

**ADMINISTRATIVE ARRANGEMENTS & BRIEF INFORMATION**  
**2017 OIL PALM COURSE**  
**Bogor, 19-25 November 2017**  
**Jambi, 26 November - 9 December 2017**

**Introduction of Palm Oil Industry in Indonesia**

Palm Oil is one of the world's most produced and consumed oils. This cheap, production-efficient, and highly stable oil is used in a wide variety of food, cosmetic and hygiene products, and can be used as source for bio-fuel or biodiesel. Most palm oil is produced in Asia, Africa, and South America because the trees require warm temperatures, sunshine, and plenty of rain to maximize production.

Global palm oil production is dominated by Indonesia and Malaysia. These two countries, together, account for around 85 to 90 percent of total global palm oil production. Indonesia is the largest producer and exporter of palm oil worldwide. Global palm oil demand shows an increasing trend as an expanding global population gives rise to rising consumption of food that contain material that is derived from palm oil. Meanwhile, various governments across the globe encourage the use of biofuel.

Table 1. Major Palm Oil Production Countries (2016)

No	Country	Production (metric ton)
1	Indonesia	36.000.000
2	Malaysia	21.000.000
3	Thailand	2.200.000
4	Kolombia	1.320.000
5	Nigeria	970.000
	Total	58.800.000

Few Indonesian industries have shown such robust growth as the domestic palm oil industry during the past 20 years. This growth is reflected by the country's rapidly rising production and export figures as well as by the growing quantity of its palm oil estate area. Driven by increased global demand and higher yields, palm oil cultivation has been expanded significantly by Indonesian farmers and conglomerates. The majority of Indonesia's palm oil output is exported. The most important export destination countries are China, India, Pakistan, Malaysia, and the Netherlands. Although the numbers are very insignificant, Indonesia also imports some palm oil, primarily from India.

**Indonesian Palm Oil and Exports**

The table below shows that the production of palm oil has grown rapidly in Indonesia over the past decade. The Indonesian Palm Oil Association (GAPKI) stated that the target is to see Indonesia producing at least 40 million tons of CPO per year from 2020.

Table 2. Production of Indonesian Palm Oil

	2008	2009	2010	2011	2012	2013	2014	2015	2016
Production (million tons)	19.2	19.4	21.8	23.5	26.5	30.0	31.5	32.5	32.0 <sup>1</sup>
Export (million tons)	15.1	17.1	17.1	17.6	18.2	22.4	21.7	26.4	27.0 <sup>1</sup>

Export (US\$ billion)	15.6	10.0	16.4	20.2	21.6	20.6	21.1	18.6	18.6 <sup>1</sup>
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<sup>1</sup> showing prognosis

Source: Indonesian Palm Oil Producers Association (GAPKI) & Indonesian Ministry of Agriculture

Indonesia's oil palm plantation and processing industry is a key industry to the country's economy: the export of palm oil is an important foreign exchange earner while the industry provides employment opportunities to millions of Indonesians. In terms of agriculture, palm oil is the most important industry of Indonesia contributing between 1.5-2.5 % of the nation's GDP. Almost 70 percent of Indonesia's oil palm plantations are located on Sumatra where the industry was started during the Dutch colonial days. The remainder is largely found in Kalimantan.

The total area of oil palm plantations in Indonesia is currently around 11.3 million hectares; a figure that is nearly three times as much as in the year 2000 when around four million hectares of Indonesian soil was used for palm oil plantations. This figure is expected to increase to 13 million hectares by the year 2020. State-owned enterprises play a very modest role in the Indonesian palm oil sector as they own relatively few plantations. Meanwhile, big private enterprises (for example, Wilmar Group and Sinar Mas Group) are dominant, producing slightly over half of total Indonesian palm oil output. Smallholder farmers account for around 40 percent of total production.

### About Oil Palm Course Program

The 2017 Oil Palm Course is jointly organized by the Ministry of Foreign Affairs, Bogor Agricultural University (IPB), University of Jambi, University of Tadulako, and University of Göttingen, Germany. The aims of this program are:

- To learn recent concept in palm oil production
- To have practical on-farm experiences
- To "get the feeling" of working and living in inter-cultural, multilingual, and in reflective and collaborative environment

The duration of this program is 3 weeks. In the first week, participants will attend the Course in Bogor, organized by Bogor Agricultural University. Participants will then transfer to Jambi for the Course's second and third week, which will be organized by Jambi University.

Table 3. Oil Palm Course Activities

Date	Activities	Organizing Committee
19-25 November 2017	Learn latest policies, facts, and palm oil industry structure, as well as knowledge on research and development	Bogor Agricultural University (IPB) Venue: Ministry of Foreign Affairs (opening), Executive Development Center PKSPL, & Whiz Prime Hotel, Pajajaran Bogor, Jl. Cikuray No.47, Pajajaran, Bogor
26 November - 9 December 2017	In-situ experience: visit oil palm fields, palm oil factory, stay with traditional farmers, and gather social culture visit	Jambi University (UNJA), Jambi Venue: <i>See detailed program below</i>

The program is composed of some lecture from the experts, practitioners and scholars.

