



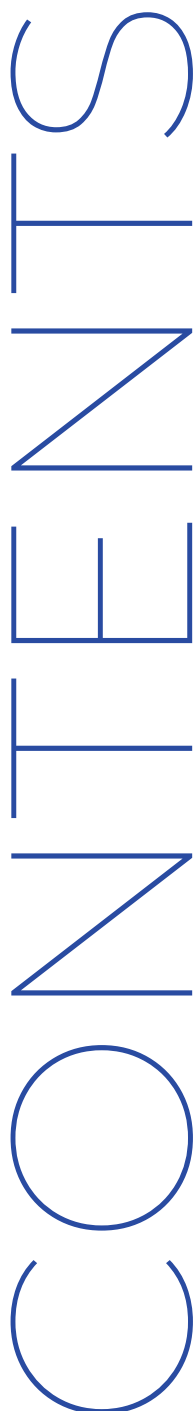
**Asia-Pacific  
Economic Cooperation**

## GENERAL INFORMATION CIRCULAR

Workshop on Strengthening  
Good Governance on the  
Implementation of  
Standardization and  
Conformity Assessment for  
APEC Economies  
(SCSC 02 2023T)

July 9 - 11, 2024  
BALI, INDONESIA

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# 01. OVERVIEW

## Background

Implementation of technical regulations at economy-wide levels which was developed with minimum attention to the principles of the Good Regulatory Practices (GRP) are potentially become technical barrier to trade. The APEC Secretariat report in 2014 highlighted key findings on the implementation of GRP, emphasizing the impact of varying degrees of adherence and effectiveness on regulatory processes across APEC economies. Some challenges in incorporating GRP in the regulatory process are insufficient institutional support and staff skills, limited knowledge and acceptance of RIA, lack of reliable data and lack of coherent of RIA for implementing the GRP.

This project preceded by desk evaluation activities carried out through filling out questionnaires by APEC economies, and followed by conducting workshops as a means of capacity building and discussions related to good governance on the implementation of standardization and conformity assessments for APEC Economies. The Workshop will discuss about GRP principles and its implementation, recommendation for improvement encompassed enhancing coordination, providing technical assistance, fostering regulatory cooperation, and promoting transparency and stakeholder engagement to achieve expected outcomes. It also expected as forum to share knowledge and best practice among APEC economies, particularly about good regulatory practices and formulate assessment tool of good governance on the implementation of Standardization and Conformity Assessment.

## Objectives

The key objectives of this event are to:

- have better understanding on the implementation of good governance of standardization and Conformity Assessment by establishing guidance and assessment tool to evaluate the performance and implementation of standardization and Conformity Assessment within organizations.
- share knowledge/benchmark and establish best practice in evaluating implementation of Standardization and Conformity Assessment among APEC economies.

## Project Details

**APEC Project:** Development of Guidance on Strengthening Good Governance on the Implementation of Standardization and Conformity Assessment for APEC Economies (SCSC02-2023T)

**Proposing Economy:** INDONESIA

**Co-Sponsoring Economies:** Australia; Japan; Philippines; Chinese Taipei; Thailand

**Fund Source:** Trade and Investment Liberalization and Facilitation Special Account (TILF)

## Agenda

The agenda is attached at **Annex A**.

## 02. EVENT DETAILS

**Date** TUESDAY - THURSDAY, JULY 9 - 11, 2024

**Venue and Location** Padma Resort Legian  
Jl. Padma No.1, Legian, Kec. Kuta,  
Kabupaten Badung, Bali, INDONESIA  
<https://padmaresortlegian.com/>

**Format** The workshop is a three-full-day in person and online event (hybrid)

**Language** The event will be conducted in English.

# 03. NOMINATIONS

## Targeted Participants

All 21 APEC member economies are welcome and invited to attend and actively participate in the workshop.

