G20 EMPOWER
Empowerment and Progression of Women's Economic Representation

G20 EMPOWER
2nd Plenary Meeting:
Women in SMES as Drivers of Economic Growth

17-19 May 2022
Yogyakarta
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1. INTRODUCTION

Indonesia proudly welcomes you to G20 Empower 2nd Plenary Meeting: Women in SMEs As Drivers of Economic Growth to be held in hybrid format from 17 - 19 May 2022.

All delegates will be treated with Indonesia hospitality. Nevertheless, at all times a strict health protocol will be enforced.

This document is to provide you with various logistical information which, includes arrangements, for the G20 Empower 2nd Plenary Meeting: Women in SMEs As Drivers of Economic Growth. Information in this Administrative Circular will be updated to this document, will be communicated via email.

The Indonesia G20 Empower Team can be reached via email at empower@g20-indonesia.id for an urgent pre-conference matter, you may also contact through WhatsApp to the following number +62 878 770 47 142 (Dhina M. Kartikasari)
2. PROGRAM AGENDA

The hybrid event in Yogyakarta, consist of 2\textsuperscript{nd} Leaders Meeting, 2\textsuperscript{nd} Side Event, and 2\textsuperscript{nd} Plenary Meeting, and SMEs Exhibition followed by one day cultural immersion.

\textbf{a. Tentative Agenda for:} 17 – 19 May 2022 at Royal Ambarrukmo Hotel hybrid event.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 May 2022</td>
<td>08:00am - End</td>
<td>Arrival</td>
</tr>
<tr>
<td></td>
<td>08:30am – 05:00pm</td>
<td>ID-Badges Collection</td>
</tr>
<tr>
<td></td>
<td>05:30pm – 06:00pm</td>
<td>Departure from Royal Ambarrukmo Hotel to Rama Shinta Restaurant Prambanan Temple</td>
</tr>
<tr>
<td></td>
<td>06:00pm – 09:00pm</td>
<td>Welcome Dinner at Rama Shinta Restaurant Prambanan Temple</td>
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<tr>
<td></td>
<td></td>
<td>• Welcoming Speech</td>
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<tr>
<td></td>
<td></td>
<td>• Traditional Dance Performance</td>
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<td></td>
<td></td>
<td>• Dinner</td>
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<tr>
<td>DATE</td>
<td>TIME</td>
<td>EVENT</td>
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</tr>
<tr>
<td><strong>18 May 2022</strong></td>
<td>10:00am – 10:40am</td>
<td>Session 1: Opening Ceremony</td>
</tr>
<tr>
<td></td>
<td>10:40am – 11:40am</td>
<td>Session 2: Interactive Dialogue and sharing session between the Minister of Women’s Empower and Child Protection and Indonesia’s G20 Empower Advocates</td>
</tr>
<tr>
<td></td>
<td>11:40am – 12:00pm</td>
<td>Session 3: Introduction of G20 Empower roles and activities, including sharing sessions from G20 Empower Delegate/Advocates</td>
</tr>
<tr>
<td>DATE</td>
<td>TIME</td>
<td>EVENT</td>
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</tr>
<tr>
<td>18 May 2022</td>
<td>02:00pm – 02:15pm</td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td></td>
<td>02:15pm – 03:15pm</td>
<td>Side Event Session 1: Why the Government needs to scale up women productivity Post Pandemic?</td>
</tr>
<tr>
<td></td>
<td>03:15pm – 04:15pm</td>
<td>Side Event Session 2: How Private sectors can support women’s productivity post pandemic?</td>
</tr>
<tr>
<td></td>
<td>04:15pm – 04:20pm</td>
<td>Closing</td>
</tr>
</tbody>
</table>

**2\textsuperscript{ND} SIDE-EVENT:**

**REBUILDING WOMEN’S PRODUCTIVITY POST PANDEMIC**
<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 May 2022</td>
<td>08.00pm – 08.05pm</td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td></td>
<td>08.05pm – 08.15pm</td>
<td>Keynote Speech by Minister of Women Empowerment and Child Protection of Indonesia</td>
</tr>
<tr>
<td></td>
<td>08:15pm – 08:30pm</td>
<td>Keynote Speech from Private Sector “Lesson Learned: Enhancing Women in SMEs Development through Support from The Private Sector”</td>
</tr>
<tr>
<td></td>
<td>08:30pm – 08:45pm</td>
<td>Presentation from OECD</td>
</tr>
<tr>
<td></td>
<td>08:45pm – 09:05pm</td>
<td>Presentation Issue Note 2: Women in SMEs as drivers of economic growth</td>
</tr>
<tr>
<td></td>
<td>09:05pm – 09:50pm</td>
<td>Break-out session:</td>
</tr>
<tr>
<td>DATE</td>
<td>TIME</td>
<td>EVENT</td>
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<td>-------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discussion for sharpening recommendations</td>
</tr>
<tr>
<td>18 May 2022</td>
<td>09:50pm – 09:55pm</td>
<td>Closing remarks</td>
</tr>
<tr>
<td>18 May 2022</td>
<td>09:55pm – 10:00pm</td>
<td>Closing</td>
</tr>
</tbody>
</table>