## Program Details

Table 4. Tentative Schedule of Oil Palm Course 2017

Schedule	Programs	Remarks
<b>Day 0: Sun, 19 Nov 2017</b>	Welcome to Indonesia	
Afternoon	Arrival at Soekarno-Hatta International Airport, Jakarta, and transfer to Whiz Prime Hotel, Jl. Cikuray No. 47, Pajajaran, Bogor	Listiani Puspitasari (OC)
Afternoon/evening	Hotel Check in	
<b>Day 1: Mon, 20 Nov 2017</b>	Opening & Introduction	Ministry of Foreign Affairs
09.00 – 10.30	Departure to the Ministry of Foreign Affairs	Sularno (OC)
11.00 – 11.30	Registration	Pancasila Building, MoFA
11.35 – 11.40	Report by Director General/Head of Policy Analysis and Development Agency, Ministry of Foreign Affairs	Dr. Siswo Pramono
11.40 – 11.50	Remarks by Rector of IPB	Prof. Dr. Herry Suhardiyanto
11.50 – 11.55	Opening Remarks, Vice Minister for Foreign Affairs	Dr. A.M. Fachir
11.55 – 12.00	Photo Session (in front of Pancasila Building)	
12.00 – 13.00	Luncheon	Pancasila Building, MoFA
13.00 – 14.30	Departure to PKSPL	Sularno – Ajen – Uceu
15.00 – 17.00	Lecture: Lecture on oil palm industry in Indonesia” by Director General of Plantation, Ministry of Agriculture	Executive Development Center, PKSPL, Baranangsiang
17.00 – 20.00	Welcoming Dinner	D’Leuit Restaurant, Jl. Cihueleut, Pakuan Bogor
<b>Day 2: Tue, 21 Nov 2017</b>	Lecture	
08.30 – 09.00	Registration	
09.00 – 10.30	Introduction: participants and about the course	Course leader: Dr. Surya D Tarigan
	Coffee Break	OC
10.30 – 12.00	Agronomic aspects of the oil palm	Prof. Dr. Sudirman Yahya Dept. of Agronomy & Horticulture
12.00 – 13.00	Lunch	OC
13.00 – 14.30	Environmental aspects of the oil palm	Dr. Surya D Tarigan – Dept. of Soil Science
14.30 – 15.00	Coffee Break	
15.00 – 16.30	Livelihood aspects of the oil palm	Dr. Nunung Nuryartono – INTERCAFE
18.00	Dinner at Hotel	CP hotel: Dellis
<b>Day 3: Wed, 22 Nov 2017</b>	Lecture	
08.30 – 09.00	Registration	
09.00 – 11.30	Global Palm Oil Production and Trade	Dr. Ridwan Hasan – Special Advisor to the Minister for Foreign Affairs on Economic Diplomacy
11.30 – 12.30	Lunch break	OC

Schedule	Programs	Remarks
12.30 – 14.30	Increasing oil palm productivity in smallholders	Dr. Nana M Arifjaya – Dept. of Forest Management
14.30 – 16.00	Oil palm's GAP (good agricultural practices)	Dr. Tony Liwang (Sinar Mas)
18.00	Dinner at Hotel	
Day 4: Thu, 23 Nov 2017	Lecture	
08.00 – 08.30	Registration	
08.30 – 10.00	Lecture on economic impact of palm oil plantation	Prof. Dr. Hermanto Siregar (Vice Rector)
10.00 – 11.30	Research & innovation of oil palm products	Dr. Bandung Sahari (Director of Astra Agro Lestari)
11.30 – 12.30	Break/Lunch	OC
12.30 – 14.00	Dowstream oil palm industry	Prof. Purwiyatno Hariyadi (SEAFAST CENTER)
14.00 – 15.30	Sustainability systems of Oil palm industry (RSPO & ISPO Systems)	Mr. Odjat Sujatnika – AKSENTA
15.30 – 17.00	Utilization of POME (palm oil mill effluent) and Renewable Energy	Dr. Y Aris Purwanto – Mechanical Engineering and Biosystems
17.00 – 17.30	Closing	Prof. Dr. Anas M. Fauzi, M.Eng (Vice Rector for Research & Collaboration)
18.00	Dinner at Hotel	
Day 5: Fri, 24 Nov 2017	Excursion	
07.30 – 08.00	Assembly at the hotel lobby	OC
08.00 – 10.00	Visit Bogor Presidential Palace	Listi – Sularno – Uceu (OC)
10.00 – 13.00	Visit Botanical Garden: Guided Tour & Seeing the mother trees of oil palm	Listi – Sularno – Uceu (OC)
13.00	Lunch & Free Time/Social Activities	
Day 6 Sat, 25 Nov 2017	Transfer to Jambi	
08.30 – 11.00	Departure to Soekarno-Hatta International Airport	Siti Aminah (OC)
11.00 –	Departure to Jambi	
Day 7 Sun, 25 Nov 2017	Social Cultural Agenda	
Day 8 Mon, 27 Nov 2017	Introduction of Jambi University (Unja)	
08.30 – 09.00	Departure from hotel	
09.00 – 09.30	Courtesy meeting with Rector	
09.30 – 10.30	Introduction of Unja; questions and answers	Vice Rector IV
10.30 – 12.30	Visiting Campus and Unja Facilities	
12.30 – 13.30	Lunch break	
13.30 – 15.30	Visiting CRC 990 Project in UNJA, questions and answers	
15.30 – 16.00	Back to hotel	
19.30 – 21.30	Courtesy dinner by Jambi Governor	Governor house
Day 9: Tues, 28 Nov 2017	Visiting PTPN VI	
08.30 – 09.00	Departure from the hotel to PTPN Office	
09.00 – 10.00	Short meeting with Management: Presentation, questions and answers	PTPN Office, Jambi

