Administrative Circular
2nd Digital Economy Working Group Meeting

17 - 19 May 2022
2nd Digital Economy Working Group Meeting
In-Person Meeting

I. INTRODUCTION
The G20 Presidency of Indonesia humbly welcomes all delegates to attend the 2nd Digital Economy Working Group (DEWG) meeting and its side session which will be conducted in person, in Yogyakarta from 17 to 19 May 2022. On 17 May 2022, the Chair of DEWG also cordially invites all delegates to attend a showcase called “National Digital Talent Program: A Momentous Milestone to Scoring Stellar Digital Talents” which is a flagship program orchestrated by The Agency for Research and Human Resources Development on Communications and Informatics, Ministry of Communications and Informatics of the Republic of Indonesia. On 19 May 2022, the first DEWG side session on Workshop on the G20 Toolkit for Measuring Digital Skills and Digital Literacy will be conducted. This Administrative Circular is intended to provide delegates and participants with information regarding administrative and logistical aspects, as well as other general meeting information regarding the 2nd DEWG Meeting. Information within this Administrative Circular is current as of 14 April 2022.

Delegates and participants may contact dewg.policy@g20-indonesia.id and dewg.g20-indonesia@kominfo.go.id for further questions regarding this 2nd DEWG Meeting. Delegates will be notified via email of any amendments or additional information.

II. PROVISIONAL AGENDA
The main venue for the 2nd DEWG Meeting is Tentrem Hotel, Yogyakarta. Please refer to Annex 1, as attached in the email, for detailed provisional agenda and meeting procedures.

III. REGISTRATION
Registration for each delegation attending the 2nd DEWG Meeting and its side event is required to complete the delegates’ registration form (g20.org/registration), at the latest by 29 April 2022 through their Designated Accreditation Officer (DAO). Delegates Registration and Accreditation User guidelines appear in Annex 2.

After delegates submit their registration, the system will send an email notification, letter of compliance, and accreditation confirmation letter to the registered delegate’s email address.
IV. MEDIA & COMMUNICATION

Based on the G20 protocol, the 2nd DEWG Meeting is considered confidential and there will be no public media participation. The Indonesian G20 Presidency will publish relevant photos and any statements from the meeting and will advise if any video content is intended for distribution.

Content may be published on:
Official G20 channels: www.g20.org, Twitter (@g20org), Facebook (G20 Indonesia), and Instagram (@g20org).
Official Indonesia G20 Presidency channels: Twitter (@indonesia_g20), and Instagram (@indonesia.g20).

V. VISA REQUIREMENTS

As a basic policy, each delegate applying for a visa to Indonesia must possess a valid passport with a minimum validity term of six months, minimum of two blank passport pages for validation, and identical information between the country represented and the holder's nationality. Moreover, each type of passport will be treated uniquely and we highly urge delegations to travel with diplomatic or service passports or visas for a seamless trip. Due to the COVID-19 pandemic, policies regarding entry to Indonesia may change at any time. We will be in contact via e-mail with each country’s correspondence to ensure all updates regarding Indonesia’s Travel Regulation are well-informed to the delegates.

The Indonesian government has a visa-free short visit agreement in place with numerous nations for diplomatic and service passport holders. The list of participating nations can be accessed through this link: s.id/visaddservice. Delegates from the aforementioned countries who travel on diplomatic or service passports are not required to obtain a visa to enter Indonesia. Delegates who are not exempt from the agreement but intend to travel on a diplomatic or service passport may apply for a multiple-entry diplomatic or service visa. Kindly contact our embassy in your country for more information.

In contrast, delegates who travel with ordinary passports should enclose the confirmation letter with their visa application. They are strongly advised to apply early at our embassy in their countries. In addition, the information on the visa applications can be accessed through this link: https://s.id/VisaOnlineImigrasi.

In order to process the visa application, please contact the nearest Indonesian Embassy for the current requirements. On most occasions, delegates may need to present the following documents along with their identity files:

a. The 2nd DEWG Meeting invitation letter;
b. Accreditation confirmation letter;
c. Recommendation letter of assignment from their foreign ministry or other relevant institutions;
d. Travel insurance document for COVID-19;
e. Vaccination certificates.

