



Third Meeting of the Regional Working Group on Land-Based Pollution (RWG-LBP) of the UNEP/GEF Project “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand” (SCSSAP Project) on 26-28 November 2025 in Batam, Indonesia.

INFORMATION AND LOGISTICS NOTE

The information below provides you with the logistic details for your participation in the upcoming Third Meeting of the Regional Working Group on Land-Based Pollution (RWG-LBP) of the UNEP/GEF Project “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand” (SCSSAP Project) on 26-28 November 2025.. The meeting venue will be held at Wyndham Panbil Batam in Batam, Indonesia. Please read the following information carefully, as it will help you to plan your meeting and travel to Indonesia.

RWG-LBP Agenda

<i>Wednesday, 26 November 2025, 09.00 - 16.45</i>	
08.30-08.55	Registration of participants
08:55-9:00	Security and Safety Briefing
1. Opening of the meeting	
09.00-09.05 5 min	1.1 Welcome remark by the Representative of the Government of Indonesia The Secretariat will invite the Representative of the Government of Indonesia to deliver the welcome remark as the host country of the meeting.
09.05-09.10 5 min	1.2 Welcome remark by the Senior Project Manager of the SCS SAP Project The Secretariat will invite the Senior Manager to deliver the welcome remark and open the meeting on behalf of the project and UNOPS as the executing agency.
09.10-09.20 10 min	1.3 Introduction of members The Secretariat will be invited to introduce the members of the Regional Working Group on Land-Based Pollution and other participants and guests.
2. Organization of the meeting	
09.20-09.30 10 min	2.1 Designation of officers In accordance with the draft rules of procedure for the Regional Working Group on Land-Based Pollution, participants will be invited by the Secretariat to elect a Chairperson, Vice-Chairperson and Rapporteur. The Secretariat will inform the Committee of the officers elected at the second meeting of the working group.
09.30-09.40 10 min	2.2 Organisation of work The Chairperson will invite the Secretariat to brief participants on the proposed organization of work, the list of documents available to the meeting and administrative arrangements for the conduct of the meeting. The meeting will be conducted face to face and online in plenary. The meeting will be conducted in English.
3. Adoption of the meeting agenda	
09.40-09.50 10 min	The Chairperson will invite participants to consider the provisional annotated agenda (SCSSAP RWG-LbP 3/1) prepared by the Secretariat, propose any amendments or additional items for consideration, and adopt the agenda.
4. Regional and national updates on the SCS SAP Project implementation	
09.50-10.05 15 min	The Chairperson will invite the Secretariat to present the overall status and progress of the SCS SAP implementation at regional and national level (SCSSAP RWG-LbP 3/2). The working group will be invited to review and provide comments and suggestions on the regional and national implementation of the project.
10.05-10.30	MORNING BREAK AND GROUP PHOTO
5. Status and achievements of land-based pollution activities at national level, including the development of national TDA on pollution report and data and information needs	
10.30-12.00 30 min per presentation	The Chairperson will invite the members of the Regional Working Group on Land-based Pollution from Cambodia, China, Indonesia, Philippines, Thailand and Viet Nam to present the status and achievements of land-based pollution activities at national level based on PCAs/GSAs, including the development and updating of national TDA on pollution report and data and information needs.

	Please refer to country presentations (SCSSAP RWG-LbP 3/3) following the template prepared by the Secretariat.
12.00-13.30	LUNCH BREAK
13.30-15.00 30 min per presentation	Continuation of Agenda 5 Report on country achievements of land-based pollution activities at national level, including the development of national TDA on pollution report and data and information needs.
15.00-16.30 1.5 hour	6. Planning and execution for implementing land-based pollution activities of the SCS SAP Project, including mechanism and ways to move forward for implementing and tracking regional activities, taking into consideration ongoing regional initiatives
	The Chairperson will invite the Secretariat and Dr. Gil Jacinto to present the review and status in implementing land-based pollution activities of the SCS SAP Project, including the mechanism and ways to move forward for implementing and tracking regional activities (SCSSAP RWG-LbP 3/4), taking into consideration ongoing regional initiatives. The Secretariat will present and discuss the draft matrix for implementing and tracking regional activities. The Secretariat will invite the members of the RWG-LBP to review and discuss the matrix and activities and ways to move forward and achieve the regional activities at end of project.
16.30-16.45	AFTERNOON BREAK
18.00-20.00	Reception Dinner
	END OF DAY 1

