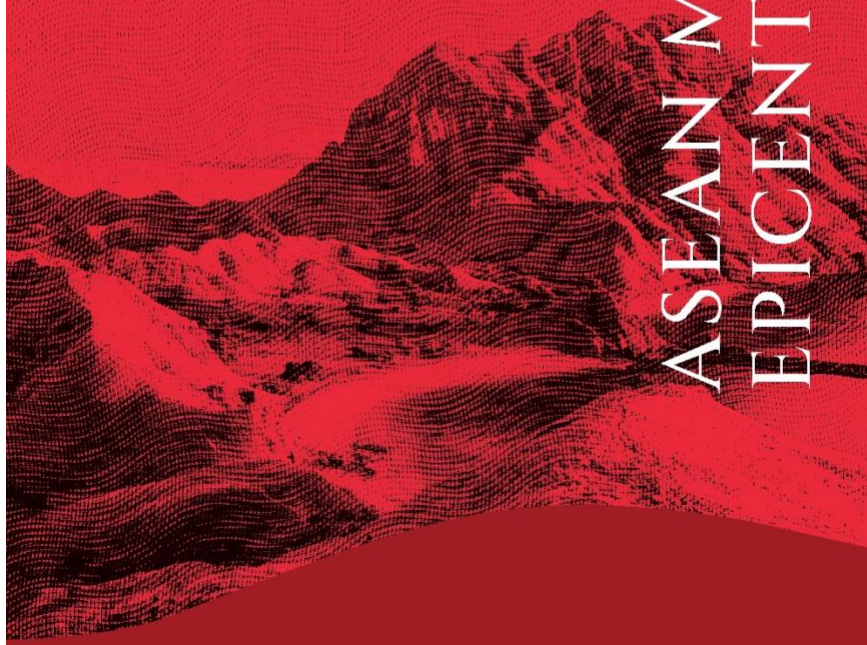




ASEAN  
INDONESIA  
2023 

ASEAN MATTERS:  
EPICENTRUM OF GROWTH



**THE 32<sup>nd</sup> ASEAN COORDINATING COUNCIL AND  
THE ASEAN FOREIGN MINISTERS' RETREAT  
03 - 04 FEBRUARY 2023**

**THE ASEAN SECRETARIAT, JAKARTA – INDONESIA**

**MEDIA ADVISORY**

**A. GENERAL INFORMATION**

1. The Government of the Republic of Indonesia will host the 32<sup>nd</sup> ASEAN Coordinating Council (ACC) Meeting and ASEAN Foreign Ministers' (AMM) Retreat in Jakarta from 03 – 04 February 2023. All meetings will be held at the ASEAN Secretariat (ASEC).

**B. MEDIA REGISTRATION**

2. All foreign based journalists are required to register through email at [media@asean2023.id](mailto:media@asean2023.id).

Email subject: Media Registration – ACC and AMM Retreat 2023 Indonesia

3. Documents/data needed:
  - a. Photo with white background (not exceed 1 MB)
  - b. Scanned photo ID (KTP/Passport/KITAS)
  - c. Scanned media ID
  - d. Assignment letter from media institution
  - e. Scanned return ticket
  - f. Hotel / accommodation booking in Indonesia for foreign journalist.
  - g. Name of Media Company
  - h. Location of Media Company
  - i. Guarantor in Indonesia (company name, if applicable)
  - j. Journalist position (camper/reporter/photographer)
4. Registration is open from **25 January 2023 to 30 January 2023** and can only be done through online within the specified period.

**C. VISA APPLICATION**

5. After registration, please submit visa application through the respective Indonesian Mission abroad, along with the following supporting documents:
  - a. Passport with the validity of at least 6 (six) months beyond the date of entry in Indonesian territory.
  - b. Two coloured passport photos (4x6 cm, white background).
  - c. Official assignment letter from the media institutions.

- d. Copy of media ID.
- e. Proof of return ticket.
- f. Proof of media registration.
- g. Certificate of at least two doses of Covid-19 vaccination, in English.
- h. International travel insurance document covering also Covid-19 care.
- i. Signed Statement Letter of Compliance of Covid-19 protocol in Indonesia.
- j. List of equipment (description, weight, value, country of origin).

**Applications for an e-visa are to be submitted by the Guarantor in Indonesia to the Director General of Immigration electronically via <https://visa-online.imigration.go.id/>. Submissions may only be carried out after approval of journalistic visit request has been received from the respective Indonesian Mission.**

#### **D. HEALTH PROTOCOL**

- 6. Foreign journalist intending to enter the territory of the Republic of Indonesia must comply with health rules and regulation from the Government of Indonesia in accordance to the **Circular Number 25 of 2022 on Health Protocol concerning Health Protocol for International Travel during COVID-19 Pandemic**
- 7. This includes, among other: two doses of Covid-19 vaccination (proven with official vaccine certificate) and the use of PeduliLindungi application. Please consult the respective Indonesian Missions for further details.
- 8. Each journalist is also required to download and register through the ***PeduliLindungi* application** before departure.