**CULTURAL IMMERSION**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 May 2022</td>
<td>04:00am – 04:30am</td>
<td>Departure from Royal Ambarrukmo to Borobudur Temple</td>
</tr>
<tr>
<td>19 May 2022</td>
<td>04:30am – 06:30am</td>
<td>Sunrise at Borobudur Temple</td>
</tr>
<tr>
<td>19 May 2022</td>
<td>06:30am – 08:00am</td>
<td>Breakfast at Manohara Restaurant</td>
</tr>
<tr>
<td>19 May 2022</td>
<td>08:00am – 09:00am</td>
<td>Departure from Borobudur to Royal Ambarrukmo Hotel</td>
</tr>
<tr>
<td>19 May 2022</td>
<td>09:00am – End</td>
<td>Free Time</td>
</tr>
</tbody>
</table>
3. HEALTH PROTOCOL

a. Pre-arrival

All members of G20 Empower Delegation are required to have travel insurance with COVID-19 coverage and are expected to take the PCR test at least 24 hours before departure from the airport of origin, with negative result. Delegates must be fully vaccinated for COVID-19. Proven by a COVID-19 vaccination certificate. If any delegate cannot get a full dose of vaccine due to comorbidity or other health reasons, the delegate must enclose an official health declaration form explaining such conditions from Health Officials.

In accordance with Indonesia’s COVID-19 health and safety protocol, prior to departure for Indonesia, all travelers entering Indonesia are required to fill in Electronic Health Alert Card (EHAC) and verify vaccination certificate through the “PeduliLindungi” and application developed by the Indonesia Government to track and monitoring the COVID-19 cases. This application can be download by scanning the QR code on this page. PeduliLindungi must be used throughout your stay in Indonesia.
b. Arrival

All accredited delegates will be exempted from the quarantine requirement and must undergo health control procedure upon arrival including body temperature check and COVID-19 PCR testing. Indonesia’s COVID-19 protocol obligates everyone to use masks both in indoor and outdoor areas, frequently sanitize their hands, and keep physical distance.

c. During the Event

The Delegates Health and safety will be our utmost priority. Therefore, the days of event, all delegate are required to take ANTIGEN TEST daily, provide by the G20 Empower. The COVID-19 Antigen swab test will be available at Royal Ambarrukmo Hotel Ballroom. The COVID-19 Antigen swab test will be open for three days on 20-22 April 2022, within the hours stated in the program agenda. A negative test result is valid for 24 hours. Thus, delegates are required to take a new test to enter the meeting venue on the following day.

To ensure the safety of all delegates, all meetings’ and side events’ arrangement will facilitate physical distance protocol. All delegate is expected to follow all events arranged by G20 Empower.

d. Pre-Departure

PCR test will be provided by G20 Empower Committee for all delegates. Please contact the committee for your departure detail, and your hotel through email empower@g20-indonesia.id
4. MEETING ARRANGEMENT

a. Hybrid and Virtual Manner

The Indonesian G20 Empower will conduct the 2nd Plenary Meeting in a hybrid manner. In-person attendance will adhere to strict safety protocols set by the Indonesian Covid-19 Task Force, with the number of delegates limited to 3 people consisting of a mix between private sector and public sector representatives, per member and guest countries, and 2 people (Head of Delegation + 1) per International Organizations. As we endeavor to uphold strict safety protocols in welcoming you to the 2nd Plenary Meeting in Yogyakarta, please maintain the number of delegations accordingly.

b. Platform

The platform will be used during the meetings is WebEx. Further information regarding mechanism of virtual meeting will be circulated through emails of the submitted official delegations.

c. Attendance Confirmation

Each delegation must provide an attendance confirmation, stating whether they would join the meeting in-person or virtually.
5. MEETING VENUE

a. Venue Address

Royal Ambarrukmo Hotel

Address:
Jl. Laksda Adisucipto No. 81, ambarukmo,
Caturtunggal, Kel. Depok,
Kabupaten Sleman,
Daerah Istimewa Yogyakarta
55281