To facilitate fruitful and meaningful discussion, economies are encouraged to nominate participants who is handling standardization and conformity assessment, regulators or policymakers that responsible for handling technical regulation or government officials responsible for delivering the implementation of good governance on standardization and conformity assessment. Speakers will be individuals or institutions with significant involvement or expert on standardization and conformity assessment and International Policies.

Participation of female speakers and/or participants are highly encouraged.

## Expert Speakers

- Official representatives of International Organization who have expertise of GRP, RIA, GSP, and Quality Infrastructure.
- Members are invited to nominate qualified expert speakers to attend and present at the event for consideration by the Project Overseer.

## APEC-Funded Participants

Up to two active expert participants from each APEC travel-eligible economy will be funded by APEC. The APEC travel-eligible economies are Chile, the People's Republic of China, Indonesia, Malaysia, Mexico, Papua New Guinea, the Philippines, Peru, the Russian Federation, Thailand, and Viet Nam.

Representatives from non-travel-eligible economies are encouraged to attend the workshop on a self-funded basis. Appropriate expert speakers may be nominated by SCSC members for the Project Overseer's consideration.

## Submission of Nominations

Nominations for APEC-funded participants and speakers must be coordinated and submitted online by the economy's SCSC focal point of the travel-eligible economy only.

Nominations for self-funded participants and speakers may be submitted directly online using the Nomination Form (see below).

## Nomination Form

The nomination form is in this [LINK](#).

## Due Date for Nominations

The nomination form must be submitted by no later than May 30, 2024.

Late nominations may not be accepted.

## Review of Nominations

Nominations will be reviewed by the Project Overseer:

- Expert speaker nominations: the Project Overseer will consider nominations for speakers in light of the agenda and budget and will contact the nominating economy directly.
- APEC-funded participant nominations: the Project Overseer will send the details to the APEC Secretariat who will contact the nominees directly regarding next steps.
- Self-funded participant nominations: once confirmed by the Project Overseer, self-funded participants (other than Non-Member Participants (NMPs)) may move ahead with booking flights and accommodation for in-person events.

## 04. ATTENDANCE

### In-Person Participants

Registration will be available on July 9th - 11th, 2024 in advance of each daily session. All participants are expected to complete the registration form to assist with APEC's data requirements.

### Evaluation

All participants are required to complete an evaluation form that will be provided by the Project Overseer.

In this form, each participant is encouraged to share their views and advice on the event's impact and efficiency as well as possible suggestions and policy implications for future APEC-related cooperation initiatives and activities.



# 05. APEC FUNDING

## Funding Principles

APEC will provide funding for approved speakers and up to two nominated participants from each travel-eligible APEC economy to attend (flights and per diem). Funding is provided subject to the project budget and in accordance with the [Guidebook on APEC Projects](#).

## Airfares

Expert speakers: Approved speakers will be provided with round-trip airfares of restricted economy class and via the most direct route. Subject to budget availability, speakers may be eligible for restricted business class airfare if the flight time exceeds 12 hours.

Participants: Approved APEC-funded participants will be provided with round-trip airfares of restricted economy class and via the most direct route.

## Per Diem

Approved expert speakers and APEC-funded participants will be entitled to a per diem allowance to cover costs such as accommodation, meals, transportation, transfers, travel insurance, visas, departure taxes, transaction and reimbursement costs (such as bank charges, and goods and services tax).

For this event, the per diem amount will be **USD124** per person per day for a maximum of 4.75 days (per diem of 4 days plus 75% of one day's per diem allowance to cover miscellaneous expenses). The actual amount to be paid will depend on the traveler's itinerary.

## Approval Process

The APEC Secretariat will contact each approved APEC-funded participant and expert speaker and will request a travel quote. Once the travel quote has been accepted, the Secretariat will issue a Travel Undertaking which will set out the terms and conditions that will apply. The Travel Undertaking must be signed by each APEC-funded traveler before bookings are made and must be returned to the Secretariat by the requested date and no later than eight working days before the event.