Schedule	Programs	Remarks
10.00 – 11.00	Departure to PTPN VI Field	
11.00 – 12.30	Field Visit	
12.30 – 13.30	Lunch break	
13.30 – 16.00	Field visit (Continued)	
16.00 – 17.00	Back to hotel	
<b>Day 10: Wed, 29 Nov 2017</b>	<b>Practices: Weeding, Fertilizer and Harvesting</b>	<b>PTPN VI</b>
08.30 – 09.30	Trip from the hotel to PTPN Field	
09.30 – 11.00	Practice : Weeding	Participants will be divided into smaller groups
11.00 – 12.30	Practice : Fertilizing	
12.30 – 13.30	Lunch break	
13.30 – 15.30	Practice : Harvesting + transporting	
15.30 – 16.30	Back to hotel	
19.30 – 20.00	Trip to Durian market	
20.00 – 22.00	Durian party	
<b>Day 11: Thu, 30 Nov 2017</b>	<b>Visiting CRC Plot in PTPN VI</b>	
08.30 – 09.30	Trip from the hotel to CRC 990 Plot in PTPN VI	
09.30 – 11.00	Management Intensity Plots: short intro, Questions and answers	
11.00 – 11.15	Trip to Tower Plots	
11.15 – 12.30	Climate tower: short intro, Questions and answers	
12.30 – 13.30	Lunch break	
13.30 – 14.00	Trip to Cattle- oil palm integration management	
14.00 – 16.00	Cattle- oil palm integration management: short intro, Questions and answers	
<b>Day 12 Fri, 01 Dec 2017</b>	<b>Visiting oil palm managed by small holder</b>	<b>Mekar Jaya</b>
08.00 – 14.00	Trip to Mekar Jaya Village, Merangin District	
11.00 – 13.00	Stop over in CRC Guesthouse in Pauh: lunch with traditional foods; Friday Pray for Moslem	
15.00 – 16.30	Mekar Jaya Village: Sightseeing	
16.30...	Free activities	Overnight in the village
<b>Day 13 Sat, 02 Dec 2017</b>	<b>Visiting oil palm managed by small holder</b>	<b>Mekar Jaya</b>
08.30 – 09.00	Walk from houses to the oil palm field	
09.00 -11.00	Meeting with local leader: Intro on the village, questions and answers	
11.00 – 12.30	Oil palm management by local farmers including RSPO: Presentation by local farmer, questions and answers	
12.30 – 13.30	Lunch break	
13.30 – 16.00	Field visit: explanation, questions and answers	
19.30 – 21.30	Dinner with local farmers and cultural events	
<b>Day 14 Sun, 03 Dec 2017</b>	<b>Visiting SAD Village</b>	<b>Pematang Kabau</b>
08.00 – 11.00	Trip to Pematang Kabau	
11.00 – 12.30	Pematang Kabau Village and SAD : intro, questions and answers	
12.30 – 13.30	Lunch break	
13.30 – 15.00	Field visits	

Schedule	Programs	Remarks
15.00 – 19.00	Trip back to Jambi	
<b>Day 15 Mon, 04 Dec 2017</b>	<b>Visiting CRC 990 Plot</b>	<b>Humusindo Makmur Sejati</b>
09.30 – 11.00	Trip to CRC 990 Plots in Pompa Air (Riparian plots)	
11.00 – 12.30	Field visit: Riparian Plots	
12.30 – 13.30	Lunch break	
13.30 – 14.00	Meeting with local leader: Intro on the village, questions and answers	Pompa Air Village
14.00 – 16.00	Oil palm management by local farmers: Presentation by local farmer, questions and answers	
16.00	Back to the Farmer houses	Stay overnight in the Pompa Air village
19.00	Dinner with traditional menu	
	Free activities	
<b>Day 16 Tue, 05 Dec 2017</b>	<b>Visiting B11 Plots</b>	
08.30 – 09.30	Trip to the PT. Humusindo	
09.30 - 10.00	Intro to B11 Project	
10.00 – 11.30	Field visit (Questions and answer)	
11.30 – 12.15	Departure to the Asiatic Persada	
12.15 – 13.15	Lunch break	
13.15 – 16.00	Field visit: explanation, questions and answers	
16.00 – 16.45	Back to Pompa Air Village/Asiatic or PTPN VI	Stay overnight in the Pompa village or Asiatic Persada or PTPN VI
<b>Day 17 Wed, 06 Dec 2017</b>	<b>Visiting Oil Palm Factory + Waste management</b>	<b>PTPN VI</b>
08.30 – 09.30	Trip from village to palm oil Processing Factory	
09.30 – 10.30	PTPN palm oil oil Processing Factory: Intro, questions and answers	
10.30 – 12.30	Factory visits	
12.30 – 13.30	Lunch break	
13.30 – 15.30	Waste management: field visit, questions and answers	
15.30 – 18.00	Back to Jambi	
<b>Day 18 Thu, 07 Dec 2017</b>	<b>Visiting and practicing Jambi batik</b>	<b>Jambi Seberang</b>
09.00 – 09.30	Trip to Seberang Kota Jambi	
09.30 – 11.00	Jambi seberang: intro, questions and answers	
11.00 -12.30	Sight seeing:	
12.30 – 13.30	Lunch break	
13.30 – 14.30	Jambi batik: Intro, questions and answers	
14.30 – 16.00	Practice : Batik	
16.00	Trip back to hotel	
<b>Day 19 Fri, 08 Dec 2017</b>	<b>Visiting Muaro Jambi temple</b>	<b>Candi Muaro Jambi</b>
09.00 – 10.00	Trip to Dusun Baru village	
10.00 – 11.00	Dusun baru village : intro, questions and answers	
11.00 – 12.00	Sight seeing and cultural visit in Dusun Baru village	
12.00 – 13.30	Lunch break and Friday pray (for Moslem)	

