

COSCAP-SEA & WBA
Training on Integrated Wildlife Risk Management – A Risk-Based Approach to Aviation Safety
Jakarta, Indonesia, 2 - 6 November 2026

BULLETIN

1. Dates and Venue

1.1. The event will be held at Drexton (Drexel-Hamilton) Room, L floor, hotel Pullman Jakarta Central Park, from Monday, 2 to Friday, 6 November 2026. The activities will start at 09:00 hours (local time, UTC+7) each day and are located at:

The Pullman Jakarta Central Park, Podomoro City, Letjen S. Parman Kav. 28, Tanjung Duren Selatan, Grogol Petamburan,
 West Jakarta, DKI Jakarta 11470
 Tel: +62(21)-2920-0088
 WhatsApp: +62-815-2920-0088
 Fax: +62(21)-2920-0099
 E-mail: info@pullmanjakartacentralpark.com

FOR TAXI:

Destination: Pullman Jakarta Central Park Hotel Lobby
 Address: Podomoro City, Jl. Letjen S. Parman Kav. 28 Tanjung Duren Selatan, Grogol Petamburan, West Jakarta
 Directions for the taxi driver:

- Take Jalan Letjen S. Parman, heading from Grogol towards Slipi/Tomang (or vice versa)
- Enter the Podomoro City Complex.
- The hotel's drop-off entrance is located right next to Central Park Mall (right before or after the entrance to Tribeca Park)

Please [Click here](#) for Pullman Jakarta Central Park map or Located right next Central Park Mall

Website: <https://www.pullmanjakartacentralpark.com/id/>

2. Officer and Secretariat

Mr. Sudhir Kumar Singh	Chief Technical Advisor COSCAP-SEA Programme	Email: sksingh@icao.int Tel: +66 2 537 8189 Ext 135
Ms. Sudhatai Juntarapratin	Administrative Assistant COSCAP-SEA Programme	Email: sjuntarapratin@icao.int Tel: +66 2 537 8189 Ext 136
Mr. Herry A. Arief	Head of SSP DGCA Indonesia	Email: herryagustianoarief@gmail.com ; herry_agustiano@kemenhub.go.id Tel: +62-815-6049-881
Mr. Dony P. Siswantoro	NCMC of DGCA Indonesia	Email: dony_prasetiyo@kemenhub.go.id Tel: +62-816-1381-690
Ms. Nofania Arindah	Training Officer	Email: nofania.arindah@gmail.com ; nofania_arindah@kemenhub.go.id Tel: +62-821-2308-2223



3. Registration and Access

3.1. All participants are strongly encouraged to register using the Registration Form in **Attachment B** of this invitation.

3.2. Documentation requirement for Registration

- A formal letter or email of Designation/Nomination from a Member State/Administration/Air Operator through their State Regulator is required for registration(s).
- Please submit Registration Form to the COSCAP-SEA Programme Administrative Assistant.

3.3. Participants are required to carry a valid passport or government-issued identity card for Indonesia citizens for verification of their identity anywhere while in Jakarta. All participants are required to follow the Pullman Jakarta Central Park visitor security screening procedure and must comply with security instructions when inside the Pullman Jakarta Central Park premises. Please allow adequate time for security clearance.

3.4. Participants are requested to register at the Registration Desk in the reception area in front of the training room between 08:30 and 09:00 hours on the opening day of the training and obtain a training identification badge. Identification badge must be always worn visibly while on the training room.

4. Wi-Fi

4.1. Wi-Fi connection is available throughout premises 24/7 and free access per device.

5. Food and Catering Arrangements

5.1. Lunch and coffee breaks will be provided during the event.

Tea/coffee and snacks will be provided for the morning, and afternoon breaks during the event.

5.2. Drinking water are available on the table of the training rooms. Participants may request additional water to the training room hotel's assistance as required.

5.3. Participants should note that the Order of Business will resume promptly at the programmed time following the lunch break (normally 1 hour).