Contact:
(0274) 488 488

Website:
https://www.royalambarrukmo.com/
b. G20 EMPOWER – 2nd Plenary Meeting

The 2nd Plenary Meeting G20 Empower: Women in SMEs As Drivers of Economic Growth will be held at Kasultanan ballroom of the Royal Ambarrukmo Hotel Yogyakarta. Entrance to the 2nd Plenary Meeting is secured and restricted to the delegates with access badges in Delegate category. The main Meeting Room is full health protocols are implemented, including the placement of acrylic separators between each delegate.

c. G20 EMPOWER – 2nd Side Event

As an addition to the 2nd Plenary Meeting, G20 EMPOWER will also conduct the 2nd Side Event entitled Rebuilding Women’s Productivity Post Pandemic. This event will be composed of two sessions, both are open to the public. The first session will focus on Government Perspectives on Women’s Productivity and Entrepreneurship Post Pandemic where we will explore government action to support and improve women’s roles and position in the workplace and women in entrepreneurship. The second session will focus on Private Sectors Perspectives on Women’s Productivity and Entrepreneurship Post Pandemic where we will deep dive how private sectors and business communities can engage to global issues that has a significant effect to women, and how adaptive policy relevant to solve and minimize the gender gap in workforce and entrepreneurship faced by women.

d. Exhibition

The SMEs Exhibition will be held on 17th May at terrace Kasultanan Ballroom 2nd floor. This exhibition will be filled by original SMEs from various areas in Indonesia. This exhibition will be filled by original SMEs from Yogyakarta. There will be more than 20 booths displaying Indonesia crafts, traditional clothes, and food.

e. G20 Empower Hospitality

The G20 Empower Information Help Desk will be available at the Lobby of Royal Ambarrukmo Hotel as the meeting venue to assist delegates with 2nd Plenary Meeting -related inquiries.

f. Connectivity

Free wireless internet will be available at the Kasultanan Ballroom. While at the meeting room the Wi-Fi is Available.
g. Prayer Room

Prayer room will be available at the venue during the meeting. Each delegate must bring their own prayer amenities for cleanliness and safety. The prayer room will be located on the 2nd floor of the Royal Ambarrukmo Hotel, kindly follow the signage in the venue.

h. Venue Security

The G20 Empower will establish a security zone for the duration of the meeting. Access to the security zone will be restricted to accredited delegates and committees wearing personal identification badges. Therefore, delegates must wear their identification badge and ensure that it is always visible. Entering event areas without the badge is prohibited without exception.

6. ACCREDITATION

a. Delegation Accreditation and Delegation Contact Officer

Each Delegation should appoint one person to be Delegation Contact Officer, who will attend the meeting and become the first point of contact for the 2nd Plenary Meeting for any administrative and logistic issue. The contact Officer name and details (full name, institution, countries, phone number) should be provide to the G20 Empower email at empower@g20-indonesia.id

b. Visa Requirements and Application

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 match 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.

Delegates can use either diplomatic and service passports or ordinary passports to enter Indonesia. The Indonesian government has a short visit visa-free agreement with several countries for diplomatic and service passport holders. The List of Agreements on Mutual Visa Exemption between the Republic of Indonesia and Foreign Countries can be found in (http://kem.lu/visaddservice).
Delegates with nationalities from countries that are written on the list can enter Indonesia without a visa using a diplomatic and service passport.

Delegates must bring the approved delegation accreditation letter from G20 Empower, travel insurance document covering COVID-19, and exhibit vaccination certificate through PeduliLindungi app. Accreditation letter could be attained through https://g20.org/registration/

Delegates who are not exempted from visa and ordinary passport holders must include the accreditation letter in their visa application, and are strongly advised to apply early from the Embassies and Consulates of the Republic of Indonesia accredited to or stationed in the respective member countries. Delegates with ordinary passport holders may apply for visa online through the following link: (https://visa-online.imigrasi.go.id/index.xhtml).

c. Access to Venue

Each delegate will be issued identification badges corresponding to their categories. Badges must be worn during the meeting and Culture Times. The Badges will be assigned to delegates who are listed on the registration form and are non-transferable.

d. Collection of Accreditation Pass

ID Badges will be distributed at the Registration Corner located at Royal Ambarrukmo Hotel.

e. Use of Personal Information

The G20 Secretariat will collect and record personal delegate information for accreditation, accommodation and logistical purposes relating to the 2nd Plenary Meeting. Delegates’ data will be protected and accessible only to a limited number of personnel of the G20 Empower, under the prevailing law and regulation of the Republic of Indonesia.
7. DESIGNATED ACCOMODATION

a. Official Hotel

In anticipation of the global Covid-19 pandemic development, the G20 Empower has appointed one designated hotel for secure accommodation **Royal Ambarrukmo Hotel**. You can book your reservation by contacting the hotel directly. Kindly note the availability of the hotels will be based on first come first serve basis.