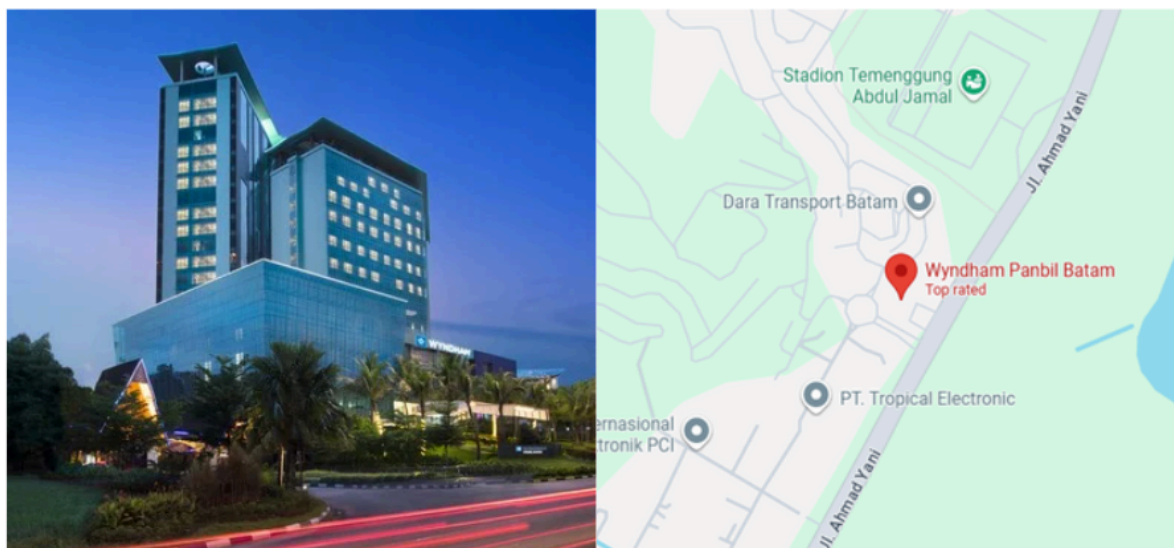
Thursday, 27 November 2025, 09.00 - 16.15

	7. Status of TDA/SAP process and summary of draft outline of national and regional TDA on pollution report, including data availability and requirements
09.00-10.30 1.5 hour	The Chairperson will invite the Secretariat to introduce Dr. Gil Jacinto, Regional LBP and TDA/SAP Consultant to present the status of TDA/SAP process and progress and summary of draft outline of national and regional TDA on pollution (SCSSAP RWG-LbP 3/5), including data availability and requirements. The members of the RWG-LBP will be invited to review and provide comments and suggestions on the TDA/SAP process and draft outline of national and regional TDA on pollution report.
10.30-10.45	AFTERNOON BREAK
	8. Review of achievements in SAP implementation from 2008-2021 for land-based pollution in participating countries
10.45-12.00 1.15 hour	The Chairperson will invite the Secretariat to present the documentation on achievements in implementing the SAP from 2008-2021 for land-based pollution (SCSSAP RWG-LbP 3/6), as submitted by participating countries. The members of the RWG-LBP will be invited to review and provide updates and additional inputs on the SAP implementation achievements document and publication.
12.00-13.30	LUNCH BREAK
	9. Review of good practices on habitat and land-based pollution management in participating countries
13.30-14.30 1 hour	The Chairperson will invite the Secretariat to present the documentation on good practices on habitat and land-based pollution management in SCS SAP project sites (SCSSAP RWG-LbP 3/7), as submitted by participating countries. The members of the RWG-LBP will be invited to provide updates and additional inputs on the good practices document and publication.
	10. Execution arrangement and work plans
14.30-15.30 1 hour	The Chairperson will invite the Secretariat to present the meeting key discussions and agreements including next steps and timelines towards execution of RWG activities. The members of the RWG-LBP will be invited to review and provide their comments and suggestions on the agreements and next steps to move forward.
	11. Any other business
15.30-15.45 15 min	The Chairperson will invite members of the RWG-LBP to consider and discuss any items of business introduced under agenda item 3.
	12. Closure of the Meeting
15.45-16.00 15 min	The Chairperson will call for a formal motion to close the meeting. The Chairperson will invite a representative member of the RWG-LBP to deliver the closing remark.
16.00-16.15	AFTERNOON BREAK
	END OF DAY 2/MEETING