All special flight crew (charter) are exempt from visa requirements since they are contained in the license document known as the "generic declaration." However, crews who arrive separately from the plane (passive crews) must apply for a visa at the Indonesian embassies in each country, adhering to the same procedures as delegations with diplomatic/service passports.

Based on the Decree of the COVID-19 Task Force No.17 of 2022 released on 6 April 2022, Visa on Arrival services are available in Indonesia for several countries through selected entry points. We strongly advise delegates to confer with our embassy in their respective nations regarding the details of Indonesia's Visa on Arrival policies.

VI. HEALTH PROTOCOL

Policies regarding the Health Protocol in Indonesia may change at any time due to the dynamic development of the COVID-19 Pandemic. The G20 DEWG Secretariat will maintain contact via e-mail with each country’s correspondence to ensure all updates on Indonesia’s Health Protocol are well-informed to the delegates. As of 6 April 2022, the current policy on health protocol is the Decree of the COVID-19 Task Force No.17 of 2022: s.id/CTFD172022.

a. Pre-Arrival

All travelers from abroad, including members of the G20 delegation, can only enter Indonesia from selected entry points. The list of the entry point can be found in the link: s.id/EntryPointList

Delegates entering Indonesia, either directly or in transit in foreign countries must comply with the following provisions/requirements:

1. Comply with the provisions of the health protocol set by the Government of Indonesia;
2. Show negative results through the RT-PCR test in the country of origin whose samples are taken within a maximum period of 2 x 24 hours before the hour of departure and are attached at the time of the health check or e-HAC International Indonesia. In addition, all delegates must remain updated and follow all COVID-19 protocols in flight transit countries;
3. Have downloaded the PeduliLindungi application via Playstore and Appstore and filled out the Indonesian e-HAC. This app can be downloaded through:
   3.1. App Store: s.id/PeduliLindungiOnAppStore
   3.2. Google Play Store: s.id/PeduliLindungiOnPlayStore
4. Show the card or certificate (physical or digital) which informs that the delegate has received the full dose of COVID-19 vaccine at least 14 (fourteen) days before departure except with the following conditions:

4.1. Holders of diplomatic visas and service visas related to official/state visits of foreign officials at the ministerial level and above and foreigners who enter Indonesia under the Travel Corridor Arrangement scheme, according to the principle of reciprocity while still implementing strict health protocols;

4.2. Delegates who have not been vaccinated and intend to travel domestically and continue with the aim of taking international flights out of Indonesian territory;

4.3. Delegates under 18 years old;

4.4. Delegates with special health conditions or comorbid diseases that cause travellers to be unable to receive vaccines, with the condition that they must attach a doctor’s certificate from the Government Hospital of the country of departure stating that the person concerned has not and/or cannot participate in the COVID-19 vaccination.

b. Arrival
All delegates are exempt from quarantine but subject to health control measures upon arrival. Delegates are required to wear a mask both indoor and outdoor, to regularly sanitize their hands, and to maintain physical distance. Please refer to the current policy on health protocol, the Decree of the COVID-19 Task Force No.17 of 2022 (s.id/CTFD172022), for the arrival procedure.

c. During the Meeting
To guarantee the health and safety of delegates, the Indonesia G20 Presidency requires participants to undergo a daily rapid antigen test before the meetings as part of the necessary health routine. To enter meeting sites, participants must present a valid 24-hour negative test result as indicated in the delegation ID badges.

Delegates can take rapid antigen tests at the meeting venue. The test locations are open every day prior to the meeting. We suggest taking the test at the earliest convenient time to avoid crowds.

In the interest of collective safety, the PeduliLindungi App is also mandatory to access meeting venues and hotels. We also implement a meeting layout with a physical distancing setup to protect participants’ safety and oblige all participants to wear masks and implement hygienic measures at all times. Furthermore, most importantly, we strongly discourage delegates from engaging in or arranging third-party gatherings not associated with the G20 event, outside the official hotels and venues, and involving non-delegates.
All delegates shall adhere to the Indonesia G20 Presidency’s event procedures. We shall notify all delegates in writing immediately if any changes are made to the health protocols.

d. **Leaving Indonesia**
   At the conclusion of the meeting and until 19 May 2022, the Indonesia G20 Presidency facilitates a free PCR test to help delegates in obtaining adequate health documents for their return flight departures. The PCR test result will be available 1x24 hours after the collection of the sample.