As part of quarantine exemption permission given by the Indonesian government to all delegates, we kindly request all delegates to only book for accommodation in the designated hotels. The designated hotels are CHSE (Cleanliness, Health, Safety, and Environmental Sustainability) certified, and are well-equipped to implement Covid-19 protocols. However, there are also hotel option near our designated accommodation Grand Ambarrukmo Hotel, Grand Mercure Yogyakarta, and Sheraton Mustika Yogyakarta Resort & Spa.

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**Royal Ambarrukmo Hotel**

**Address:**

Jl. Laksda Adisucipto No. 81, ambarukmo, Caturtunggal, Kel. Depok, Kabupaten Sleman, Daerah Istimewa Yogyakarta 55281

**Contact:**

(0274) 488 488

**Website:**

https://www.royalambarrukmo.com/
b. Hotel Near Venue

Grand Ambarrukmo Hotel

Address:
Jl. Raya Kledokan C No. 4 55281,
Caturtunggal

Contact:
(0274) 4484 9999

Website:
https://grand-ambarrukmo.com/

Grand Mercure Yogyakarta

Address:
Jl. Laksda B Adisucipto No. 80 55281,
Sleman

Contact:
(0274) 292 4000

Website:
https://www.grandmercure.com/city/yogyakarta/
Sheraton Mustika Yogyakarta Resort & Spa

Address:
Jl. Raya Adisucipto KM. 8, RW. 7,
Nayan Maguwoharjo, Kec. Depok,
Sleman

Contact:
(0274) 488 588

Website:
https://sheraton-yogyakarta.com/
8. AIRPORT AND TRANSPORTATION

a. Arrival and Departure

Yogyakarta International Airport, Yogyakarta (YIA), is located approximately 85-120 minutes (48.8km). The Indonesian G20 Empower will provide airport transfer services from airport to Royal Ambarrukmo Hotel.

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 psychotropic substances 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. 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:

- 18 years old or above: 200 cigarettes, 25 cigars, or 100 grams of sliced tobacco or other tobacco products, and/or
- 21 years old or above: 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 be declared to the Customs.
c. Transportation During Event

- **2nd Plenary Meeting delegates who are arriving in Yogyakarta on 17 May will be provided with transportation service from Yogyakarta International Airport to Royal Ambarrukmo Hotel.** Delegates who arrive in Yogyakarta in an earlier or later date, should self-arrange the transportation from Yogyakarta International Airport to Royal Ambarrukmo Hotel. Further information about the transport will be available through the G20 Empower Information Help Desk.

- **Transportation from Royal Ambarrukmo Hotel to the Airport on 19 May will be provided by the committee.** Delegates with flights on a later date should self-arrange the transportation to Yogyakarta International Airport.

- **Should you prefer to have your own transportation from and to the airport, you are free to book the transportation to a local provider.** Here are our preferred providers:
  - Taxi
  - Hotel Transportation

- **Due to safety health protocol, all delegates are strongly encouraged to travel between the dates stated.** To assist us in providing transport services, we require that flight details be provided upon registration.
9. GENERAL INFORMATION

a. Yogyakarta

Yogyakarta, together with its twin city Surakarta (Solo), is the cradle of civilization on Java. This city was the seat of power that produced the magnificent temples of Borobudur and Prambanan in the 8th and 9th centuries and the new powerful Mataram kingdom of the 16th and 17th centuries.

Yogyakarta was known with the slogan of “Jogja The Never ending Asia” for its endless appeals. Today, it is also renowned as “Jogja Istimewa”, a tagline that elaborates its special values.

This city is one of the foremost cultural centers of Indonesia. From strolling through the living museum of The Kraton or The Keraton (Sultan’s Palace), to hanging out at the famous Alun Alun, to watching silversmiths produce amazing jewelry at Kotagede and maybe try a splurge shopping up at Malioboro road. Chasing sunrise in famous temples like Prambanan and Borobudur in the neighboring town of Magelang, are only some of the many more ways to never get bored in this relatively small yet bustling city.
You can experience all five wonders in this artsy city. Starting from indulging in the natural wonders, by visiting scenic beaches and photogenic landscape. Parangtritis, Pok Tunggal, Siung, Krakal, and Jogan are some of the famous beaches in town. Breathtaking points such as Puncak Becici, Pinus Pengger, and Jurang Tembelan are only several of plenty more exciting back-to-nature destinations in Yogyakarta.