Friday, 28 November 2025, 08.00 - 16.00	
07.15	Delegation Gather in the lobby
07.30 – 08.00	Transfer to Batamindo Industrial Park
08.00 - 08.45 (45 min)	Introduction and Presentation by Batamindo
08.45 - 09.15	Morning Break and Discussion at Batamindo
09.15 – 09.45 (30 min)	Batamindo Industrial Park Site tour
09.45 – 10.15	Transfer to KPLI Batam: Industrial Waste Management Area hazardous waste and toxic material (B3).
10.15 – 11.30 (1.15 hour)	Introduction and Presentation by KPLI – hazardous waste and toxic material I (B3), Discussion and Site Tour
11.30 – 12.00	Travel to Golden Prawn 555 Restaurant
12.00 – 13.30 (1.30 hour)	Lunch break
13.30 – 14.00	Travel to Waste Water Treatment Batam Development Authority (BP Batam)
14.00- 14.45 (45 min)	Introduction and Presentation by Waste Water Treatment Batam Development Authority (BP Batam)
14.45- 15.15 (30 min)	Waste Water Treatment BP Batam Tour
15.15 - 15.45	Afternoon Break on Bus (on the way back to hotel)
15.45 -16.00	Back to Hotel
	END OF DAY 3/Field Visit

1. Meeting Venue and Registration

The meeting venue for the Third Meeting of the Regional Working Group on Land-Based Pollution (RWG-LBP) will be held from November 26-27, 2025 at Hang Kasturi Meeting Room, Ground floor, Wyndham Panbil Batam in Batam, Indonesia.



[Wyndham Panbil Batam Hotel](#)

Jl. Ahmad Yani, Muka Kuning,
Kec. Sei Beduk, Kota Batam,
Kepulauan Riau 29433, Indonesia
Tel: +62 778 371888
E-mail: wyndhampanbilbatam@gmail.com

2. Accommodation

Accommodation will be covered and arranged by the organizers for all confirmed sponsored participants.

Please note the following regarding expenses:

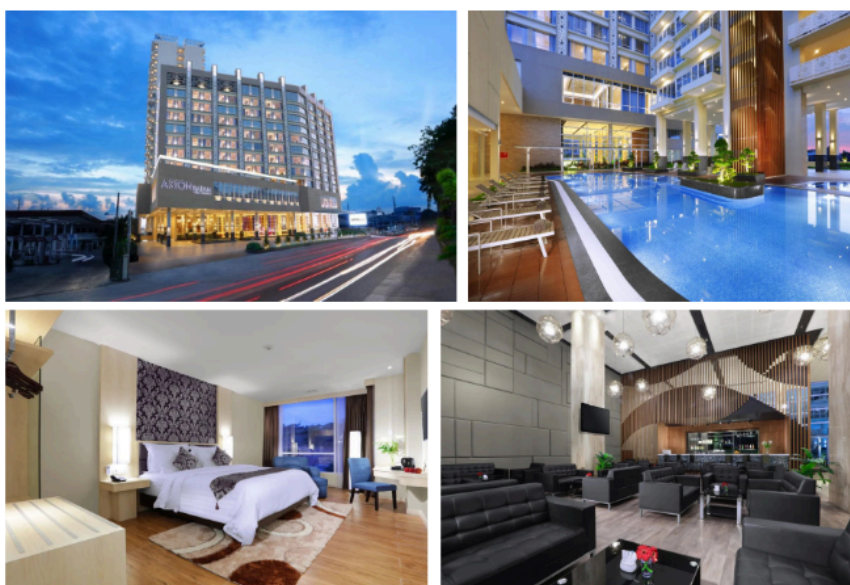
- All personal expenses such as minibar charges, telephone calls, and laundry services, must be covered directly by the participants.
- Expenses incurred by non-sponsored attendees (e.g., a participant's spouse or family members) are the sole responsibility of the participant.