VII. **MEETING VENUE**

   a. **Venue Address**
      Tentrem Hotel, Yogyakarta
      Jl. P. Mangkubumi No.72A, Cokrodiningratan, Kec. Jetis, Kota Yogyakarta, Daerah Istimewa Yogyakarta 55233 | Phone: (+62 274) 6415555

   b. **Information Center**
      The G20 Help Desk is located in the foyer of the meeting venue to assist delegates with G20-related inquiries. Delegates can also contact using G20 contact support provided at the venue.

   c. **Prayer Room**
      The prayer room is located on the upper ground floor next to the clinic which can be accessed by following the signage available in the meeting venue and will be open during meeting hours. However, as praying equipment is limited, delegates are encouraged to bring their own.

   d. **Bilateral Meeting Room**
      Delegates who need a dedicated room for a bilateral meeting are advised to contact our DEWG person in charge of room booking, Mr. Fadli (+62 856 2066 205). There are two rooms provided with a capacity of up to 10 persons per room. The rooms will be available from 17 to 18 May 2022. Each bilateral session will be limited to 30 minutes. Booking requests will be handled on a first-come-first-served basis.

   e. **Viewing Room**
      The number of delegates entering the main meeting room is limited to HoD +1. Following this restriction, a viewing room is provided for those who are not eligible to enter the main meeting room. The viewing room is located next to the main meeting room.

   f. **Access to Venue**
      Delegates must use a badge (access card and/or pin) to access the meeting venue. The badges of delegates are colour-coded according to their
classification. It contains personal information such as photographs, names, countries, and institutions.

Badges are required to be worn at all times throughout the meeting and side session to enter the meeting room and hospitality facilities. They are non-transferable.

During the 2nd DEWG Meeting, the Heads of Delegations (HoD) and one accompanying member will have access to the main meeting room. The number of accesses to the main meeting room will be provided by the following number of accesses:

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>HoD</td>
<td>1</td>
</tr>
<tr>
<td>Delegate</td>
<td>1</td>
</tr>
</tbody>
</table>

VIII. ACCOMMODATION

The Indonesia G20 Presidency has arranged Tentrem Hotel as the official hotel. The official hotel complies with CHSE (Cleanliness, Health, Safety, and Environmental Sustainability) protocols to ensure health and safety procedures during the COVID-19 pandemic.

All delegates are highly recommended to stay at the aforementioned official hotel as part of the government-granted quarantine exemption license (travel bubble arrangement).

The official hotel provides special rates for all delegates. Delegates are encouraged to make a reservation directly to hotel Tentrem by completing the hotel reservation form attached (Annex 3) and sending it to info@hoteltentrem.com with the “G20 DEWG Hotel Reservation” subject. The room availability is on a first-come-first-serve basis.

Information on Room and Price

<table>
<thead>
<tr>
<th>No</th>
<th>Room Type</th>
<th>Price (Nett)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deluxe Room</td>
<td>IDR 1,550,000 or ± US$105*</td>
</tr>
<tr>
<td>2</td>
<td>Deluxe with club access</td>
<td>IDR 2,300,000 or ± US$160*</td>
</tr>
<tr>
<td>3</td>
<td>Executive Suite</td>
<td>IDR 5,100,000 or ± US$355*</td>
</tr>
</tbody>
</table>

*) Currency conversion as of 14 April 2022

Delegates who take overnight layover flights to Yogyakarta are recommended to stay at the Anara Hotel (www.anara.id), located in the area of Terminal 3 of Soekarno Hatta International Airport (CGK).
IX. AIRPORT TRANSFER AND CUSTOMS

a. Airport Transfer

Arrival at Yogyakarta International Airport

The Indonesian G20 Presidency will provide an airport transfer for each delegation one day prior to the meeting (16 May 2022). Upon arrival at Yogyakarta International Airport (YIA), delegates may find DEWG Welcome Desk in the luggage claim area. From there, our committee will assist the delegates to reach the pick-up point.