## Payment

Airfare and per diem allowances will be paid in accordance with the Guidebook on APEC Projects. Payments are normally provided on a reimbursement basis which will take up to 20 working days after the APEC Secretariat receives the required documents from the APEC-funded traveler following the event.

Requests for advance payment will be considered on a case-by-case basis and any requests must be sent by the due date for nominations.

## 06. LOGISTICAL INFORMATION

### Entering Indonesia

Foreign nationals are required to have a valid passport and visa to enter Indonesia. Citizens of certain countries, governments of a special administrative region of a country, and certain entities are subject to visa exemption and visa-on-arrival facilities. The updated information and policy to enter Indonesia, including the list of economies that are eligible for visa exemption, VoA, as well as prescribed document to apply visa, is available on the following website: <https://www.imigrasi.go.id/en/>.

Should you need an official invitation letter from the host, please send your inquiry by sending the completed Form for Invitation Letter Request and email with subject "Invitation letter request" to: Dewi Nurlatifah (mail to: [standar.wajib@gmail.com](mailto:standar.wajib@gmail.com); [standar.wajib@bsn.go.id](mailto:standar.wajib@bsn.go.id)). Please ensure you have already submitted the nomination form to the Organizing Committee.

### Accommodation

The workshop will take place in the Padma Bali Resort (<https://padmaresortlegian.com/>). We strongly advise you to have your reservation in the Hotel as venue as soon as possible to secure room's availability and special rates. During the program, participants are expected to book their accommodation. In case Participants propose to stay in other hotels, they need to consider the walking distance accommodation since the Organizing Committee/Secretariat will not provide any shuttle transportation. Participants should arrange their transportation to the venue by themselves as needed.

Nearby hotels are :

- [Mercure Bali Legian](#) (800 m)
- [Bali Mandira Beach](#) Resort & Spa (97 m)
- [Pullman Bali Legian](#) Beach (800 m)
- [Four Points by Sheraton Bali](#) (1,1 km)
- [Ibis Style Bali Legian](#) (400 m)
- [Fairfield by Marriot Bali Legian](#) (1,3 km)

## Airport transfers

The most convenient way to go to Bali is by airplane. The only international airport in Bali is Ngurah Rai International Airport. As for the airport transport or the transport during your stay in Bali, it would be effective to order from the online taxi platform such as Grab, Gojek, or Traveloka.

## Climate

Indonesia is known as the “belt of emeralds across the equator”. Located in the tropical zone, Bali’s climate is hot and humid. The average temperatures range from 22 °C at night and early morning to up to 33°C at noon. During December, it will be rainy season in Bali.

## Currency and Exchange

Banks are usually open on Monday through Friday from 08.30 am - 02.30 pm. Money changers are available at most major shopping centers, the airport, and major banks. Hotels and Shopping Centers normally accept major Credit Cards, such as Visa Card, American Express, Master Card, Dinners Club etc. As for exchange services are available for cash and traveler's cheques in Banks, Hotels and Foreign Exchange Places.

## Language

The native language of Bali is Indonesia (bahasa) but many people in Bali are fluent in English, particularly in the interesting area/tourism destination.

## Voltage and Frequency

The standard voltage throughout Indonesia, including in Bali is 220V at 50Hz with two plugged cord. If you’re from the UK, Europe, Australia and most of Asia or Africa, most of your phones, laptops and other gadgets could be charged like normal. However, if you come from countries like the United States, Canada, and most South American countries, the range of voltage might be different with here in Indonesia.

## Dress code

The dress code will be business casual.

## 07. APEC GUIDELINES

All APEC event organisers, speakers and participants are expected to comply with APEC's guidelines and policies.