5.4. Dinner is not provided; however restaurant is available at the hotel. Food and beverages also available in the mall within hotel premises or ordered online via GOJEK or GRAB (can be downloaded via Google Play Store or Apple App Store)

6. Visa, Insurance and Customs (New Requirement)

6.1. Participants must possess the documentation required to enter and stay in Indonesia. Participants may wish to obtain information on Indonesia entry requirements by accessing the Indonesian Directorate General of Immigration website www.imigrasi.go.id; <https://www.imigrasi.go.id/wna/daftar-negara-voa-bvk-calling-visa/daftar-negara-subjek-visa-on-arrival>.

6.2. Participants are REQUIRED to obtain an appropriate entry visa from Indonesia Embassy or the Indonesia Consulate-General before entering Indonesia, EXCEPT for those nationals listed at List of Countries entitled for Visa Exemption and Visa on Arrival. Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Indonesia are also REQUIRED to obtain an appropriate visa before entering.

6.3 To apply for an appropriate entry visa to Indonesia, participants are required to contact their nearest Indonesia Embassy or Consulate-General for the most updated information regarding visa application

procedures and required documents. The list of Indonesia Embassy/Consulate-General can be found at <https://www.kemlu.go.id/>.

6.3. Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Indonesia Embassy or Consulate, should check with the **Officer or Secretariat** for the location where it is possible for them to apply for a Indonesia visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Indonesia Embassy or Consulate-General which has jurisdiction over the concerned territory.

6.4. Application for a visa is the responsibility of the State/Administration or delegate concerned and should be requested well in advance as for certain countries visa processing time may be longer than others. **For visa category, please choose Business Visa (non-immigrant B) when applying for visa to enter Indonesia.** In case a visa support letter is required, the appropriate authority, administration or State concerned should contact the COSCAP-SEA Programme, Administrative Assistant at least three (3) weeks prior to the start of the event.

6.5. Participants must be medically fit and in possession of health or medical insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the event. Indonesia as the host of COSCAP-SEA Programme will not take responsibility for any expenses incurred concerning participation in its meetings/events. Information for required vaccination shall be obtained from the local Indonesia embassy or Indonesia immigration website.

6.6. Please refer to the Indonesia Customs website www.beacukai.go.id for the restrictions on the import of foreign currency.

6.8. **All non-Indonesia nationals entering Indonesia by air, land, or sea must complete the All-Indonesia arrival card online before arrival. This new digital system makes immigration processing faster, easier, and more secure - no more paper forms. Register within 3 days before arrival, (apply here: <https://allindonesia.imigrasi.go.id/>)**

7. Hotel Reservations and Transportation

7.1. Participants are required to make their own accommodation arrangements. If participants want to stay at the venue on Pullman Jakarta Central Park with special rate around **USD 85** nett / room / night (include breakfast), may contact Ms. Gadis Carmanita – Pullman Jakarta Central Park Sales, T: +62 811-8747-774 and email: gadis.carmanita@accor.com.

7.2. A list of hotels in the vicinity of Pullman Jakarta Central Park is available on as following:

7.2.1 **B Fashion Hotel** ★★★★★

Aranda Street No. 1, Tanjung Duren Selatan, Grogol Petamburan, West Jakarta City, DKI Jakarta, 11470

T: +62 (21) 29666777

W: <http://b-fashion.jakartahotelsindonesia.com/en/>

Distance: 510 meters away from the venue

7.2.2 **Model J Hotel Jakarta Central Park** ★★★★★

Letjen S. Parman Street No. Kav.8, Tomang, Grogol Petamburan, West Jakarta City, DKI Jakarta, 11440

T: +62-878-1810-9777

W: <http://model-j-central-park.hotels-jakarta.com/id/>

Distance: 600 meters away from the venue

7.2.3 Aston Kartika Grogol Hotel

Kyai Tapa Street No. 101, Tomang, Grogol Petamburan, West Jakarta City, DKI Jakarta, 11440

T: +62 (21) 21193101

W: <https://www.astonhotelsinternational.com/en/hotel/view/59/aston-kartika-grogol-hotel---conference-center>

E: grogolinfo@astonhotelsinternational.com

Distance: 1.2 kilometers away from the venue

7.2.4 Grand Tropic Suites Hotel Jakarta ★★★★★

Letjen S. Parman Street No. 3, North Tanjung Duren, Grogol Petamburan, West Jakarta City, DKI Jakarta, 11470

T: +62 (21) 5641555

W: <https://www.grandtropic.com/>

E: reservation@grandtropic.com

Distance: 1.3 kilo meters away from the venue

7.3. Participants should contact the hotel directly for a reservation. Indonesia as host does not take responsibility for any incident arising from a stay of the participant in any of the listed hotels. Most hotels add a 10% service charge to the room rate in addition to the government tax of 10%. The tip for the baggage service staff at hotels may be considered. At restaurants, a tip of about 10% is encouraged unless a service charge has been added to the bill.