Schedule	Programs	Remarks
13.30 – 14.00	Trip to Muaro Jambi Temple	
14.00 -14.30	Muaro Jambi temple : intro, questions and answers	
14.30 – 16.00	Visiting Muaro Jambi temple	
16.00	Trip back to hotel	
	Jagung bakar	
Day 20 Sat , 09 Dec 2017	Wrap up and evaluation	
10.00 – 12.00	Wrap up and evaluation Each participant present his/her impression and comment including evaluation	Hotel
12.00 – 13.00	Lunch break	
13.00 – 16.00	Jambi city tour	
16.00	Free activities	
19.00	Closing Ceremony and Courtesy dinner by Jambi Major	
Day 21 Sun, 10 Dec 2017	Departure to Jakarta	

### The Organizing Committee

- Directorate of Collaboration and International Programs  
Bogor Agricultural University, Andi Hakim Nasoetion Building 1<sup>st</sup> Floor,  
IPB Dramaga Campus  
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- Jambi University  
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Contact persons:  
Mr. Fuad +62-813-1480-1591, Ms. Aliamuti 62-853-6671-7889

Please note that all communications on organizational and protocol matters should also be directed to the Organizing Committee.

### List of Participants

Table 5. List of Participant

No.	Name	Country of Origin	Email
1.	Markus Wolter (Mr)	Germany	<a href="mailto:markus.wolter@wwf.de">markus.wolter@wwf.de</a>
2.	Julia Loevenich (Ms)	Germany	<a href="mailto:Redaktion-loevenich@live.com">Redaktion-loevenich@live.com</a>
3.	Helena Fischer (Ms)	Germany	<a href="mailto:h_fischer@freenet.de">h_fischer@freenet.de</a>
4.	Greta Philippsen (Ms)	Germany	<a href="mailto:greta_philippsen@hotmail.de">greta_philippsen@hotmail.de</a>
5.	Marcel Bruessow (Mr)	Germany/Spain	<a href="mailto:Marcel.bruessow@hotmail.de">Marcel.bruessow@hotmail.de</a>
6.	Leonie Haag (Ms)	Germany	<a href="mailto:leonie.haaq@gmx.net">leonie.haaq@gmx.net</a>
7.	Noeryati Soegiono (Ms)	Germany	<a href="mailto:soegiono.n@gmail.com">soegiono.n@gmail.com</a>



No.	Name	Country of Origin	Email
1.	Greta Formaglio (Ms)	Italy	greta.formaglio@forst.uni-goettingen.de
2.	Tizian Lang (Mr)	Germany	tizian.lang@stud.uni-goettingen.de
3.	Lee Siew Sze (Ms)	Malaysia	s.lee@global-counsel.com.sg
4.	Juan Pablo	Colombia	
5.	Herdiyanti Sultan, SP, M.Si (Ms)	Indonesia	hardiyantisultan91@gmail.com
6.	Indri Hapsari Fitriyani (Ms)	Indonesia	i.hapsari22@gmail.com
7.	Richard Robintang Parulian Napitupulu, S.Hut., M.Sc (Mr)	Indonesia	Napitupulu_richard@yahoo.co.id
8.	I Made Oka Wardhana	Indonesia	Oka.wardhana18@gmail.com
9.	Winandriyo Kun Anggianto	Indonesia	winandriyo@gmail.com

## Entering Indonesia

All Participants must hold passports that are valid for at least six months. All participants have been exempted from applying visa to enter Indonesia. Please contact Indonesian Embassies or Consulates closest to you.

### Indonesian Embassy in Berlin

Lehrter Str. 16-17 10 557 Berlin, Germany

Phone: +49-30-47807-200

e-mail: [info@indonesian-embassy.de](mailto:info@indonesian-embassy.de)

### Indonesian Consulate General in Frankfurt

Zeppelinallee 23, 60325 Frankfurt am Main, Germany

Phone: +49-69-247-0980

e-mail: [kjriffm@kjriffm.de](mailto:kjriffm@kjriffm.de)

## Arrival, Clearing Immigration, and Customs Checkpoints

Normally, before landing at Soekarno-Hatta International Airport, flight attendant in your flight will distribute Customs Declaration form. We recommend you fill this form before landing as it will help save your time later, so have a pen ready. Please answer the questions accurately and truthfully, especially about the items you may have to declare during customs clearance.

After disembarking, please follow the signs to the immigration checkpoint. If you are unsure of where to go or what to do, ask an official for help and guidance.

At immigration checkpoint, please have your passport and the Incoming Passenger Card ready. Also, be prepared to show related documents regarding the Course if asked.

Clearing the immigration checkpoint, please proceed to baggage collection hall. You can locate your flight on the screen available at each conveyor belt.

After you collect your bags, you can proceed to customs clearance. Here, your checked luggage including carry-on luggage will be x-rayed. Please be prepared to open your luggage for inspection if instructed by customs officer. If any of your items is customs officer decides your item is not quarantined, you will be allowed to keep the item and move out. If deemed need to be quarantined, the item will either be confiscated and destroyed, or held for decontamination and then returned to you at later date.



