



THE ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)
ADMINISTRATIVE ARRANGEMENTS FOR THE SIXTY-FIRST ANNUAL SESSION
HOSTED BY THE GOVERNMENT OF THE REPUBLIC OF INDONESIA
16 - 20 OCTOBER 2023

NOTE: For latest updates please refer to <http://www.aalco.int>

1. TIME AND VENUE

The Sixty-First Annual Session of AALCO will be hosted by the Government of the Republic of Indonesia from 16th to 20th October 2023 in Bali.

The Venue for the Sixty-First Annual Session would be:

Bali Nusa Dua Convention Center

Kawasan Terpadu ITDC NW/1 Nusa Dua, Bali 80363, Indonesia.

Tel: +62-361-773000; Fax: +62-361-778880

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

2. CONTACT INFORMATION OF THE GOVERNMENT OF THE REPUBLIC OF INDONESIA

Ministry of Law and Human Rights of the Republic of Indonesia

Directorate General of Legal Administrative Affairs

Jalan HR. Rasuna Said Kav. 6-7 Kuningan, Jakarta Selatan, DKI Jakarta 12940

Indonesia

Tel: +62 21 1500105

Email: aalcoindonesia@ahu.go.id

CONTACT INFORMATION AT THE AALCO SECRETARIAT IN NEW DELHI

AALCO Secretariat

29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri, New Delhi.

Tel: 00 91 11 26117641/42

Email: as61@aalco.int

3. INVITATIONS

- a) The Government of the Republic of Indonesia will send invitations to the Ministers of Justice/Ministers of Foreign Affairs/Attorneys General of Member States to allow them to arrange their schedules.
- b) Invitations will also be sent by the Secretary-General of AALCO to the Heads of Diplomatic Missions of the Member States in New Delhi.
- c) The Secretary-General of AALCO will send invitations together with details of the Administrative Arrangements, Provisional Agenda, Explanatory Memorandum and the Schedule of Meetings to all Member States, Observers (non-Member States and International Organizations) as and when they are ready.

4. REGISTRATION

- a) An online registration system will be operational from **11 September 2023** at www.aalco.int
- b) All the delegates are requested to fill out the registration form.

ALTERNATIVELY: If one encounters technical problems in accessing the registration system, delegates may also fill out the registration form which can be downloaded from the above mentioned website, and send it to as61@aalco.int

- c) The online registration will remain open until **13 October 2023**. All registrations are required to be submitted before/by that date.

5. INAUGURAL SESSION

- a) The Inaugural Session will be held on Monday, 16 October 2023 at **10:00 AM (Bali time)**. All delegates are requested to be present and seated by **09:45 A.M.**
- b) The Chief Guest for the inaugural session will be a high-level dignitary from the Government of the Republic of Indonesia.

6. VIP DELEGATES

“VIP Delegates” status will be accorded by the Government of the Republic of Indonesia to those bearing the position of Ministers and Solicitor/Attorneys General of the Member States of AALCO. The same status is accorded to the Secretary-General of AALCO. VIP Delegates bearing the position of Minister will be accompanied by security officer.

7. TRANSPORTATION AND PROTOCOL

- a) Arrival and Departure – Ngurah Rai International Airport, also known as Denpasar International Airport, Bali
- b) The Government of Indonesia will provide transportation from and to Ngurah Rai International Airport for **all the delegates** on the following dates:

Arrival: 14-15 October 2023

Departure: 21-22 October 2023

- c) Local Transportation: The Host Government of the Republic of Indonesia will provide transportation from and to designated hotels to the conference venue. Delegates who stay at hotels other than those in the designated list will be responsible to arrange transportation between their hotels and the Conference venue.
- d) Local transportation for VIP Delegates will be provided by the Government of the Republic of Indonesia.
- e) All the delegates are responsible for their air-travel bookings.

8. LIAISON OFFICERS

A Liaison Officer will be assigned to each of the Member States of AALCO by the Government of Indonesia to support the delegation during the meeting in Bali. The Liaison Officer will escort the delegates throughout the session period.

9. ACCOMMODATION

- a) The Government of Indonesia to cover the cost of the VIP guest's accommodation at The Westin Resort Nusa Dua, Bali. Their reservation should be done through the Government of Indonesia.
- b) The Government of Indonesia has partnered with several hotels to offer special rates to the conference delegates. The delegates, other than the VIP, are requested to make their hotel accommodation booking directly with the hotel and pay for their own accommodation.

Annex A below, provides the details of the designated hotels to make reservations. However, the participants may book other hotels of their choice through their Embassy/Missions in Indonesia.

- c) Members of the Secretariat will stay at Bali Nusa Dua Conference Center, Bali.

