

## **GUIDELINES FOR FELLOWS VISITING INDONESIA**

### **1. GEOGRAPHY**

Indonesia is the world's largest archipelago extending between two continents: Asia and Australia. It consists of 13,677 islands with a total land area of 1,905,443 sq kms, stretched 5,150 kms from East to West and 1,770 kms from North to South. The five main islands are Sumatra, Java, Kalimantan (the major part of Borneo), Sulawesi and Irian Jaya (the western part of New Guinea). Of all the islands, Bali is probably the most known internally because of its attraction to tourists. It only has a land area of 5,561 sq kms and a population of less than 2% of the total of 220 million population of Indonesia. Java is the most densely populated with 60% of the total population living on a land area of less than 7% of its total. Jakarta, the capital city of the Republic of Indonesia, is located on this island and is the center of government and economic activities. The population of Jakarta is approximately 9 million.

Indonesians are basically of Malay heritage and are divided into approximately 300 ethnic groups, which speak about 365 languages and dialects. However their common language, the Bahasa Indonesia, is spoken almost throughout the entire archipelago. Islam is the predominant religion in addition to Christianity, Buddhism and Hinduism.

### **2. CLIMATE**

Because of its location along the equator, the climate is tropical and humid, with only slight variations in temperature and heavy rainfall. Except at higher altitudes, temperatures generally range from 25 to 30 degree centigrade or 70 to 86 degrees Fahrenheit. Humidity is from 60 to 90%.

Rainfall is heaviest along the equatorial belt between the months of November and February while June to August are usually the driest periods.

### **3. CONSTITUTION**

Indonesia proclaimed its independence on August 17, 1945. The 1945 Constitution and the national philosophy PANCASILA which is contained in its preamble, guide all the policies of the present Government and the Office of State. The five principles defined in this national philosophy are: (1) Belief in the One Supreme God, (2) Just and Civilized Humanity, (3) Unity of Indonesia, (4) the People's sovereignty guided by the wisdom of unanimity in deliberations among representatives and (5) Social Justice for all the People of Indonesia.

The Indonesian national flag is red above of white. Indonesia's coat of arms is the GARUDA, eagle ancient Indonesian mythology, symbolizing creative energy. Its motto BHINNEKA TUNGGAL IKA, meaning Unity in Diversity, signifies the unity of the people in spite of diversified and cultural origins.

### **4. ADMINISTRATION**

Indonesia is divided into 27 provinces for administration by the Central Government, based on geographic, ethnic and political characteristics. Density of population differs from province to province. The Province of East Java has a population of almost 30 million, against only 0.5 million in East Timor. East province is subdivided into several "kabupatens" or regencies and these are again subdivided into several "kecamatan" or districts. These may consist of several "kampung" or villages, which are the smallest administration units of the Government.

## USEFUL INFORMATION FOR FELLOWS

### **1. IMMIGRATION**

All visitors to Indonesia must hold passports which are valid for at least six months after arrival and have proof of onward journey, either return or through tickets.

Visas are required, except for the following nationals for a maximum stay of two months: Argentina, Australia, Austria, Belgium, Brazil, Brunei, Canada, Chile, Denmark, Egypt, Finland, France, Germany, Greece, Hungary, Iceland, Ireland (Rep.), Italy, Japan, Korea Rep.(South), Kuwait, Liechtenstein, Luxembourg, Malaysia, Maldives, Malta, Mexico, Monaco, Morocco, Netherlands, New Zealand, Norway, Philippines, Saudi Arabia, Singapore, Spain, Sweden, Switzerland, Thailand, Turkey, U.K., United Arab Emirates, U.S.A., Venezuela.

Visa can be obtained from any Indonesian Embassy or consulate overseas. It is not advisable to obtain visa on arrival. In general, visas on arrival are not available. Only in emergencies, the WHO Office in Indonesia will assist in obtaining visa on arrival for fellows who have a programme of no more than two weeks. If the programme is for longer than two weeks, fellows must obtain a visa before undertaking travel to Indonesia. For programmes of longer than one month, fellows should not travel on a tourist visa, given usually for one month and can be extended only for two weeks (total stay 6 weeks).

### **2. HEALTH CERTIFICATE**

International health certificate is required only of valid yellow fever vaccinations from travelers coming from infected areas.

### **3. CUSTOMS**

Customs allow on entry a maximum of two liters of alcoholic beverages, 200 cigarettes or 50 cigars or 100 grams of tobacco and a reasonable amount of perfume per adult.

There is no restriction on import and export of foreign currencies in cash, travelers cheques and other bank instruments which are fully convertible to "rupiahs", the name of the Indonesian currency, and vice versa. There is, however, a limitation on the movement of Indonesian rupiahs in and out of the country and more than Rp.50,000 is not allowed.

### **4. AIRPORT TAX**

Airport tax of Rp.75,000 is levied on all passengers on international flights from Soekarno-Hatta Airport (Jakarta) and Ngurah Rai Airport (Bali). Domestic airport taxes vary from Rp.8,000 to Rp.12,500 depending on airport. Airport taxes are paid by the traveler at the airport and are not included in the ticket price. An additional sum of Rp.1,000 is levied for insurance on domestic routes if tickets are purchased in Indonesia.