Upon arrival at Soekarno-Hatta International Airport, the ***PeduliLindungi*** application will be used to “check-in” to the airport. In cases of “unsuccessful check-in” results, the **printed** copy of the delegate’s Vaccination Certificate (full dose) will have to be verified by Indonesian Health Officers. The application is also needed to access all public facilities in Jakarta, including hotels, shopping centres and restaurants.

- 9. While current regulations to enter Indonesia no longer require a COVID-19 test (RT-PCR or antigen test) prior to departure from their home country, it is strongly advised that journalists take at least an antigen test prior to departing for Indonesia. Pre-departure COVID-19 test (RT-PCR or antigen test) would at least preclude a scenario where a journalist only gets screened in Jakarta as a pre-requisite to entering ASEAN Secretariat and is denied entry in case the test yields a positive result.

10. Following the above, a mandatory negative antigen rapid test (ART) is required to enter ASEC premises. Journalists are advised to take their ART before arriving at the ASEAN Secretariat premises. ART results shall have a validity period of 72 hours.
11. Journalists will undergo mandatory temperature scans upon arrival at the ASEAN Secretariat premises. Delegates with body temperatures above 37.2 degrees Celsius will not be allowed to enter and will immediately be required to take another ART to verify their “negative” COVID-19 status.
12. Mask-wearing is compulsory in the ASEAN Secretariat, except when partaking in food or drinks.
13. Hand sanitisers are readily available at all public areas.
14. All journalists are required to maintain social distancing, appropriate personal hygiene (including regular use of hand sanitisers) and other COVID-19 preventive measures during their presence at the ASEAN Secretariat.
15. The ASEAN Secretariat premises is a designated non-smoking area.

#### **E. CUSTOMS CLEARANCE REQUIREMENT**

The journalist’s list of equipment must be legalized by the nearest Indonesian Mission abroad for importation and exportation purposes.

Media representatives are encouraged to have CBP/ATA Carnets in order to expedite the customs clearance process.

#### **F. ID BADGE**

The press ID Badge can be collected **on 2 February 2023, from 10:00 – 12:00 at the**

Ruang Palapa, Ministry of Foreign Affairs the Republic of Indonesia  
 Jl. Taman Pejambon No. 6, Gambir, Jakarta Pusat

Registration proof must be shown, to be granted the official ID. ID must be worn at all times.

#### **G. ACCOMODATION AND TRAVEL ARRANGEMENTS**

All journalists are responsible for their own travel arrangements, hotel reservations, and payments. Journalists are strongly encouraged to make reservations at the earliest possible time

#### **H. TENTATIVE PROGRAM**

<b>FRIDAY, 3 FEBRUARY 2023</b>	
<b>13.00 – 14.30</b>	<b>Opening 32<sup>nd</sup> ASEAN Coordinating Council Meeting</b> <u>Venue:</u> ASEAN Secretariat, Nusantara Hall

## SATURDAY, 4 February 2023

<b>07.00 – 08.20</b>	<b>Arrivals of AMS Ministers and HoD</b> <u>Venue:</u> Lobby of the New Building ASEAN Secretariat
<b>08:30 – 11:00</b>	<b>ASEAN Foreign Ministers' Retreat</b> <u>Venue:</u> ASEAN Secretariat, Nusantara Hall <u>Attire:</u> Business Attire
<b>11:00 – 12:00</b>	<b>Press Conference by H.E. Retno L.P Marsudi, Minister of Foreign Affairs of the Republic of Indonesia</b> <u>Venue:</u> TBC

**\*Please check the updated program regularly**

### I. VENUE

**Main Venue:**

The New Building, ASEAN Secretariat Jl **Sisingamangaraja No. 70A**, Jakarta, Indonesia

**Media Center:**

Heritage Building, ASEAN Secretariat

The Media Center will be available :

**3 February 2023, from 09:00 to 19:00**

**4 February 2023, from 06:30 to 15:00**

Due to the limited space, no parking space is available for the media. Media should enter through the pedestrian door, while their vehicles can park outside ASEAN Secretariat.

### J. CONTACT PERSONS

16. For further enquiries on the Administration Arrangements, please get in touch with the following officials:

**Media Arrangements**

Name: Bikka Mitya (Ms.)

Email: [bikka.mitya@kemlu.go.id](mailto:bikka.mitya@kemlu.go.id)

Name: Fatimah Marylin

Email: [fatimah.marylin@kemlu.go.id](mailto:fatimah.marylin@kemlu.go.id)

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