Departure from Hotel

The Indonesian G20 Presidency will provide an airport transfer for each delegation one day after the meeting (20 May 2022). The delegate could find a welcome desk in the hotel lobby to make/confirm the airport transfer arrangement.

b. Customs

Indonesian national laws govern the importation and exportation of prohibited or controlled items into or out of Indonesia, including medications.

Delegates are allowed to bring medication, strictly for personal use. However, drugs containing narcotics are prohibited from entering Indonesia. Those containing psychotropics are restricted and must be declared. In addition, delegates must present a letter from their physician and/or a copy of the original prescription stating the list of medication(s) and amount used per day to a customs officer. These documents are essential to prove the legality of prescribed medication, should there be questioning by the customs officer.

The government exempts some excisable goods purchased abroad for personal use from import duties, excise, and taxes for every adult on every arrival with a limited amount:

1. For 18 years old or above, maximum of 200 cigarettes, 25 cigars, or 100 grams of sliced tobacco or other tobacco products, and/or;
2. For 21 years old or above, maximum of 1 liter of alcoholic beverages.

Any excess of the excisable goods will be destroyed. Non-residents carrying more than USD 10,000 (or equivalent in other foreign currencies) or IDR 100,000,000 in cash should declare to the Customs.

Temporary licenses to carry or use firearms and communication gadgets are considered diplomatic facilities and are provided solely to the President’s guards and the Minister/Governor following the Indonesian law.
The delegation may submit a request for the permit through a diplomatic note with the necessary documentation attached. The diplomatic note is sent to the Directorate General of Protocol and Consular Affairs, Ministry of Foreign Affairs of the Republic of Indonesia, cc: Directorate of Diplomatic Facilities, via the respective country's embassies in Indonesia.

X. PERSONAL INFORMATION
Our secretariat collects and maintains personal information to facilitate accreditation, accommodation, liaison, and event logistics. The data of all delegates will be restricted to a small number of members of the Indonesia G20 Presidency DEWG Secretariat and the rights granted by Indonesian law and legislation.

XI. GENERAL INFORMATION
a. About Yogyakarta
The Special Region of Yogyakarta is a provincial-level, autonomous region of Indonesia located in central-southern Java. Ruled by the Yogyakarta Sultanate, the region is the only officially recognized monarchy within the government of Indonesia. The city of Yogyakarta is a popular tourist destination and cultural center of the region. Yogyakarta is adorned with beautiful natural landscapes. Among the most notable sites are the Parangtritis beach, Pindul cave, as well as Prambanan temple. As a former capital city of Indonesia, Yogyakarta is rich with thousands of years of preserved cultures and history. Kraton, the Sultan’s Palace, stands tall until today at the center of Yogyakarta as a symbol of cultural heritage and civilization.

Additionally, Yogyakarta is also known as the city of education in Indonesia, which further adds vibrant and lively colors to the city. Indonesia and the city of Yogyakarta are proud to welcome you to the 2nd DEWG Meeting.

The Yogyakarta International Airport is the latest addition to Yogyakarta’s landmark. The airport became fully operational in 2020 and is capable to accommodate up to twenty million passengers annually.

b. Climate
Yogyakarta’s climate is tropical and generally hot, with the average air temperature in May being 25.5°C. The temperature in May could range from 22.3°C to 29.4°C. The average rainfall is 155 mm, with an air humidity level of around 83%. (Source: Climate-data.org).

c. Dress Code
The dress code for the meeting is formal business attire. However, please be advised that this event is held in the rainy season and includes outdoor activities.
d. **Time Zone**  
Local time in Yogyakarta is Western Indonesia Time (GMT+7).

e. **International Dialing Codes**  
Indonesia’s country code is +62, and Yogyakarta’s local code is 0274. Therefore, to call a local number, you can dial +62 followed by 274 and then dial the number you wish. Likewise, to call a mobile number using a foreign number, you should dial +62 followed by the mobile number you wish to contact.