## **Prohibited Items**

Please remember that these items are prohibited to enter Indonesia:

- Currency with amounts of IDR 100 million or equal to US\$ 10.000 or more carried with you;
- Cultural heritages and antiques;
- Animal products (including fish, plants, feather, bones, wool, animal hair, skins, furs, shells, coral, bee products, live animals, birds' egg);
- More than 1 liter of alcohol and more than 200 cigarettes;
- Plants material (including painted, lacquered or raw wooden carvings, handicrafts and souvenir made from plant material, bamboo, cane or rattan basket ware, potpourri, fresh or dried flowers, and items that contain bark);
- Narcotics, psychotropic drugs, firearms, wind weapons, sharp weapons, ammunition, explosives, and objects of pornography.

For further information, please visit these websites:

- [soekarnohatta.karantina.pertanian.go.id](http://soekarnohatta.karantina.pertanian.go.id)
- [www.beacukai.go.id](http://www.beacukai.go.id)

## **Airport Pick Up Arrangement**

Buddy/organizing committee with *"2017 Oil Palm Course Bogor Agricultural University"* banner will be waiting for you at the airport arrival hall after immigration and customs clearance. The OC have arranged the delegates to arrive at or around the same time at the airport. For a large number of delegates, we will provide a bus for the pick-up. Otherwise, the OC will guide the participants to take the airport bus (DAMRI) to Bogor. OC will also be waiting at the Bogor Terminal (the final destination of the airport bus). The person-in-charge of the airport pick-up is Ms. Listiani Puspitasari, +62-852-9497-0128.

## **Accommodation**

In Bogor, the delegates will be staying at Whiz Prime Hotel, Pajajaran Bogor. Jl. Cikuray No.47, Pajajaran Bogor [www.whizprime.com](http://www.whizprime.com). The hotel contact number is +62-251-756-0088 (landline).

In Jambi, the delegates will be staying at Octopuss Hotel, Jl. M.H. Thamrin No. 12-15, Lb. Bandung, Jelutung, Kota Jambi, Jambi - 36124. The hotel contact number is +62-741-306-3303 (landline).

## **Meals**

Please note that the OC will not organize lunch and dinner on 19 November 2017.

Breakfast, coffee break, lunch, and dinner will be provided daily at the hotel during the Course program on 20-25 November 2017. All other meals will be provided as indicated in the program. All foods served during the Course will not contain alcohol, pork, or lard.

## **Indonesia in Brief**

Indonesia is the largest archipelago in the world comprising more than 17.000 islands. Straddling the equator, situated between the continents of Asia and Australia and between the Pacific and the Indian Oceans, it is as wide as the United States from San Francisco to New York, equaling the distance between London and Moscow.

The islands alone cover an area almost 2 million square kilometers, while the territorial waters cover an area nearly four times the size of the combined islands. Among the most well-known islands are Sumatra, Java, Bali, Kalimantan (formerly Borneo), Sulawesi (formerly Celebes), the Maluku Islands (or better known as Moluccas, the original Spice Islands), and Papua.

Being a tropical country, Indonesia is blessed with two seasons, dry and rainy. Dry seasons usually occurs from June to September and the rest is rainy season. Sunshine is abundant except in rainy season when the sky tends to be cloudy.

Indonesia is inhabited by over 250 million people, fourth largest in the world. Indonesia is very diverse with hundreds of different languages and ethnicities. Bahasa Indonesia, the national and official language of the country, is taught in schools and spoken on television or radio. However, many Indonesians today speak at least two or more languages. English is the most widely used foreign languages in Indonesia, which is also commonly used in tourism industry.

Indonesia is divided into three time zones: Western Indonesia Time (Waktu Indonesia Barat/WIB) GMT +7, covering Sumatra, Java, Madura, West Kalimantan, Central Kalimantan; Central Indonesia Time (Waktu Indonesia Tengah/WITA) GMT +8, covering East and South Kalimantan, Sulawesi, Bali, Nusa Tenggara); and Eastern Indonesia Time (Waktu Indonesia Timur/WIT) GMT +9, covering Maluku and Irian Jaya. The capital city of Jakarta, as well as the main Course site of Bogor and Jambi, are situated in the western part of Indonesia, hence the time zone will be GMT +7 or 5-6 hours ahead of European times.

### **Bogor in Brief**

Bogor is conveniently located in the western part of Java Island. The city is located 60 km south of the capital city of Jakarta. The area is mainly residential, home to thousands of commuters who travel back and forth every day to make a living in the capital city. However, during the weekend, it is the Jakarta residents who flock to Bogor. They come to shop at numerous factory outlet stores or to enjoy the cool air of Puncak, a highland area in the outskirts of Bogor.

At the center of the city lies the Bogor Palace, one of 6 Indonesia's Presidential Palaces. Bogor palace is famous for its collection of artworks, such as paintings and statues from around the world. Within the palace precincts, hundreds of spotted deer are living peacefully, feeding on the green grass that covers the ground.

Adjoining the palace is the lush Bogor Botanical Garden, which offers a refreshing sight and atmosphere amid the bustling commercial area. The garden houses more than 15.000 species of trees and plants, including some 3.000 varieties of orchid. It is a must visit for travelers.