Wyndham Panbil Batam Hotel (*****)

Address : Jl. Ahmad Yani, Muka Kuning, Kec. Sei Beduk, Kota Batam, Kepulauan Riau 29433, Indonesia

Website :

<https://www.wyndhamhotels.com/wyndham/batam-indonesia/wyndham-panbil-batam/overview>



3. Meeting Documents and Presentations

The meeting documents are available on the project Google shared drive: [Meeting Documents and Presentations](#)

For those who are unable to access Google platform, please visit SCS SAP project website via [SCSSAP - Strategic Action Programme Implementation - The Third Meeting of the Regional Working Group on Land-Based Pollution](#)

Any additional documents will be uploaded on the above-mentioned platforms once available.

For country presentation templates for: Agenda 5 on achievements on land-based pollution activities at national level is available at [Presentation Template](#) and project site. May we kindly request all concerned focal points and representatives to **submit your presentations on or before 15 November 2025** to Mr. Reynaldo Molina (reynaldom@unops.org) and Mr. Kampanat Khunwan (kampanatk@unops.org) of PCU for consolidation. If you have any questions or concerns on the templates, please feel free to let us know.

Considering the carbon footprint involved in producing papers and printing documents, it is strongly recommended to utilize soft copies to the maximum extent. If hard copies are needed, participants are requested to bring with them their own copies of the meeting documents distributed by the event organizer prior to the session.

4. Daily Subsistence Allowance and Payment

The **Daily Subsistence Allowance (DSA)** for sponsored participants will be provided in accordance with existing U.N. regulations for the duration of the meeting. **Terminal Expenses (TE)** will also be provided to cover incidental travel costs, including travel costs from your duty station to the airport in your home country.

The DSA will be disbursed through your provided bank account which is registered in the UNOPS system.

For participants who have not yet registered your banking information or changes which needed the update in the UNOPS system, please complete the **supplier registration form** [Click](#) and submit the form to your assigned support team either through Ms. Victoria Ballester (victoriab@unops.org), Ms. Halima Goshi (halimapg@unops.org) and Mr. Kampanat Khunwan (kampanatk@unops.org).

5. Meals

Meals will be provided for participants with the the following arrangements:

Date	Breakfast	Lunch	Dinner
November 26, 2025	at General hotel restaurant	at Andaliman Restaurant	at Silangit Restaurant Time: 18.00-20.00 p.m.
November 27, 2025	at General hotel restaurant	at Andaliman Restaurant	X
November 28, 2025	at General hotel restaurant	Golden Prawn 555 Restaurant	X

6. Travel Arrangements

a. Travel Documents

Be sure to have your valid passport and visa and its copy, as well as original and a photocopy of health insurance if applicable. Indonesia's Immigration policy stated that the passport must be valid for at least six months beyond your planned date of arrival. Please contact us if you need an invitation letter for your visa.

For Singapore Arrival

Upon arrival, you will need to fill out the arrival card at the following link:

[ICA | SG Arrival Card \(SGAC\) with Electronic Health Declaration](#)

For Indonesia Arrival

Upon arrival, you will need to fill out the arrival card at the following link:

<https://allindonesia.imigrasi.go.id/arrival-card-submission/personal-information>.

For those traveling to Batam via Singapore, kindly complete the arrival cards for **both** countries up to 3 days in advance.

b. Flight Arrangements

Once participants confirm their participation, the support team will contact them directly to arrange travel. The economy air ticket will be sent electronically to each participant for confirmation. Any preferred ticket that falls outside of UNOPS travel policy, or any changes to an already issued ticket, will need to be borne by the participant.

c. Visa Requirements

Participants are responsible for their own travel arrangements and necessary travel documents, including visa applications, if needed.

