

## **ADMINISTRATIVE ARRANGEMENTS/SD/Add 1**

(Finalized on 27<sup>th</sup> April 2004 with the Delegation of Indonesia who visited the AALCO Head Quarters on 27<sup>th</sup> and 28<sup>th</sup> April 2004)

- A. Date and Venue:** Bali (Indonesia), 21 to 25 June 2004, Bali Hilton International Hotel.
- B. Hotel Accommodation:** Name and address of the Hotels and rates (subsidized for delegates), along with the contact persons, has been provided. With regard to the officials of the Secretariat, the following accommodation will be needed:
- i. 1 suite for Secretary General
  - ii. 3 double rooms for 3 Deputy Secretaries General
  - iii. 3 double rooms for the staff of AALCO (3 x 2 = 6)
  - iv. 6 single rooms for Arabic and French Interpreters
  - v. 4 single rooms for Directors of Arbitration Centers
- C. Focal Point for contact:** Mrs. Lies Siregar, Adviser to Ministry of Justice, Host National Committee ([aalco@depkehham.go.id](mailto:aalco@depkehham.go.id)). Focal point for AALCO is Dr. Deihim, Deputy Secretary-General ([mail@aalco.org](mailto:mail@aalco.org)).
- D. Invitations:** Formal Invitations to the Ministers are to be sent by the Minister of Justice, Government of Indonesia. The Delegation informed the Secretary General that His Excellency the Minister of Justice and Human Rights of Indonesia has already signed the letters and they will be sent according to the list given by the Secretariat to the Delegation. The Secretary-General is in the process to send invitations together with the details concerning the administrative arrangements, agenda and schedule of meetings to the Member States, non-Member States and International Organizations.
- E. Scope of Hospitality:** Ministers and Ministerial level dignitaries attending the session, following the past practice, the hospitality should include a suit with breakfast and meals, and a chauffeur-driven car. The same is to be accorded to the Secretary-General of AALCO. Other head of delegations will be provided with a special VIP minibus. Heads of delegations and the Secretary General will be provided with a Liaison Officer.
- F. Requirements for Entry into the country:** Issuance of visa formalities, and other formalities have been clarified in the Administrative Arrangement. Instructions by the Host Government Committee to expedite the issue of visas for delegates attending the Bali Session. Delegates from countries without a permanent Indonesian mission will also be granted visas at Bali Airport in case their names have been informed to the Indonesian Focal Point at a prior date.

- G. Transportation:** It will remain as agreed in the previous Administrative Arrangements sent to the Member States on the 15<sup>th</sup> March 2004 by the Acting Secretary General.
- H. Reception desk:** Set-up in the Ngurah Rai International Airport, Denpasar, Bali, from 19<sup>th</sup> to 25<sup>th</sup> June 2004. At Jakarta International Airport the immigration officers will assume the task of reception and guidance to the Delegations.
- I. Registration:** the Registration forms are issued at the time of registration. As soon as the Secretariat gets the information about the composition of delegates, it will be passed on to the Host Government. The registration desk will be open at the Bali Hilton International Hotel from 18<sup>th</sup> to 22<sup>nd</sup> June 2004.
- J Conference Details:**
- i. **Conference Venue:** Bali Hilton International Hotel
  - ii. One room for the **Secretary-General** at the Conference venue where he can hold meetings with Ministers and other senior delegates, provided with Personal Computer (PC) with internet connection.
  - iii. One room for the incoming **Chairman/President** (Host Government) where he can meet with Ministers and other senior delegates.
  - iv. Four rooms for the **Secretariat Office** at the Conference Centre.
  - v. **Badges and bags** for Member States, non-Member States and International Organizations, will be provided by the Host Government, as confirmed by the Indonesian delegation during its meeting with International Category Officers (ICOs) on 27 April 2004.
  - vi. **Name cards** of the Member States, Observers and International Organizations (list has been provided by the Secretariat) to be placed in front of each delegation in the Conference Hall, which will be arranged in alphabetical order (English) in the following order: Member States; non-Member States; and International Organizations.
  - vii. **Interpretation and Booth arrangements.** Head phones in perfect working condition. The Secretariat is making arrangements for simultaneous interpretations in English, Arabic and French. As regards recording, four-channel simultaneous digital recording would be necessary (English/Arabic/French/Floor)+ floor taping.
  - viii. **Facilities and Equipment** The Host Government Committee will provide Booths for Audio and Interpretation facilities at the Conference room for the Session.

