



KEMENTERIAN KOORDINATOR BIDANG PEMBANGUNAN MANUSIA DAN KEBUDAYAAN
REPUBLIK INDONESIA

JALAN MEDAN MERDEKA BARAT NO.3 JAKARTA PUSAT 10110

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Nomor : B. 249/ROREN/III/2015 Jakarta, 6 Maret 2015
Lampiran : 1 (satu) berkas
Perihal : Penyampaian Undangan 2nd HLTF-ASCC di Melaka, Malaysia, 22 – 24 Maret 2015

Kepada Yth.

(Daftar Terlampir)

di

Tempat

Sehubungan dengan pelaksanaan pertemuan 2nd HLTF-ASCC yang akan dilaksanakan di Melaka, Malaysia, pada tanggal 22 – 24 Maret 2015, terlampir kami sampaikan **undangan dan tentative programme** pertemuan 2nd HLTF-ASCC apabila Bapak/Ibu berkenan hadir bersama kami dalam pertemuan dimaksud.

Adapun biaya perjalanan dinas dan kepengurusan ijin ke Luar Negeri dibebankan kepada instansi masing-masing. Konfirmasi keikutsertaan Bapak/Ibu sebagai anggota Delri dalam 2nd HLTF-ASCC Meeting agar dapat disampaikan kepada kami paling lambat tanggal 11 Maret 2015 untuk segera kami kirim kepada panitia di Malaysia.

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

Kepala Biro Perencanaan dan Kerjasama Luar Negeri



Wijaya Kusumawardhana

Tembusan Yth.

1. Bapak Sesmenko Bidang PMK.

Daftar Penerima Surat

Kementerian Sosial

1. Sekretaris Direktorat Jenderal Rehabilitasi Sosial (Focal Point SOMSWD)

Kementerian Pemuda dan Olahraga

2. Kepala Biro Perencanaan dan Organisasi

Kementerian Pemberdayaan Perempuan & Perlindungan Anak

3. Kepala Biro Perencanaan (Focal Point ACW)

Kementerian Pendidikan dan Kebudayaan

4. Sekretaris Direktorat Jenderal Kebudayaan
5. Kepala Biro Perencanaan dan Kerjasama Luar Negeri

Kementerian Kesehatan

6. Kepala Pusat Kerjasama Luar Negeri
7. Kepala Bidang Kerjasama Kesehatan Regional

Kementerian Komunikasi dan Informatika

8. Direktur Layanan Informasi dan Komunikasi Publik (Focal Point SCI)

Kementerian Ketenagakerjaan

9. Kepala Pusat Administrasi Kerjasama Luar Negeri

BNN

10. Direktur Kerja Sama

Kementerian Lingkungan Hidup dan Kehutanan

11. Kepala Biro Pusat Kerjasama Luar Negeri

BKN

12. Kepala Biro Perencanaan

BNPB

13. Kepala Biro Hukum dan Kerja Sama (Focal Point ACDM)



SECRETARY GENERAL
MINISTRY OF TOURISM AND CULTURE MALAYSIA

KPK/AB 700-2/4/7 ()

27 February 2015

**SOCA Leaders
SOCA Focal Points
(Please see Distribution List)**

Dear Colleagues,

**THE 2ND HIGH-LEVEL TASK (HLTF-ASCC), 18TH SENIOR OFFICIALS MEETING
FOR ASCC (SOCA) AND 13TH ASEAN SOCIO-CULTURAL COMMUNITY (ASCC)
COUNCIL, 22-27 MARCH 2015, MELAKA, MALAYSIA**

I would like to take this opportunity to express my deepest appreciation for attending the Special SOCA Meeting in wonderful Pulau Pinang. I also wish to thank all ASEAN delegations for the support which made our meeting reached its goal.

2. In relation to that, we have made our mind on the subsequent date of The 2nd High-Level Task (HLTF-ASCC), 18th Senior Officials Meeting for ASCC (SOCA) and 13th ASEAN Socio-Cultural Community (ASCC) Council, to be convened on 22 to 27 of March in Melaka, Malaysia. Therefore, I wish to cordially invite all colleagues to attend the said meeting.

3. Enclosed are the Administrative Arrangements and Tentative Programme of activities respectively for your references and perusal. The agenda and related documents for the Meeting will be circulated by the ASEAN Secretariat in due course.

4. I would appreciate receiving your confirmation of attendance by returning the completed Registration Form by email to ascc.malaysia@motac.gov.my or fax to +603 8891 7049 not later than **11 March 2015**.

I look forward to welcoming you again in Melaka and would be grateful for an early confirmation of your participation in the Meeting.

Thank you.

Yours sincerely,

(DR. ONG HONG PENG)
SOCA Leader
Secretary General,
Ministry of Tourism and Culture, Malaysia



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**THE 2ND HIGH LEVEL TASK FORCE (HLTF-ASCC), 18TH SENIOR OFFICIALS
COMMITTEE FOR THE ASCC (SOCA) AND 13TH ASEAN SOCIO-CULTURAL
COMMUNITY (ASCC) COUNCIL
MELAKA, MALAYSIA. 22-27 MARCH 2015**

TENTATIVE PROGRAMME

SUNDAY, 22 MARCH 2015

AM/ PM Arrival and Registration for Senior Officials/ Delegates.
Venue: TBC

PM **End of Day**

MONDAY, 23 MARCH 2015

8.30 AM Registration

9.00 AM 2nd HLTF-ASCC Meeting
Venue: TBC (ballroom)
Attendance: HLTF / SOCA + delegates
Dress Code: Smart Casual

10.15 AM Coffee Break
Venue: TBC

10.30 AM Meeting Continue

12.30 PM Lunch
Venue: TBC

2.00 PM Meeting continue

3.30 PM Coffee Break
Venue: TBC

3.45 PM Meeting Continue

- 12.30 PM Lunch
Venue: TBC
- 2.00 PM Meeting continue
- 3.30 PM Coffee Break
Venue: TBC
- 3.45 PM Meeting Continue
- 8.00 PM Welcoming Dinner for ASCC Council Members.
Venue: TBC
Attendance: ASCC Minister + SOCA + 2
Dress Code: Smart Casual/ Batik
- 10.00 PM **End of Day**

THURSDAY, 26 MARCH 2015

- 8.30 AM Registration
- 9.00 AM Opening Ceremony
Venue: TBC (ballroom)
Attendance: ASCC Minister + SOCA Leader+ delegates
Dress Code: Lounge Suit
- 10.00 AM Group Photo
Venue: TBC (ballroom)
Attendance: ASCC + SOCA
Dress Code: Lounge Suit
- 10.15 AM Coffee Break
Venue: TBC
- 10.30 AM 13th ASCC Council Meeting
Venue: TBC (ballroom)
Attendance: ASCC Minister+ SOCA Leader+ delegates
Dress Code: Lounge Suit
- 12.30 PM Lunch
Venue: TBC
- 2.00 PM Meeting continue
- 3.30 PM Coffee Break
Venue: TBC
- 3.45 PM Meeting Continue