10. MEETING ARRANGEMENTS

a) Registration upon Arrival and Venue facilities

- Registration desks will be opened at the Venue on Sunday, 15 October 2023 from **10:00 – 18:00 hrs (Bali time)** and will continue on Monday, 16 October 2023 from **08:00-10:00 hrs (Bali time)**.
- Delegates attending the session should register their arrival and pick up the Meeting Badges and materials.
- The Venue is equipped with audio and video arrangements for the meeting such as microphones, projectors, equipment for PowerPoint presentations, etc. Other equipment and facilities include:
 - i. Name plates for the delegations.
 - ii. A prayer room for Muslim delegates.
 - iii. A dedicated space/business centre with desktop/laptop computers and printers for delegations.
- Name plates for the delegations will mention only name of the countries or organizations with no individual delegate name.

b) Working Language

- The working language will be English and Arabic, and all key documentation will be in English and Arabic.
- The Secretariat's reports on the deliberated agenda items will be translated into Arabic as well.
- There will be simultaneous interpretation during the Session from English to Arabic and vice versa.
- Delegations are encouraged to provide hard and soft copies of their statements in advance.

c) Dress Code

- Business attire or National dresses will be required for delegates attending the meetings.

d) Distribution of Documents

- The documents of the session will be available on AALCO website: www.aalco.int. The Secretariat of AALCO will be distributing an official set of the meeting documents to all Member States during the registration upon arrival (only one set per delegation). Delegates are reminded to bring their downloaded meeting documents with them as no additional copies will be distributed during the Session. One set of the documents in Arabic would also be distributed for the Arab Member States at the Session.
- Observer delegations will also receive one set of documents at the time of registration upon arrival.

e) Matters for Consideration

The topics for deliberation at the Sixty-First Annual Session are:

- Organizational, Administrative, Financial Matters and Reports of the Regional Arbitration Centres
- Report on Matters related to the work of the International Law Commission at its Seventy-Fourth Session
- Violations of International Law in Palestine and other Occupied Territories by Israel and other International Legal Issues related to the Question of Palestine
- Environment and Sustainable Development
- International Trade and Investment Law
 - Reforms related to Investor-State Dispute Settlement (ISDS), within the context of negotiation being currently conducted in UNCITRAL Working Group (WG III)
- The Law of the Sea
- Asset Recovery Expert Forum
- Legal Issues in Outer Space
- Working Group
 - i. 5th Meeting of the Open- Ended Working Group (OEWG) on International Law in Cyberspace
- Side Events
 - i. Sharing Best Practices on the Implementation of International Humanitarian Law
 - ii. Business and Investment Forum
 - iii. Sharing Best Practices on Asset Recovery
 - iv. Advancing Cooperation between AALCO and HCCH for promotion of Private International Law

f) Working Lunch

- Working lunch, soft drinks and refreshments will be provided for all delegates at the Conference Venue.

g) Secretariat and Help Desk

- There will be a Secretary-General's Office located at the Venue for bilateral consultations and other administrative issues. The office will have a working computer (with internet) and a printer.
- The AALCO Secretariat will be located at the Conference Venue. The Secretariat will be provided with printing and photocopying facilities. Working computers and or laptops (with internet) will be provided at the Secretariat office.
- A summary report of all deliberations and outcomes will be prepared by the Secretariat and presented to the plenary at the concluding session.
- Official photography and video recording will be done for the event.
- A help desk for all delegates will be available at the Conference venue from 16th to 20th October 2023 (Monday to Friday).
- Delegations wishing to hold bilateral meetings with other delegations could contact the assigned Liaison Officer for necessary information.

11. HEALTH AND SAFETY REGULATIONS

- Since the Government of Indonesia has revoked the large-scale social restriction in Indonesia from 30 December 2022, delegates are not required to show a negative result of RT-PCR test, which is undertaken at the country/region of origin.
- First Aid facility will be available at the venue for the duration of the session.
- In the event of an illness during the session, the Government of Indonesia would refer the said delegate to the nearest hospital or clinic for evaluation and treatment. All expenses would be borne by the respective delegate. Delegates are encouraged to purchase travel and health insurance. Please refer to the Committee for further information on this matter.

12. PASSPORT AND VISA REQUIREMENTS

- To gain entry into the Republic of Indonesia, foreign nationals need to have in their possession passports with at least 6 months of validity and appropriate visas.

Annex-III
Administrative Arrangements

- Delegates from all countries are requested to obtain necessary advice from the Embassy of the Republic of Indonesia at their respective countries for all information and applications relating to their travel visa to Indonesia.
- Information regarding the AALCO’s Annual Session will be notified to all the Indonesian Missions in the AALCO Member States.
- Delegates from countries that don’t have Indonesian Embassy in their respective countries are suggested to obtain necessary advice from the Organizing Committee's Focal Points.
- Bearers of passports from ASEAN and Timor Leste nationals do not require a visa to enter Indonesia.
- The bearer of the diplomatic and official passports of the following countries (**see Annex B**) do not require visa to enter Indonesia. The other delegates are however, expected to apply for the necessary visa to attend the session. More information could be found at <https://www.imigrasi.go.id/en/>. It is advised to contact the Indonesian missions in the respective capitals for more information and support.