7.4. Participants are required to make their own transportation arrangements from the airport to the city or vice versa. Some hotel provide shuttle from or to the airport to the hotel, it can be requested during reservation (may be free of charge, depending on hotel's services). The cost to be borne by the participant. Taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter, and Blue Bird taxi is recommended for transportation in Jakarta. You may download MyBluebird Apps via Google Play Store or Apple App Store. The Payment may cash or cashless. There are choices for some other online taxis named GRABCAR or GOCAR.

8. Direction to the Pullman Jakarta Central Park

8.1. Participants are required to make their own transportation from their place of residence/stay to the Pullman Jakarta Central Park and back.

8.2. Search for "Pullman Jakarta Central Park" when a taxi service is requested.

9. Further Information

9.1. Smoking is prohibited within the Pullman Jakarta Central Park buildings. Participants wishing to smoke are requested to use the designated smoking areas.

9.2. Information about weather conditions in Jakarta could be found on the website of the Indonesia Meteorological Department at <https://www.bmkg.go.id/>. Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

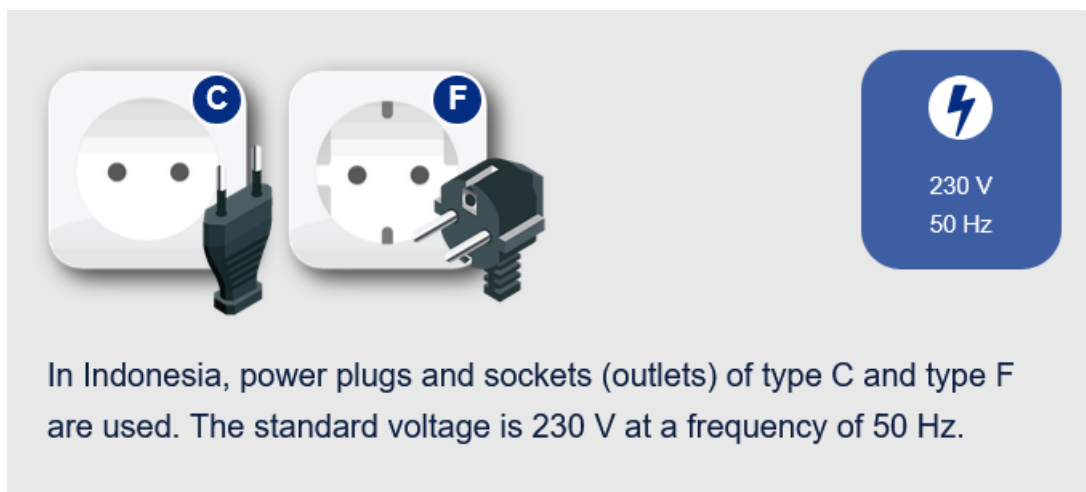
9.3. Dress code for the event is business attire.

9.4. International credit cards are widely accepted; however, some bank/service charges may apply.

9.5. All commercial banks exchange major foreign currencies and are open from 08:30 to 15:30 hours from Monday through Friday and some keep the foreign exchange counter open until 20:00 hours during

weekdays, while some banks / foreign exchange counters located in the department store remain open after 15:30 hrs. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open on weekends and public holidays from 10:00 to 20:00 hours. Passport is required for processing foreign exchange services.

9.6. The type of electrical plug and socket typically used in Indonesia is two parallel prongs:



<http://www.power-plugs-sockets.com/indonesia/>

9.7. For further information, please contact the COSCAP SEA Secretariat at:

Tel: +66-2-537 8189 ext 135, 136

E-mail: sksingh@icao.int; and/or sjuntarapratin@icao.int;

DGCA Indonesia Secretariat at:

Tel: +62-821-2308-2223

E-mail: nofania_arindah@kemenhub.go.id; nofania.arindah@gmail.com