Bogor has been called "Rainy City", although in the recent years it's not as rainy as it used to be. You can still expect heavy rain in the middle of dry season, so always prepare an umbrella just in case. Bogor has a mild climate with two seasons that are summer and rainy with average temperature 26°C. When summer weather can be very warm with temperature around 30.4°C in March to October. In winter seasons can be very cold with the average of temperature around 21.8°C most commonly happen in November to March.

## Jambi in Brief

Jambi Province is situated the middle of the east coast of Sumatra island. Geographical boundaries of this province are: to the north is the Province of Riau, to the south is South Sumatra Province, to the west is West Sumatra Province, and to the east is the South China Sea. Jambi is situated within the Indonesia-Malaysia-Singapore growth triangle area.

The province is administratively divided into nine districts and two cities, namely Districts of Kerinci, Sarolangun, Merangin, Bungo, Tebo, Batanghari, Muara Jambi, West Tanjung Jabung, East Tanjung Jabung, and the Cities of Jambi and Sungai Penuh. Jambi is rich in natural potentials originating from the primary sector, such as agriculture, plantation, and mining. Among them, rubber and oil palm are the primary focus as international trade commodities.

Most of the population in this province is Jambi Malays. Other tribes, such as Minang, Bugis, Javanese, Sundanese, Batak, Chinese, Arabic, and India also inhabit this province. Although Bahasa Indonesia is the formal language, people in Jambi also speak their regional languages, which is Bahasa Melayu. Bahasa Melayu has several local dialects, namely Kerinci, Bungo/Tebo, Sarolangun, Bangko, East Melayu (West and East Tanjung Jabung), Batang Hari, Jambi Overseas, dan Anak Dalam. The people of Kerinci have their own alphabet, known as Encong script.

Customs and traditions in Jambi is heavily influenced by the Malays Adat, which regulates all activities and behavior of citizens based on Islamic law.

## Climate

Bogor has a tropical rainforest climate (Af) according to the Köppen climate classification, and more humid and rainy than in many other areas of West Java – the average relative humidity is 70%, the average annual precipitation is about 1700 mm, but more than 3500 mm in some areas. Most rain falls between December and February. Because of this weather, Bogor has the nickname "Rain City" (Indonesian: *Kota hujan*). The temperatures are lower than in coastal Java: the average maximum is 25.9 °C (cf. 32.2 °C in Jakarta). Daily fluctuations (9–10 °C) are rather high for Indonesia. The absolute maximum temperature was recorded at 38 °C and the minimum at 3 °C.

Climate data for Bogor, West Java, Indonesia													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Average high °C	28.3	28.5	29.3	30.0	30.2	30.3	30.5	30.9	31.2	30.7	30.1	29.6	30.0
Daily mean °C (°F)	24.7	24.6	25.0	25.5	25.5	25.2	25.2	25.3	25.6	25.4	25.4	25.4	25.2
Average low °C (°F)	21.1	20.8	20.7	21.0	20.8	20.2	19.9	19.7	20.0	20.2	20.7	21.3	20.5
Average precipitation mm (inches)	442	378	385	428	354	225	216	240	295	390	378	355	4086
Source: Climate-Data.org													

Jambi is a little bit warmer since it is closer to the Equator. However, in this time of the year, rainfall in Jambi is at its peak so it is always wise to come prepare with rain gears.

Climate data for Jambi, Indonesia													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
High °C	30.1	30.7	31.4	31.8	31.7	31.5	31.5	31.7	31.9	31.7	31.4	30.6	31.3
Avg °C	26.2	26.6	27	27.4	27.2	27	26.8	27	27.1	27.1	27	26.7	26,9
Low °C	22.4	22.5	22.6	23	22.8	22.6	22.1	22.3	22.4	22.5	22.6	22.8	20,65
Precipitation (mm)	218	193	252	257	180	124	106	133	151	209	270	254	2347
Source: Climate-Data.org													

## Time Zone

Indonesia is divided into three time zones: WIB/Western Indonesia Time (Sumatera, Java, West and Central Kalimantan) is seven hours ahead of GMT Central Indonesia time (Bali, South and East Kalimantan, Sulawesi, Nusa Tenggara) is eight hours ahead of GMT, Eastern Indonesia Time (Maluku, Irian Jaya) is nine hours ahead of GMT. The capital city of Jakarta, as well as our Course site in Bogor and Jambi is located within the Western Indonesia Time (WIB) zone.

## Currency

Currency unit in Indonesia is Rupiah (Rp). You can exchange your foreign currency into Indonesian Rupiah according to the daily exchange rates at any bank or money changer in Indonesia. Current exchange rate for US\$1,00 is approximately Rp. 13.500.

Most banks in Bogor and Jambi are open from 8 a.m. to 3 p.m during working day (Monday-Friday). Almost all are closed on Saturday, Sunday and national holiday. Most money changers are also open during the same time, but some are still open during weekend.

In Indonesia, cash payment still plays large role in everyday life, although people are getting more and more accustomed to electronic transaction nowadays. MasterCard and Visa are widely accepted and there is a wide network of ATMs available 24-hours 7 days a week. Most of supermarkets also have Electronic Funds Transfer at Point of Sale terminals where you can pay for goods directly from your bank account. For this reason, it is not necessary for you to carry large amounts of cash with you.

However, as your program in Jambi will mostly take place in rural areas, where most transactions are still carried out in cash, it is advised to have plenty of cash available with you.