13. OTHER USEFUL INFORMATION

- (a) Climate: Bali has a tropical climate appropriate to its proximity to the equator. High humidity can be expected during the Wet Season between the months of October – April.
- (b) Temperature: Year-round temperatures average 31 degrees Celsius.
- (c) Banking Services and Currency: The official currency is Indonesian Rupiah. Foreign exchange bureaus in the airport, in the city, hotels, and banks usually offer exchange service.
- (d) Exchange Rate: The exchange rate of 1 USD is approx. 14.950 Indonesian Rupiah. Transactions are subject to real-time rate.
- (e) Time Difference: GMT +08:00 hours
- (f) Electricity Supply: throughout Indonesia is normally 230V and with a standard frequency of 50 Hz.
- (g) Car Hires and Taxi:

<u>Blue Bird Group</u>	
Vehicle Selection	Bluebird (car for up to 3 person) Bluebird Van (car for up to 6 person) Silverbird Van (premium car for up to 5 persons)
Payment	Cash, Credit/Debit Card, e-Wallet

Annex-III
Administrative Arrangements

Methods	
Mobile Application	<i>MyBlueBird Taxi</i> Available on Apple App Store or Google Play Store
<u>Gojek</u>	
Vehicle Selection	GoRide (motorcycle for 1 person) GoRide Electric (electronic motorcycle for 1 person) GoCar (car for up to 4 persons) GoCar Protect+ (car for up to 4 persons) GoCar Luxe (premium car for up to 4 persons) GoCar L (car for up to 6 persons)
Payment Methods	Cash, Credit/Debit Card, e-Wallet
Mobile Application	<i>Gojek</i> Available on Apple App Store or Google Play Store
<u>Grab</u>	
Vehicle Selection	GrabBike (motorcycle for 1 person) GrabBike Hemat (motorcycle for 1 person) GrabBike Electric (electronic motorcycle for 1 person) GrabCar (car for up to 4 persons) GrabCar Plus (premium car for up to 6 persons) GrabCar XL (car for up to 6 persons) GreenLine Taxi (car for up to 5 persons) GrabGerak (disability-friendly car)
Payment Methods	Cash, Credit/Debit Card, e-Wallet
Mobile Application	<i>Grab</i>

	Available on Apple App Store or Google Play Store
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14. SOCIAL EVENTS

A number of social events would take place during the Annual Session.

ANNEX A

<p><u>Grand Whiz Nusa Dua</u> 4-star hotel 700 m</p>	<p>Komplek Wisata Nusa Dua, Jl. Kw. Nusa Dua Resort, Benoa, Kec. Kuta Sel., Kabupaten Badung, Bali 80363 +62 361 8498020 (Phone) https://grandwhizhotelnusadua.com-bali.com/id/</p>
<p><u>The Grand Bali Nusa Dua</u> 4-star hotel 2,2 km</p>	<p>Jalan Raya Nusa Dua Selatan, Jl. Nusa Dua No.8, Benoa, Kec. Kuta Sel., Kabupaten Badung, Bali 80363 +62 361 77 66 88 (Phone) +62 361 77 36 36 (Fax) info@thegrandbali.com https://www.thegrandbali.com/</p>
<p><u>Mercure Bali Nusa Dua</u> 4-star hotel 2,2 km</p>	<p>Jalan Nusa Dua Selatan Lot Sw 03, Jl. Nusa Dua, Kec. Kuta Sel., Kabupaten Badung, Bali 80363 +62 361 8467000 (Phone) +62 361 8467001 (Fax) info@mercurebalinusadua.com https://all.accor.com/hotel/8006/index.id.shtml</p>
<p><u>Santika Nusa Dua</u> 2,1 km</p>	<p>Jl. Pintas Siligita No. 3A, Banjar Peminge Nusa Dua, Bali +62-361-846-5777 siligita@reservation.santika.com https://www.mysantika.com/indonesia/badung/hotel-santika-siligita-nusa-dua-bali</p>