Please check the visa requirements for both Indonesia and all transit countries. Kindly notify the respective support team in advance to validate the visa costs. Once paid, please collect the receipts for these fees and submit them for reimbursement to the support team you are in contact with: Ms. Victoria (victoriab@unops.org) or Ms. Halima (halimapg@unops.org).

d. Customs Declaration in the Indonesian

All arriving passengers must register within 72 hours (3 days) prior to arrival at the online Indonesian customs declaration form via the Electronic Custom Declaration (ECD) and secure their unique QR code. This QR code will be presented to customs upon arrival. This registration is FREE.

e. Dress code

The meeting dress code is smart casual. For site visits or outdoor activities, we recommend comfortable, cool clothing and flat shoes. Daily Dress Details:

26 Nov 2025

09:00–16:45: Smart casual

18:00–20:00: Reception Dinner/ Smart casual

27 Nov 2025

09:00–16:15: Smart casual

28 Nov 2025 (Site Visits)

08.00–16:00: Casual

(We suggest wearing comfortable, cool clothing and flat, comfortable shoes. Please also bring an N95 or anti-pollution mask (as we will be visiting an industrial site), an umbrella, sunscreen, a hat, a towel, and a personal kit to ensure your comfort throughout the trip.)

d. Health Policy for entering Indonesia

There are no COVID-19 testing or vaccination requirements for passengers entering Indonesia as of July 2025. However, completion of the SATUSEHAT Health Pass prior to departure is mandatory. A QR code will be generated that must be presented upon arrival at Soekarno-Hatta International Airport.

You can complete the form online before you check-in for your flight to Indonesia. Indonesian authorities will scan the barcode on arrival in Indonesia. Save your barcode, or bring a printed copy with you to ensure authorities can scan it on arrival. If you have Mpox symptoms you may be referred to a hospital for treatment on arrival.

7. Transportation

For airport transfer:

To ensure a smooth arrival and departure for all supported delegates, the SCS-SAP Project will provide complimentary support for participants including necessary airport and ferry transfers. The organizers will contact participants directly to finalize pickup and drop-off times.

- **For Singapore Arrivals:** Airport shuttle → Ferry → Hotel (Round trip).
As part of the transfer involves a ferry crossing, we kindly advise participants who are susceptible to seasickness to prepare by bringing personal medication or necessary anti-nausea aids.
- **For Batam Arrivals:** Shuttle from Hang Nadim Airport → Hotel (Round trip)

Communication and Contact Details

The organizers will use one of these apps to communicate all specific arrangements with you between **25 and 29 November 2025**. Therefore, please ensure:

- You have provided a **contact number linked to WhatsApp or WeChat**.
- Your **phone is connected to cellular data or Wi-Fi upon arrival**.

For transfer arrangements, please contact the **Liaison Officer** directly:

Liaison Officer : Precilia Aprilita

WhatsApp: +62 811-3800-2118

Wechat: +62 811-3800-2118

Email: info@kija.travel

9. Site Visit Location

1. Batamindo Industrial Park

Batam Minto was selected due to its strategic location and relevance to integrated coastal and watershed management. The area represents a critical interface between industrial, urban, and coastal ecosystems, where land-based activities have a significant impact on water quality and marine health.

Batam Minto provides a practical example of how industrial development, waste management, and community-based initiatives interact within a rapidly growing coastal city. Ecosystems, where land-based activities significantly influence water quality and marine health. Batam Minto provides a practical example of how industrial development, waste management, and community-based initiatives interact within a rapidly growing coastal city.

The objective of these Participants can directly observe current challenges in managing solid and liquid waste, explore best practices for pollution control, and understand the application of integrated approaches to reduce land-based sources of marine pollution.

2. KPLI Batam: Industrial Waste Management Area hazardous waste and toxic material (B3)

KPLI is a facility designated to manage industrial waste, particularly hazardous waste and toxic material (B3). The area is managed by BP Batam, the Batam Industrial Development authority.

KPLI-B3 provides a centralized facility for managing industrial waste, ensuring proper disposal and minimizing environmental impact.

The facility is specifically designed to handle B3 waste, which includes materials like chemicals, batteries, and other hazardous substances.

It plays a crucial role in managing and processing industrial waste generated from various manufacturing and industrial activities from the Batam area. The facility supports the city's efforts to reduce land-based pollution, ensure proper waste treatment, and minimize industrial waste management area - hazardous and toxic materials/environmental impacts on nearby coastal and marine ecosystems.