Topic	Description	Link
Non-Member Participants	APEC highly values collaboration with appropriate external stakeholders. Participation in all APEC events is governed by APEC's Guidelines for Managing Co-operation with Non-members. Attendance of non-member nominees at this event (for example, individuals who are not government officials (or part of a government delegation) from APEC economies such as representatives from the private or academic sectors) may be subject to approval in accordance with the Guidelines.	<a href="#"><u>Guidelines for Managing Co-operation with Non-members</u></a>
Publications	<p>All presentations for the workshop must be sent to the Project Overseers. All workshop materials must comply with APEC Publication Guidelines.</p> <p>Presentations and other documents from the workshop may be made available on the APEC Meeting Document Database. Please inform the Project Overseer if you do not want your presentation materials to be made available to the public (in this case the material may be 'restricted' and made available to APEC members only). All materials will be made available to the public unless otherwise advised.</p>	<a href="#"><u>APEC Publication Guidelines</u></a>
Data Privacy	The APEC Secretariat collects, uses and stores personal data from participants in APEC-funded projects to support our project administration and evaluation processes. APEC Project Overseers transfer participant personal data to the APEC Secretariat for these purposes. APEC Secretariat has in place a Personal Data Protection Policy and collects, uses, stores and disposes of personal data in accordance with Singapore's Personal Data Privacy Act 2012.	<a href="#"><u>APEC Privacy Policy</u></a>

## Hosting Guidelines

The event must comply with the [APEC Hosting Guidelines](#). In particular, all participants must follow APEC nomenclature in any workshop documents or powerpoint presentations and during any oral presentations. APEC is a grouping of economies. Therefore, it is inappropriate to use anything, such as flags or emblems, which may imply the “political status” of any member economy. Disputed maps should not be included in any presentations or materials distributed at an APEC event. Members of APEC should be referred to as “member economies” or “members” or “economies”. Please do not use in reference to APEC member economies the words “country”, “nation” or “national”.

Please also be mindful to use the correct names of the APEC economies: Australia; Brunei Darussalam; Canada; Chile; the People's Republic of China (China also acceptable); Hong Kong, China; Indonesia; Japan; the Republic of Korea; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; the Republic of the Philippines (the Philippines also acceptable); the Russian Federation (Russia also acceptable); Singapore; Chinese Taipei; Thailand; the United States of America (the USA, the US or the United States also acceptable); Viet Nam.

[APEC  
Guidelines for  
Hosting APEC  
Meetings](#)

## 08. CONTACTS

### Project Overseer

For all substantive and logistics matters regarding the event, please contact the Project Overseers:

**Name:** Dewi Komalasari

**Title:** Coordinator of Standardization Analyst

**Organisation:** National Standardization Agency of Indonesia

**Economy:** Indonesia

**Email:** dewi.komalasari@bsn.go.id

### Points of Contact

**Name:** Dewi Nurlatifah

**Tel:** +6282111181600

**E-mail:** standar.wajib@bsn.go.id; standar.wajib@gmail.com

### APEC Secretariat

For all financial and travel-related arrangements for APEC-funded participants, matters, please contact the APEC Secretariat:

#### Primary Contact

**Name:** Marianne Gail Luna Bernardes

**Title:** Program Executive

**Organisation:** APEC Secretariat

**Email:** mgb@apec.org

**Name:** Piang-or Wacharaprapapong

**Title:** Program Director

**Organisation:** APEC Secretariat

**Email:** pw@apec.org

# ANNEX A - DRAFT AGENDA

Workshop on Strengthening Good Governance on the Implementation of Standardization and Conformity Assessment for APEC Economies (SCSC 02 2023T)