## Food and Drinks

Many people say that Indonesian food is tasty and spicy. Spices and hot chilies are the ingredients of most dishes. The staple food of rice is served with vegetables, tofu/tempe and meat/egg/fish. The

popular side dish sambal a hot blend of chilies, spices, and sometimes terasi (belacan), lemon juice and tomato for extra flavor, comes in an endless variety.

Some of the most popular Indonesian dishes are *sate/satay* (skewered kebabs of meat or fish, grilled over a fire and served with spicy peanut sauce), *gado-gado* (a salad of half steamed vegetables with a peanut sauce dressing), *nasi goreng* (fried rice with shreds of meat and vegetables and topped with a fried egg), *bakmi goreng* (fried noodles), and *nasi padang* (hot and spicy cuisine of West Sumatra cooked in thick coconut milk curry).

As the population of Indonesia is predominantly Moslem, pork is usually not served except in Chinese and non-Moslem restaurants and places serving international cuisine. Pork dishes, however, are mostly served in non-Moslem-predominant parts of Indonesia, such as Bali, Papua, the North Sumatra highlands, and North Sulawesi.

Indonesia's coffee is one of the finest in the world. You can experience the exotic taste of our coffee in the coffee shops commonly available in many entertainment centers or in any commercial areas of the cities. International brand coffee shops are available in most major cities. In Jambi rural areas, you will also get a chance to taste the traditionally black coffee in traditional small shops.

Common soft drinks and sodas are available in most stores. Alcoholic drinks or local beers, however, are mostly available in supermarkets and hypermarkets, while wine is sold only in major restaurants and hotels. However, it may be difficult to find these drinks in rural areas of Jambi.

### Electricity and water

Electrical current in Indonesia is supplied at 220 V and 50 Hz with 2 (two) hole socket. Some hotels supply adapter on request, but it is advised to carry your own adapter for your own convenience.



In all part of Indonesia, you should not drink the water straight from the tap. The tap water must be boiled or sterilized before consumed. However, branded bottled water is readily available for sale in nearly all grocery and convenience stores, even in small traditional shops in rural areas.

### Telecommunication

Local telephone services are widely available. For mobile phone, both GSM and CDMA with internet data packages are offered by many telecommunication providers. Long distance calls within Indonesia may be made either by mobile phone providers or by direct dialing through International Direct Dial (IDD) in major cities or through operator-assisted calls. Telex and fax services are available in major hotels and larger cities. Most hotels may also offer free WiFi connection.

In rural areas, however, there may be blank or weak signal spots, which may hamper communication and/or internet connection.

### Transportation

In Bogor, the main public transportation is angkot (abbreviation of *angkutan kota* or city transportation). It is a small minibus designed to carry as many as 10 passengers, serving a certain



route at a very cheap cost (around Rp. 5.000). You can sit either at the front seat, which is quite spacious sometimes, or at the main cabin on the side-facing long bench-like seats.

Angkots are painted in colors and marked by numbers. These numbers differentiated their routes, which is displayed in both front windshield and rear window. If you wish to challenge yourself to take one, here are some tips you need to know:

- Make sure you know where you want to go, which angkot you must take (usually its color and number), and how much you need to pay. You can ask the OC or hotel staff for this.
- To take the angkot, just wave your hand against one that is already driving on the street, they will pull over and stop near you. You can also take one that is stopping and waiting for passengers. Beware that some angkot drivers will stop longer to wait the seats to be filled completely.
- If you are not sure where to stop, please tell the driver the place you want to go. You can tell him by saying "*Saya mau ke-* (mention the name of your destination)" which means "I want to go to (name of your destination)". They will tell you when you are arrived at your destination.
- If you are about to arrive at your destination and you want to stop the angkot, say "*Kiri, bang!*" (*[stop] to the left*) or "*Stop, bang!*" "*Bang*" is common Indonesian word to call an older man. and it will stop to the left side of the road.
- Make sure the angkot has already stopped completely before you get off.
- Be aware of your belongings and surroundings as there are some pickpockets sometimes.
- On your first time riding an angkot, it is better to ask your Indonesian friend to accompany you.

### Online Transportation

An applied base transportation (online transportation) has been operating in Indonesia since 2015. They have attracted attention of public transportation users, specifically in cities where quick and practical transportation, such as in Bogor, are increasingly demanded. Two of the most popular online-based transportation are *Go-Jek* and *Grab*, which not only offer car and bike ride service, but you can also have them to buy and deliver food or things for you. Please visit [www.go-jek.com](http://www.go-jek.com) and [www.grab.com](http://www.grab.com) or download their mobile apps for further information.

Jambi and its rural areas, however, may not have as many online transportations as in Bogor. You can use their mobile apps to see if any is nearby.

### Taxi

Taxis are available in Bogor, but is rather difficult to spot one on the streets, while in Jambi, taxis are even scarcer. You can, however, take a taxi from hotels and shopping malls such as Botani Square and Bogor Trade Mall in Bogor, as well as Jambi Town Square in Jambi. Some bigger taxi companies, such as *Blue Bird* and *Express Group* also have their own mobile application, which is useful to hail a service.

### Culture, Society, and Language

The people of Indonesia come from very diverse ethnic backgrounds and are generally friendly and easy to get along with. You will find that most of them are nice and relatively tolerant of other cultures. Almost all Indonesians speak Bahasa Indonesia, our official language. But, they too speak their own native languages. Most people in Bogor, for example, come from Sunda tribe who speaks Sundanese. While people in Jambi, who mostly come from Melayu tribe, speaks Melayu.