### **5. CURRENCY**

Main foreign currencies are freely exchangeable at existing daily rates at banks and money changers in the major cities of Indonesia. The exchange rate at present fluctuates heavily and it is best to obtain information about the current rate shortly before departure.

Indonesian rupiahs come in denominations of 100,000, 50,000, 20,000, 10,000, 5,000, 1,000, and 500, 100, 50 and 25 in coins.

## **6. TIPPING**

At most hotels a service charge of 21% is added to the bill. In restaurants where a service charge is not additional, a tip of 5 to 10% is considered appropriate depending on the service and type of establishment, though it is not mandatory. An airport or hotel porter expects about Rp.5,000 per bag in tips. Tipping drivers Rp.5,000 is sufficient for metered taxis, although it is not mandatory. It is advisable to carry small change as taxi drivers are often short of coins.

## **7. CLOTHING**

In most cases dress is informal and light clothing is advisable due to the hot and humid climate. However a jacket and tie are required for formal occasions and when making officials calls.

Batik is popular for men's shirts and ladies' dresses. A long sleeved safari type batik shirt is acceptable on semi-official or semi-formal occasions.

Very casual attire such as shorts, halter-tops and slippers are not considered proper except in sports facilities or on the beach.

## **8. TIME**

Indonesia is divided into three time zones. Western Indonesia Standard Time (valid for Sumatra, Java and Bali) is seven hours ahead of Greenwich Mean Time. Central Indonesia Standard Time (for Kalimantan, Sulawesi and Nusa Tenggara) is eight hours ahead and East Indonesia Standard Time (for the Maluku Islands and Irian Jaya) is nine hours ahead of GMT.

### **SPECIFIC INSTRUCTIONS FOR WHO FELLOWS**

1. You will land at the CENGKARENG (SOEKARNO-HATTA) INTERNATIONAL AIRPORT, the airport of Jakarta, located approximately 20 km from the city.
2. After you pass immigration clearance and while waiting for your luggage to arrive, you are advised to exchange some of your travelers cheques or any foreign currency you possess at the Money Exchange Counter. Please note however that not all types of foreign currencies are accepted for exchange.
3. After you have collected your luggage and cleared customs you may leave the Arrival Hall and proceed to the CENGKARENG AIRPORT BUS SERVICE Terminal, just in front of the arrival and departure halls. These buses will bring passengers to four destinations in the Jakarta Municipality. Board one of the buses marked for the GAMBIR RAILWAY STATION as the City Terminal. This is located at the East side of the MERDEKA SQUARE (Freedom Square) in the heart of Jakarta. The bus trip will cost Rp.5.000.-.

You can also take one the metered taxis available at the taxi stand in front of the Airport Terminal, which can bring you directly to your destination. (The "Blue Bird" Taxi company is the most reliable). You will be charged approximately Rp.75,000 depending on the destination in the city.

4. The following Guesthouses/Hotels are recommended for WHO fellows:
  - a) I.S.E. GUESTHOUSE (A moderate type)  
Jl. Wahid Hasyim No.168  
Jakarta (Tel.3143463 - 3143471)

Room rate: FAN - Rp.45,000 (single or double)  
AC - Rp.85,000 (single or double)

- b) PURI MEGA HOTEL  
Jl. Rawamangun No.59, Pramuka  
Jakarta.  
Tel. 4214744, 4229050-57  
Fax. 4246562  
Room rate: AC - Rp.125,000 (single)  
Rp.145,000 (double)
- c) YANNIE GUESTHOUSE  
Jl. Raden Saleh No.35  
Jakarta.  
Tel. 3140012, 3102756  
Fax. 327005  
Room rate: AC - Rp.105,000 (single) - including breakfast  
Rp.120,000 (double) - including breakfast
- d) HOTEL SENTRAL  
Jl. Raya Pramuka No.63-64  
Jakarta.  
Tel. 4225511 - 4213837  
Fax. 4213839  
Room rate - Standard - Rp.140,000 (single)  
Rp.190,000 (double)

Fellows can shift to any other place of their choice for their stay if they so wish, but they must leave their new address with the WHO Office so that they can be contacted in case of need. However, no additional stipend will be paid in case they take a more expensive hotel.

Fellows are advised to notify in advance the WHO Office at the mailing address given below of their date of arrival and accommodation requirements so that reservations can be made.

5. Fellows should report at 08.30 AM on the first day of their programme (the exact reporting date is mentioned in the Letter of Award) to the office of the WHO Representative at the following address:

WORLD HEALTH ORGANIZATION  
Bina Mulia Building I, 9<sup>th</sup> Floor,  
Jl. H.R. Rasuna Said Kav.10  
Kuningan - Jakarta, Indonesia.  
Telephone : 62-21- 5204349 (extension 33)  
Fax : 62-21- 5201164