July 9 - 11, 2024

BALI, INDONESIA

## Day 1 (Tuesday, July 9, 2024)

TIME	AGENDA ITEM	POC
08.00 - 08.30	In person Registration	Organizing Committee
08.30 - 09.00	Opening	Deputy Chairman for Standards Implementation and Conformity Assessment  Representative from APEC Secretariat
09.00 - 09.45	Presentation related to Good Standardization Practices (GSP)	Moderator: APEC Economies Speaker: ISO Representative
09.45 - 10.30	Presentation related to Risk Impact Assessment (RIA), Cost and Benefit of Risk Analysis and Good Regulatory Practices (GRP)	Moderator: APEC Economies Speaker: OECD Representative
10.30 - 11.15	Presentation related to Quality Infrastructure	Moderator: APEC Economies Speaker: UNIDO Representative
11.15 - 12.00	Morning Session Discussion	Moderator: APEC Economies
12.00 -14.00	Lunch Break	
14.00 - 15.15	Mock Session using ISO GSP Assesment Tool	Speaker: ISO Representative
15.15 - 15.30	Coffee Break	
15.30 - 16.45	Mock Session using UNIDO Assesment Tool	Speaker: UNIDO Representative
16.30 - 17.00	Conclusion	Moderator: APEC Economies



# ANNEX A - DRAFT AGENDA

## Day 2 (Wednesday, July 10, 2024)

TIME	AGENDA ITEM	POC
08.00 - 08.30	Recap materials from day 1 session	Organizing Committee
08.30 - 09.00	Presentation and discussion on the guidance and questionnaire as tools to evaluate implementation of Good Governance on Standardization and Conformity Assessment	Director of Implementation System for Standards and Conformity Assessments
09.00 - 09.45	Sharing session result of feedback on the guidance and questionnaire from APEC Economies	Moderator : Representative of Indonesia
09.45 - 11.00	Sharing session from Indonesia related to implementation of Good Governance on Standardization and Conformity Assessment (result of feedback on the guidance and questionnaire)	Representative of Indonesia (BSN and Local Government of Bali)
11.00 - 12.00	Morning Session Discussion : discussion among APEC Economies related to Implementation of Good Governance on Standardization and Conformity Assessment	Moderator : Representative of Indonesia
12.00 -14.00	Lunch Break	
14.00 - 16.30	Focus Group Discussion on draft of the Guidance and questionnaire (Participants are divided in 4 groups based on 4 elements, which is: standard development, standard implementation, conformity assessment and measurement traceability, and learning and growth)	Moderator : Representative of Indonesia
16.30 - 17.00	Conclusion	Moderator : Representative of Indonesia

# ANNEX A - DRAFT AGENDA

## Day 3 (Thursday, July 11, 2024)

TIME	AGENDA ITEM	POC
08.00 - 08.30	Recap Materials from Day 2 Sessions	Organizing Committee
08.30 - 09.00	Presentation from Element 1 Group	Moderator: APEC Economies
09.00 - 09.30	Presentation from Element 2 Group	Moderator: APEC Economies
09.30 -10.00	Presentation from Element 3 Group	Moderator: APEC Economies
10.00 - 10.30	Presentation from Element 4 Group	Moderator: APEC Economies
10.30 - 11.30	Morning Session Discusion	
11.30 - 12.00	Post Event Survey	
12.00 -14.00	Lunch Break	
14.00 - 15.00	Finalize the draft Guidance and questionnaire	PO
15.00 - 15.30	Recap the key learning	PO
15.30 - 16.30	Sharing session from all participants what they gained most from the event, and how they plan to apply information from workshop in their roles	Moderator: APEC Economies
16.30 - 17.00	Conclusion	Moderator: APEC Economies

# ANNEX B - FORM FOR INVITATION LETTER

Should you require an official invitation letter from the host, please sent your enquiry by email with the completed form and scan of your passport information page. The email should be stated subject "Invitation letter request" to: Dewi Nurlatifah (mailto:standar.wajib@gmail.com; standar.wajib@bsn.go.id).

Surname	
First name	
Organization	
Job Title	
Passport number	
Passport Expire Date	
Country of passport	
Dates of meetings attending	
Date of arrival	
Date of departure	
Telephone number	
Delivery address	
Email	



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