Office equipment for the operation of the Secretariat i.e. telephones, fax machine, two (2) photocopying machines and seven (7) computers with internet connection should be available and for the participants computers with internet connection.

- ix. Staff to be provided by the Host Government to help the Secretariat for the registration, distribution of documents, collection of statements from delegations, photocopying and other miscellaneous purposes. It has been agreed that the Host Government will provide 7-8 persons for that purpose.
- K. Interpretation:** The Secretary-General will arrange for the interpreters into English, Arabic and French. The cost of Arabic interpretation will be met from the Arabic fund and to meet the expenditure for the French interpretation, the Host Government has already transferred US\$ 8000 to AALCO account.
- L. Special One day Meeting on Establishing Cooperation against Trafficking in Women and Children:** has been discussed in detail with the Host Government delegation who promised to send at the earliest to the Secretariat the draft agenda containing topics, sub-topics and proposed panelists. The Host Government has agreed to finance accommodation for the Panelists, but in case the Panelists are not financed by their respective Organizations or Governments, the Host Government will study the possibility of financing the tickets also. It has also been agreed that the Secretary-General will extend the invitation to the Final List of panelists agreed upon by the Host Government and the Secretariat.
- M. Drafting Committee:** Members will be decided at the beginning of the Conference. The Delegation informed the Secretariat that the Director-General from the Ministry of Foreign Affairs, Government of Indonesia will preside over the Drafting Committee.
- N. Documents and their Distribution:** Three sets of documents have been sent to AALCO Member States through the diplomatic Missions on 13<sup>th</sup> and 14<sup>th</sup> April 2004.
- O. Receptions and Dinners:** It has been agreed that:  
On 21<sup>st</sup> June 2004, the Host Government (His Excellency the Minister of Justice and Human Rights, Government of Indonesia/President/Chairman) will host a Reception/Dinner.  
On 22<sup>nd</sup> June 2004, His Excellency the Secretary-General of AALCO will host a Reception/Dinner either at the Venue of the Conference or in the Garuda Hall.  
On 23<sup>rd</sup> June 2004, His Excellency, the Japanese Head of Delegation will host a Reception/Dinner.  
On 24<sup>th</sup> June 2004, Cultural Event (Dinner to be decided)

On 25<sup>th</sup> June 2004, Lunch and Cultural Event will be hosted by His Excellency, the Minister of Justice and Human Rights, Republic of Indonesia. Dinner and Cultural Event will be hosted by His Excellency, the Governor of Bali.

**P. Inaugural function**

President of Indonesia

Invitation to the high dignitaries of the Host Government

Diplomatic Missions

Group photo arrangements

Former President of AALCO (Nigeria) will address the Welcome Statement.

**Q. His Excellency Prof. Dr. Yusril Ihza Mahendra, Minister of Justice and Human Rights of the Republic of Indonesia is the candidate to chair the meeting and preside over AALCO during the following year.**

**R. Special Meetings of the Heads of Delegations of the Member States and the Secretary General prior to the Session:** His Excellency, the Minister of Justice and Human Rights of the Republic of Indonesia will call for a Special Meeting with the Secretary-General, the Heads of Delegations of Member-States on the eve of the Session which will be followed by a Dinner hosted by His Excellency the Minister of Justice and Human Rights.

**S. Press and Media coverage:** It has been agreed that the Secretariat will prepare a Press Release to be distributed to the media, prior to the Meeting. The Host Government will take charge of all the Press and Media coverage in coordination with the Presidency of Republic of Indonesia.

**T. Services and others:**

(i) It has been informed by the delegation of Indonesia that they will set up a Hospitality Desk assigned to help the Delegations attending the Conference for shopping, sight seeing etc. These services are to be payable by the delegate requesting them. Details of this service will be sent by the Host Government later.

(ii) The same facility would be extended to the accompanying spouses as a compliment from the Host Government.