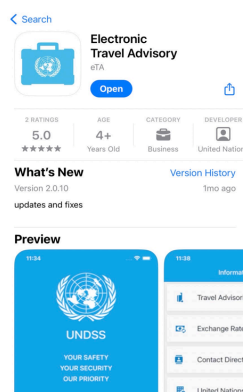
The aim of these activities is to observe and understand Batam City's industrial waste management system, including waste collection, treatment, and disposal processes, particularly hazardous waste (B3). Participants will explore facility operations, regulatory compliance, and pollution control measures aimed at minimizing land-based pollution. The visit also seeks to strengthen participants' understanding of best practices in industrial waste management and its contribution to sustainable coastal and marine ecosystem protection.

3. Waste Water Treatment - BP Batam

In order to protect the environment from the various impacts caused by industrial and tourism development activities, BP Batam (Batam Development Authority) is developing waste water treatment (city sewerage system), particularly waste water from household sources. Previously, people disposed of their household wastewater directly into the environment.

In line with Batam's vision to develop the area into an industrial and tourism city, urban wastewater management is considered very important. In terms of planning, the wastewater management system to be developed by BP Batam will cover the entire city of Batam by building seven treatment points. Currently, only one site has been completed with a capacity of 20,000 m³ per day, equivalent to 25,000 households. However, the actual treatment capacity is currently only 10,000 households. BP Batam will continue to build wastewater treatment plants at other locations.

10. Safety and Security



For UN participants, please submit a Security Clearance Request through TRIP and have it approved/cleared before the actual travel (<http://dss.un.org>). You must also complete the UN mandatory online training applicable to your rank/role, including BSAFE (<https://training.dss.un.org>). We continue to advise staff to file their security clearance via TRIP and be familiar with the personal safety and security recommendations contained in the appended travel advisory.

All participants are expected to download the eTA app (see photo) from either Google Play or the App Store onto their mobile devices, with the ‘location service’ activated/switched on at least for the duration of the event. UN personnel are strongly advised to download and register in the eTA app.

11. Internet and Wi-Fi Access

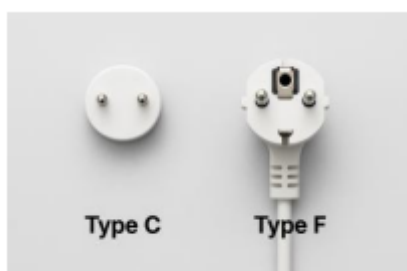
Free Internet and Wi-Fi access will be provided at the meeting room.

12. Electricity

The electrical current in Indonesia is 220 volts at a frequency of 50 Hz. Participants are advised to bring a suitable adaptor, in case needed.

Main electrical outlets/plugs available in Indonesia:

1. Type C: Two round pins (Europlug)
2. Type F: Two round pins with two earth clips on the side (Schuko plug)



Adapter Recommendation: If your device uses Type A or B plugs (common in the US and Japan), or Type G (UK), you’ll need a universal travel adapter. Check your device’s voltage compatibility—most modern electronics (like laptops and phone chargers) are dual voltage (100–240V). If not, use a voltage converter.

13. Currency

The official currency in Batam, Indonesia, is the Indonesian Rupiah (IDR), and all transactions within the country are legally required to use it. You can easily obtain IDR at the airport, major hotels, and authorized money changers, or by withdrawing cash from widely available ATMs (look for your card network operator's logo). While major credit cards are widely accepted in fine hotels and large stores, Indonesia, including Batam, is rapidly moving toward a cashless system; therefore, many smaller merchants and vendors accept e-wallets and the standardized QRIS digital payment system. Standard banking hours are typically from 08:13 am to 03:00 pm local time, Monday to Friday.

14. Time

Batam, Indonesia, is in the Western Indonesia Time Zone (WIB), which is Greenwich Mean Time (GMT+7) or UTC +7.

15. Weather

The climate in Batam, Indonesia, is classified as hot and humid year-round. Average temperatures typically range from 26°C to 32°C (79° F to 90°F), with high humidity (often above 70%). Light, breathable clothing and a small umbrella or raincoat are highly recommended due to the possibility of heavy rainfall.

16. Contact Persons

For further details and information about the meeting arrangements, agenda and documentation, please contact the following:

Mr. Reynaldo Molina (reynaldom@unops.org)

For logistics related, please contact Mr. Kampanat Khunwan (kampanatk@unops.org), Ms. Ob-orm Utthasit (obormu@unops.org)

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