In Indonesia, such as in Bogor and Jambi, you will notice differences in etiquette, lifestyles, and

values to what you are used to. Most of the people are informal, which can take some adjustment, especially if you are more accustomed to a culture where ritual is important and where levels of status and authority are clearly distinguished and carefully respected. These are not obvious characteristics of Indonesian culture and you are expected to be able to accept a wide range of people on an equal basis in informal situations. Here are some tips on Indonesia's culture:

- Addressing people

Indonesians usually have a first or given name and a family name or surname. You can call or address people of your own age or younger by their first names. When speaking to people older than you, however, please call them with additional attributes:

- ✓ For male person: "*Pak*" for a significantly older person or "*Mas*" for ones that is not too older from you. Both means "Mr".

- ✓ For female person: "*Ibu*" (Mrs.) for a significantly older person or "*Mba*" or "*Teteh*" (Miss) for ones that is not too older from you. For example: *Pak Ajen, Mas Feri, Ibu Uceu, Mba Listi*, etc.

Please note that using "*Mas*", "*Mba*", or "*Teteh*" is also normal as a polite or friendly gesture against a person of the same age or younger than you or someone that you do not really know.

- Greetings

- ✓ Formal greetings are "*Selamat Pagi*" meaning good morning; "*Selamat Siang*" meaning good afternoon; and "*Selamat Malam*" meaning good evening.

- ✓ Informal greetings are normally "*Hello*" or "*Hi*".

- Asking help

Like anywhere else in the world, it is also normal in Indonesia to use "*please*" ("*tolong*") when asking for help and "*thank you*" ("*terima kasih*") when thanking others.

- Dress

Indonesians tend to dress politely. While you are free to dress in the way that you feel culturally appropriate for you, in certain places or circumstances, however, you are required to wear formal dress like long pants, shirts, or shoes, such as inside university or office. In attending an event, if a more formal dress is required, you will usually be told.

- Queuing

Indonesians also queue when they are waiting in turn for something, such as a taxi, bus, at a ticket counter, or at a cashier. Please do not push ahead of others or "jump the queue".

- Punctuality

If you cannot keep an appointment or invitation, or are running late, always notify.

- Smoking

Smoking is banned in government building, on public transport including domestic and international flights, theatres, shopping centers, and many indoor and outdoor public meeting places. Some areas, however, provide smoking area.

- Spitting

Spitting in public or near somebody is not a good idea.

- Personal Hygiene

To guard against the spread of germs and disease, use a tissue or handkerchief when you sneeze or need to blow your nose. Wash your hand before eating.

- Drinking Alcohol

In Indonesia, drinking alcohol in public places is usually prohibited. Stores are not allowed to sell liquor to minor and storekeepers may ask for shopper's ID-card to confirm buyers' age.

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## Simple Conversation

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The following simple conversation may help you for daily communication:



## Greetings

Selamat pagi	Good morning
Selamat siang	Good afternoon
Selamat sore	Good afternoon
Selamat malam	Good evening
Selamat tidur	Good night
Selamat makan	Enjoy your meal
Selamat ulang tahun	Happy birthday
Selamat datang	welcome
Apa kabar?	How are you
Apakah kamu sudah makan siang	Have you had your lunch?
Senang berjumpa dengan anda	Nice to see you
Lama tidak bertemu	Long time no see
Selamat jalan	Good bye
Selamat tinggal	Good bye
Sampai jumpa	Bye; see you
Sampai bertemu lagi	See you again.

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## Gratitude expression

Terima kasih	Thank you
Trims	Thank you
Makasih	Thank you
Berapa harganya?	How much is it?
Berapa nomor telepon anda?	What is your telephone number?
Jam berapa sekarang?	What time is it?
Sopir	Driver
Becak	Rickshaw

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## Introducing

Hello, my names is ____	- Halo, nama saya ____
I am from ____	- Saya berasal dari ____
I am ____ years old	- Umur saya ____
My major is ____	- Jurusan saya ____
I am studying at ____	- Saya belajar di ____
Nice to meet you	- Senang bertemu dengan anda

In Indonesia, there are some words that refer to a certain time, those are pagi, siang, sore, and malam. In line with that, the expression of selamat pagi is commonly used between 04.00-10.00. Selamat siang is used between 10.00-14.00, selamat sore is used between 14.00-18.30, and selamat malam is used between 18.00 – 04.00. besides. Sometimes, between 16.00-18.30 the expression of selamat petang may also be used. Meanwhile, the time between 00.01-04.00 is called dini hari, but the expression of selamat dini hari is never used.

## NUMBERS

1 = satu	•	Every word of satu is immersed and become se-
2 = dua	•	TEENS = (Number) Belas, ex: sebelas, dua belas
3 = tiga	•	TENS = (Number)Puluh, ex: dua puluh, dua puluh dua
4 = empat	•	HUNDREDS = (Number) Ribu, ex: seratus, dua ratus empat puluh dua

5 = lima  
6 = enam  
7 = tujuh  
8 = delapan  
9 = sembilan  
10 = sepuluh

- THOUSAND = (Number) Puluh ribu, ex: tiga puluh empat ribu lima ratus (34.500)
- HUNDRED THOUSANDS = (Number) ratus ribu, ex: dua ratus ribu
- MILLIONS = (Number) juta, ex: satu juta, tiga juta