Annex-III
Administrative Arrangements

<p><u>Vouk Hotel & Suites</u> <u>Bali</u> <u>5-star hotel</u> <u>3,9 km</u></p>	<p>Jl Raya Nusa Dua Selatan, Sawangam, Benoa, Sel., Kabupaten Badung, Bali 80361 https://voukbali.com/</p>
<p><u>Merusaka Nusa Dua</u> 5-star hotel 2,0 km</p>	<p>Kawasan Wisata Nusa Dua Lot S-3, Benoa, Kec. Kuta Sel., Kabupaten Badung, Bali 80363 +62 361 2002 900 (Phone) +62 811-3895-552 (WhatsApp) hello.merusaka@meruhotels.com https://merusaka.com/</p>
<p><u>Grand Hyatt Bali</u> 5-star hotel 1,8 km</p>	<p>Kawasan Wisata Nusa Dua BTDC, Jl. Nusa Dua, Benoa, South Kuta, Badung Regency, Bali 80363 +62 361 77 1234 (Phone) +62 361 77 2038 (Fax) bali.grand@hyatt.com https://www.hyatt.com/en-US/hotel/indonesia/grand-hyatt-bali/balgh</p>
<p>The Westin Resort Nusa Dua 5-star hotel 450 m</p>	<p>Kawasan Pariwisata Nusa Dua, ITDC Lot N-3, Nusa Dua, Bali, Indonesia, 80363 Tel: +62 361-771906 https://www.westinnusaduabali.co.id/</p>
<p>Sofitel Bali Nusa Dua 5-star hotel 1,0 km</p>	<p>Lot N5, ITDC Tourism Complex Nusa Dua, Badung, Bali 80363 Indonesia Telp: +62 (361) 849 2888 Fax: +62 (361) 849 2999 Email: h9078@sofitel.com https://sofitelbalinusadua.com/id/</p>

ANNEX B

The bearer of the diplomatic and official passports of the following countries (stated below) do not require visa to enter Indonesia.

No	Partner Country	Period of Stay
1	South Africa	30 days
2	Albania	30 days
3	Angola	30 Days
4	Antigua & Barbuda	30 Days
5	Argentina	30 days
6	Armenia	30 days
7	Austria	30 days
8	Azerbaijan	30 days
9	Bahrain	30 days
10	Bangladesh	30 days
11	Netherlands	30 days
12	Belarus	30 days

Annex-III
Administrative Arrangements

13	Belgium	30 days
14	Bosnia and Herzegovina	30 days
15	Brazil	14 - 30 days
16	Brunei Darussalam	14 days
17	Bulgaria	30 days
18	Burundi	30 days
19	Czech Republic	30 days
20	Chile	30 days
21	Ecuador	14 - 30 days
22	El Salvador	30 days
23	Ethiopia	30 days
24	Fiji	30 days
25	Philippines	21 days
26	Finland	30 days
27	Georgia	30 days
28	Equatorial Guinea	30 days
29	Guyana	30 days
30	Hungary	30 days
31	India	30 days
32	United Kingdom	(diplomatic passports only) 30 days
33	Iran	30 days
34	Italy	30 days
35	Japan	30 days
36	Cambodia	14 days

Annex-III
Administrative Arrangements

37	Kazakhstan	30 days
38	Solomon Islands	30 days
39	Colombia	(diplomatic, service, ordinary passport) 30 days
40	South Korea	14 - 30 days
41	North Korea	14 days
42	Costa Rica	30 days
43	Croatia	30 days
44	Cuba	30 days
45	Kuwait	30 days
46	Kyrgyzstan	30 days
47	Laos	14 days
48	Lithuania	30 days
49	Luxemburg	30 days
50	Macedonia	30 days
51	Malaysia	30 days
52	Morocco	30 days
53	Mexico	30 days
54	Egypt	30 days
55	Moldova	30 days
56	Mongolia	30 days
57	Montenegro	30 days
58	Mozambique	30 days
59	Myanmar	14 days
60	Niger	30 days

Annex-III
Administrative Arrangements

61	Nicaragua	30 days
62	Norway	30 days
63	Pakistan	30 days
64	Panama	30 days
65	Paraguay	30 days
66	Peru	30 days
67	France	30 days
68	Poland	30 days
69	Portugal	30 days
70	Qatar	30 days
71	Romania	30 days
72	Russia	14 days
73	Saint Kitts & Nevis	30 days
74	Senegal	30 days
75	Serbia	30 days
76	Singapore	30 days
77	Slovakia	30 days
78	Slovenia	30 days
79	Sri Lanka	30 days
80	Suriname	(diplomatic, service, ordinary passport) 30 days
81	Switzerland	30 days
82	Tajikistan	30 days
83	Thailand	30 days
84	Timor Leste	30 days

Annex-III
Administrative Arrangements

85	China	30 days
86	Tunisia	30 days
87	Turkey	30 days
88	United Arab Emirates	30 days
89	Ukraine	30 days
90	Uruguay	30 days
91	Venezuela	30 days
92	Vietnam	14 days
93	Jordan	30 days
94	Greece	30 days