For culinary wonders, don’t forget to try the Gudeg first, special cooking of traditional Javanese recipe that is iconic to this city. The Bakpia, is a traditional snack with many enticing flavors that are popular for souvenirs.
For a beverage, you can try the Jamu, a natural herb mix beverage based on ancient tradition used for natural remedies.

Once you arrive, there are several ways you can explore Yogyakarta. Walking is a great way to take in the sights and meet the locals though it can get hot by the middle of the day. Strolling the heart of the city and find the many attractions located nearby the Malioboro area.

Embrace the local mode of transport and try a becak, traditional three-wheeled pedal powered cart. Remember to negotiate the price before you start on your journey.

Traditional horse-drawn carts known as Andong can be found in the tourist areas of Yogyakarta. These are a relaxed and romantic way to take in the sights.

You may wish to organize a car and driver for the duration of your stay in Yogyakarta.

If you know how to ride a motorbike you can hire one in the city. Taxis are available and can be arranged through your hotel. Buses are the major form of public transportation here, however, their hours of operation and capacity can be limited.
b. Indonesia Pleasure Destination

Ministry of Tourism and Creative Economy of the Republic of Indonesia created specific travel package for the G20 Delegates. There are six highlight destinations packages to visit Bali, Lombok, Labuan Bajo, Yogyakarta, Lake Toba or Bangka Belitung. Detailed information could be accessed through the following link https://www.indonesia.travel/gb/en/campaign/g20-indonesia-2022
c. Climate

As a tropical country, the month of May in Indonesia is often decorated with rain. However, Yogyakarta's climate is generally hot, with maximum air temperatures ranging from 32.7°C to 34.4°C during the day and a minimum air temperature of 23.8°C-25.4°C at night.

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Celsius</th>
<th>Fahrenheit</th>
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<tbody>
<tr>
<td>High</td>
<td>32 – 34</td>
<td>89.6 – 93.2</td>
</tr>
<tr>
<td>Low</td>
<td>23 – 25</td>
<td>73.4 – 77</td>
</tr>
</tbody>
</table>

d. Dress Code

The dress code is business attire, long sleeve batik for man and long sleeve batik dresses are also considered as business attire in Indonesia.

e. Time Zone

Local time in Yogyakarta is Waktu Indonesia Barat (Western Indonesia Time/GMT+7)

f. Working Language and Interpretation

Meeting will be conducted in English. No interpretation services will be provided.

g. International Dialing Codes

Indonesia’s country code is +62, and Jakarta’s local code is 274. 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 want to contact.
h. Electricity and Water Supply

The electricity supply voltage in Indonesia is 220 Volt with plug type C and F. Tap Water is not drinkable. Therefore, we advise the delegates to consume bottled water provided.

i. Currency and Banking

The currency in Indonesia is the Indonesian Rupiah (Rp). The government that all transactions done in Indonesia must use Rupiah as legal tender. Authorized money changer is available at the airport. Delegates can also withdraw Rupiah through Automated Teller Machines (ATMs). Major credit card is widely accepted in most hotel, restaurant, and stores. ATMs are also widely available in Jakarta. 1 USD is approximately Rp. 14.300.-

j. Photography and Videography

Delegates may be filmed or photographed by the G20 Empower Secretariat’s official host broadcasters or photographers. In addition, photos and a short video compilation of the 2nd Plenary Meeting may be available on the G20 Empower official website following the conclusion of events. Pictures may be further distributed through G20 Empower official social media.
k. Emergency Phone Number

For any urgent matters, please contact G20 Information Help Desk (HP number). Delegates can also call the emergency numbers below:

<table>
<thead>
<tr>
<th>Police</th>
<th>Fire Service</th>
<th>Ambulance</th>
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<tbody>
<tr>
<td>110</td>
<td>113</td>
<td>118</td>
</tr>
</tbody>
</table>

l. Medical and First Aid

Indonesian Covid-19 Task Force requires everyone to wear masks at all times. Acceptable masks to wear are non-fabric masks such as KF94 and KN95. An emergency medical support unit will be available at the hotel and in the meeting venue during the meeting.

m. Accessibility and Special Requirement

Delegates are encouraged to advise the Indonesia G20 Secretariat of special needs requiring assistance, including accessibility and ambulatory requirements, special dietary requirements, allergies, and other health or medical issues by sending your e-mail to empower@g20-indonesia.id