Delegates intending to use an Indonesian SIM card needs to fill IMEI registration form in the registration portal. Please refer to Annex 2 for more information on this matter. Delegates can obtain Indonesian SIM card from an official mobile network operator outlet to have 90-day access. The outlet will be located at the arrival terminal of Soekarno-Hatta Airport, Jakarta. The SIM Card costs approximately IDR 100,000 or US$ 7.

f. **Electrical Equipment and Drinking Water**  
The electricity supply voltage in Indonesia is 220 Volt with plug types Cand F. The Indonesian G20 secretariat will provide a universal power outlet only at the delegates’ desk in the meeting venue. **Tap water is undrinkable.** We advise delegates to consume provided bottled water.

g. **Currency and Banking**  
The currency in Indonesia is the Indonesian Rupiah (IDR). As per government regulation, transactions conducted in Indonesia must use Rupiah as the legal tender. Authorized money changers are available at the airport and near the meeting venue. Delegates can withdraw Rupiah through Automated Teller Machines (ATMs). Major credit cards are widely accepted in most hotels, restaurants, and stores. ATMs are also widely available in Yogyakarta. You can withdraw money from any ATM with the logo of your card network operator.

h. **Tipping and Tax**  
Tipping is optional in Indonesia. However, service charges ranging from 5% to 10% may occasionally be applied to hotel and restaurant bills. This service charge is distinct from the 11% VAT tax collected by hotels and restaurants.

i. **Emergency Phone Numbers**  
For any urgent matters, please contact our Secretariat via Mr. Sri Sunardi (+62 818-0622-4157), Mr. Tegar Satrio (+62 821-1411-9460), or Mrs. Wike Tyas (+62 896-8778-1007) you may also call the emergency numbers below:

<table>
<thead>
<tr>
<th></th>
<th>Police</th>
<th>Fire Fighter</th>
<th>Ambulance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency</strong></td>
<td>112</td>
<td>110</td>
<td>113</td>
</tr>
</tbody>
</table>
j. **First Aid**
An emergency medical support unit will be available at the hotel and in the meeting venue during the meeting. For urgent medical support, delegates can refer to point XI.i above.

k. **Accessibility and Special Requirements**
Delegates are encouraged to advise the Indonesian G20 secretariat of any special needs requiring assistance, such as accessibility and ambulatory requirements, special dietary requirements, allergies, medical issues, and other needs through email at dewg.policy@g20-indonesia.id and dewg.g20-indonesia@kominfo.go.id by 29 April 2022 at the latest. We treat the information as confidential.

### XII. IMPORTANT CONTACT

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Email for all substantive queries</td>
<td><a href="mailto:dewg.policy@g20-indonesia.id">dewg.policy@g20-indonesia.id</a></td>
</tr>
</tbody>
</table>
| 2   | Email for administrative and logistical concerns | dewg.policy@g20-indonesia.id  
dewg.g20-indonesia@kominfo.go.id |
| 3   | Registration Portal                     | g20.org/registration/                        |
| 4   | Bilateral Meeting Room Request          | dewg.policy@g20-indonesia.id or Mr. Fadli (+62 856 2066 205) |
| 5   | Tentrem Hotel Reservation               | info@hoteltentrem.com or Tentrem Hotel (+62 811 2925 147) |
| 6   | Emergency Call (Secretariat)            | Mr. Sri Sunardi (+62 818 0622 4157)               
Mr. Tegar Satrio (+62 821 1411 9460)  
Mrs. Wike Tyas (+62 896 8778 1007) |

### IX. IMPORTANT DATES

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Date/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Delegates registration</td>
<td>29 April 2022</td>
</tr>
<tr>
<td>2</td>
<td>Special requirements</td>
<td>29 April 2022</td>
</tr>
<tr>
<td>3</td>
<td>The 2(^{nd}) DEWG Meeting</td>
<td>17 – 18 May 2022</td>
</tr>
<tr>
<td>4</td>
<td>The Grand Launching of the National Digital Talent Program</td>
<td>17 May 2022</td>
</tr>
<tr>
<td>5</td>
<td>Workshop on the G20 Toolkit for Measuring Digital Skills and Digital Literacy</td>
<td>19 May 2022</td>
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</tbody>
</table>