

Dear Distinguished Head of Delegation and Focal Point for 9th ASEAN Skills Competition 2012,

On behalf of Mr. Abdul WAHAB Bangkona (Director General of Training and Productivity Development, Ministry of Manpower and Transmigration, Republic of Indonesia), allow me to inform you an initial arrangement for the 9th ASEAN Skills Competition 2012, as follows:

1. The 9th ASEAN Skills Competition 2012 is confirmed to be held on 11 November to 20 November. All delegates from ASEAN countries are strongly expected to be arrived in Jakarta Indonesia on 11 November 2012, particularly for Technical Delegates and Experts. The Competitors and others delegates may arrive in Jakarta on 12 November 2012. Please refer to Daily Program of the 9th ASEAN Skills Competition 2012, as attached.
2. Meetings, competition, seminar, product promotion, coffee break, luncheon, opening and closing ceremony of the 9th ASEAN Skills Competition 2012 will take place at the Jakarta Convention Centre (JCC) located at Senayan area of Jakarta; except for the skill of Cooking will be at Trisakti Tourism University located at Bintaro area at South of Jakarta. The distance between JCC and Trisakti Tourism University is about 25 km, thus we strongly advising to stay at Santika BSD City Hotel for Cooking's Competitors and Experts.
3. There are some recommended hotels around JCC as you could find the list and price as attached. However, maybe you could have better price for your selected hotel through your Embassy in Jakarta if you wish too.
4. The Host Country of 9th ASEAN Skills Competition 2012 will provide complimentary luncheon and tea/coffee break for all delegates from 12 November to 19 November 2012, at the JCC restaurant, and also dinner for Opening and Closing Ceremony only. Please note that the JCC regulation is not allowing us to bring food, drink and fruit from outside of JCC. The Head Delegate from ASEAN countries will get a complimentary Deluxe Room at the Sultan Hotel Jakarta from 11 November to 20 November 2012, as well as an official car. Official Bus is also provided every day for all ASEAN delegates from your hotel to JCC and return, also from and to the Soekarno Hatta International Airport Jakarta.
5. The Secretariat of 9th ASEAN Skills Competition 2012 have received some request from some ASEAN countries for their additional competitors in several skills area. Please have a look on the updated version of The List of Participation of Competitors and Countries, as attached.
6. Please register your country's delegation for 9th ASEAN Skills Competition 2012 including Competitors, Experts, Technical Delegates, Secretariat, VIP, Official Delegates; not later than 15 September 2012. The registration form is attached, and kindly send it back to me through this email upon you fill in and signed by your Head of Delegation. Your selected hotel is also required to be mentioned on the form for further hospitality and mobility arrangement.
7. May your Competitors and Experts are wish to bring some tools and equipment to be used during the competition in JCC, please register those things to the Secretariat of 9th ASEAN Skills Competition 2012, not later than 1 October 2012.
8. There are 3 (three) selected forwarding companies that are ready to support the 9th ASEAN Skills Competition, as attached. Please let me know for your necessary communication with the forwarding company that you choose to support your delegation's tools and equipment that will entering to Jakarta, Indonesia.

9. An official invitation letter for attending the 9th ASEAN Skills Competition 2012 signed by H.E Minister of Manpower and Transmigration of the Republic of Indonesia, will be circulated to you by next week attached with further administrative arrangement. Please let me know if you request some points to be put on the said Invitation Letter for fulfilling your country's procedure.
10. The Secretariat of 9th ASEAN Skills Competition 2012 is now supported by Dyandra Promosindo, a professional event organization. Their contact persons are:
- a. Name : Ardian Mahardisatya (Mr.)
- Mobile Phone and Text : +62 813 14658 848
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- Email : [ardi8184@gmail.com](mailto:ardi8184@gmail.com) / [ardian@debindodyantama.com](mailto:ardian@debindodyantama.com)
- b. Name : Asrizal Aulia Fahmi (Mr.)
- Mobile Phone and Text : +62 812 87886 823
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Please note that all communication to them shall be forwarded (cc) also to the Secretariat (attn: Mrs. Indah Anggoro PUTRI, email: [cooperation.ina@gmail.com](mailto:cooperation.ina@gmail.com); mobile phone and text: +62811 99 9982)

Thank you for your attention and great cooperation.  
Looking forward to meet you all in Jakarta.

Sincerely,

**Indah Anggoro PUTRI (Ms.)**

Head Division for International Cooperation and Legal Affairs,  
Directorate General of Training and Productivity Development,  
Ministry of Manpower and Transmigration of the Republic of Indonesia  
Head of The Secretariat of 9th ASEAN Skills Competition 2012.

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