer and photocopying service will be available to delegates for recording, printing and reproducing documents. Delegates wishing to present a document relating to the proceedings are kindly invited to contact the Administrative Secretariat, which is responsible for the preparation and distribution of all official documents.

These services are provided in the parliamentary building of the House of Representatives of the Republic of Indonesia.

## **12. Currency Exchange**

The national currency of The Republic of Indonesia is The Indonesian Rupiah (IDR). Participants are invited to exchange their currencies at Banks in the Meeting Venue.

All credit cards (Visa, MasterCard, American Express) are accepted in Indonesia. Below is the exchange rate for the US Dollar and the Euro:

<b>1 US\$ = Approximately IDR 16.700</b>	<b>1 Euro = Approximately IDR 17.900</b>
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### **IMPORTANT NOTE:**

According to Law Number 7/Year 2011 of The Republic of Indonesia concerning Currency, **the use of Rupiah is mandatory for all cash transactions in Indonesia.**

## **13. Medical Services**

A medical service will be set up at the conference site at the Parliamentary Building of the House of Representatives of the Republic of Indonesia to provide first aid and emergency assistance to delegates. All other medical services will be at the participants' own expense. Protocol assistants assigned to the delegations will provide support to facilitate access to the health facilities set up as part of the conference.

Participants under special medical treatment are advised to bring sufficient amount of necessary medication. The Secretariat of the host parliament must be informed of specific medical or other indications (dietary needs, allergy, limited mobility) as soon as possible so that the necessary precautions or measures can be taken promptly,

## **14. Distribution of Documents**

Documents will be distributed to participants in the conference room. Additional copies can be obtained from the PUIC Technical Secretariat, located next to the conference room.

## 15. Prayer Times

<b>Fajr</b>	<b>04.35</b>	<b>Maghreb</b>	<b>17.47</b>
<b>Zuhr</b>	<b>11.51</b>	<b>Isya</b>	<b>18.59</b>
<b>Asr</b>	<b>15.13</b>		

## 16. Participants' Correspondence

Participants' correspondence can be sent to the following address:

<b>Secretariat General of The House of Representatives of the Republic of Indonesia</b>	<b>PUIC General Secretariat</b>
Tel: (+62) 5715841 / +62-5715842/ +62-5715907	Tel: (9821) 22418860 / 61 / 62
Fax: (+62) 5732132 / +62-5734460	Fax: (9821) 22418858/59
E-mail: <a href="mailto:puic2025@dpr.go.id">puic2025@dpr.go.id</a>	E-mail: <a href="mailto:g.s@puic.org">g.s@puic.org</a> <a href="mailto:puic.info@gmail.com">puic.info@gmail.com</a>

## 17. Travel by Special Flight

Heads of delegations wishing to travel by Private Plane are advised to contact their Embassy in Jakarta and Contact our Protocol team.

## 18. Venue Facility

The following services are available at the Forum's venue:

- Internet, typing and print on-demand services
- Cafe
- Bank for Money Changer
- Souvenir shop
- Printing Booth

## 19. Social Functions

The Speaker of the House of Representatives of the Republic of Indonesia, H.E. Dr. (HC) Puan Maharani, kindly invites all participants to the Official Dinner on 14<sup>th</sup> May 2025. Please indicates if there are certain food allergies or specific food preference for the dinner menu in the registration process.