



ADMINISTRATIVE CIRCULAR

THE 4th ASEM LABOUR AND EMPLOYMENT MINISTERS' CONFERENCE

“Employment and Social Protection - a key for sustainable and inclusive growth”

Ha Noi, Viet Nam, 24 – 26 October 2012

Release date: August 15, 2012

TENTATIVE PROGRAMME

Time	Activities	Participation
Tuesday, 23 Oct. 2012	<i>Arrival of delegates</i>	
Wednesday, 24 Oct. 2012		
Morning	Social Partners' Forum	All Forum participants
Afternoon	Social Partners' Forum (Continued)	All Forum participants
Evening	Welcome dinner	All participants
Thursday, 25 Oct. 2012		
Morning	4 th Labour and Employment Ministers' Conference (LEMC 4)	All LEMC participants
Afternoon	4 th Labour and Employment Ministers' Conference (LEMC 4) (Continued)	All LEMC participants
Evening	Reception hosted by Minister of Labour, Invalids and Social Affairs, Viet Nam	All LEMC participants
Friday, 26 Oct. 2012		
Morning	Working visit to Bac Ninh Employment Service Centre	All LEMC participants
Afternoon	<i>Departure of Delegates</i>	

4th ASEM LABOUR AND EMPLOYMENT MINISTERS' CONFERENCE
Meliá Hotel, Ha Noi, Viet Nam
25 – 26 October 2012

ADMINISTRATIVE INFORMATION

1. OFFICIAL WEBSITE OF ASEM LEMC 4:

The official website for the 4th ASEM Labour and Employment Ministers' Conference (ASEM LEMC4) is <http://lemc4.molisa.gov.vn>. This website is available from 15 August 2012 and will be updated with information about the Conference and related events until the end of the Conference.

Delegations are requested to visit this website regularly for updated information about logistics, agenda, side-events and for online registration of their participation.

2. SECRETARIAT OF THE ASEM LEMC4:

2.1 Accreditation

Ms. Tran Thanh Minh

Tel. : (84-4) 38264222

Fax : (84-4) 38254728

Email: minh.tt@icd-molisa.gov.vn

2.2 Accommodation and Meeting Venues

Ms. Nguyen Thi Yen

Tel. : (84-4) 38269532

Fax : (84-4) 38254728

Email: yen.nt@icd-molisa.gov.vn

2.3 Airport and Transportation:

Mr. Le Khanh Luong

Tel. : (84-4) 38269522

Fax : (84-4) 38254728

Email: luong.lk@icd-molisa.gov.vn

2.4 Liaison Officers and Spouses' Programme

Ms. Hoang Thi Thu Hang

Tel. : (84-4) 38269522

Fax : (84-4) 38254728

Email: hang.htt@icd-molisa.gov.vn

2.5 Presentations and translation:

Ms. Pham Thi Lan Huong

Tel. : (84-4) 38269532

Fax : (84-4) 38254728

Email: huong.ptl@icd-molisa.gov.vn

2.6 For any other issues or inquiries:

International Cooperation Department

Ministry of Labour, Invalids and Social Affairs of Viet Nam

Address: 12 Ngo Quyen street, Hoan Kiem, Ha Noi

Tel. : (84-4) 38269532

Fax : (84-4) 38254728

Email: ASEM@icd-molisa.gov.vn

3. CONFERENCE VENUE

The 4th Labour and Employment Ministers' Conference will be held in Meliá Hotel, Ha Noi, Viet Nam. The hotel is located in the centre of Ha Noi and is about 45 minutes' drive from the Noi Bai International Airport.

Meliá Ha Noi Hotel

44B Ly Thuong Kiet Street, Ha Noi - Viet Nam

Tel.: (84-4) 39343343

Fax: (84-4) 39348688

Website: www.meliahanoi.com

4. ACCREDITATION AND LIAISON OFFICERS

4.1 Participant Accreditation:

The internet link <http://lemc4.molisa.gov.vn/Registration.aspx> for online registration will be opened from 15 August 2012 and be closed on 10 October 2012.

Each delegation shall appoint one *Delegation Contact Point* (DCP) who will be responsible for accreditation and online registration of all members of their respective delegation. A username and password necessary to access the online registration for ASEM LEMC4 and Social Partners' Forum will be forwarded to the DCPs when their full name, designation and contact information are communicated to minh.tt@icd-molisa.gov.vn and cc: ASEM@icd-molisa.gov.vn but no later than **30 August 2012**.

After being properly accredited online, each participant to the Social Partners' Forum and the LEMC4 will be issued with an ID badge to access relevant areas. These badges should be worn at all time and will be required for entry into certain venues and meeting areas.

4.2 Late accreditation

After the online registration system closes on 10 October 2012, DCPs will not be able to register or modify the information that has been submitted in the online registration system. Participants should directly contact the Secretariat for registration. On-site registration at the Meeting Venue (Meliá Hanoi Hotel) may be available for late registration. However, please be advised that due to security reasons, on site accreditation might be limited and all DCPs are urged to accredit their respective delegates online prior to the conference.

4.3 Host Country Liaison Officers (LO)

During the 4th LEMC, each Delegation will be provided with one Host Country Liaison Officer (LO) who will serve as a point of contact for Ministers and Heads of Delegations during the Meetings on issues related to logistics and administration. The name and contact information of each delegation's LO will be provided prior to the beginning of the conference.

5. ACCESS TO MEETINGS

5.1 Pickup and Display of ID badges

ID Badge Pickup: Delegation Contact Points are invited to collect the badges for all members of their delegations at one time. Those participants who did not receive badges from their DCP may receive badges at the registration desk.

Participants are required to wear their ID badges at all times while in the meeting venue.

5.2 Lapel Pins

Meeting lapel pins will be provided to Heads of ASEM Partners' Delegations and Honoured Guests through the DCP.

6. MEETING VENUE FACILITIES AND SERVICES

6.1 Secretary Room:

One secretary room will be available at the Meliá Hotel for use by all meeting participants during the period of 24 – 26 October 2012. The room will be provided with computers, internet, printers, photocopiers, telephones and fax machines.

6.2 Bilateral Meeting Rooms:

A limited number of Bilateral Meeting Rooms will be available during the Conference period at the Meliá Hotel upon request. Bilateral Meeting Rooms may be booked through the Host Country Liaison Officer or directed to Ms. Nguyen Thi Yen by email (yen.nt@icd-molisa.gov.vn).

A room will be pre-booked for each requested meeting on the first come first served basis. However, booking can only be finalized after both Delegations have confirmed the appointment with their respective liaison officer.

6.3 Prayer Rooms

A prayer room will be provided at the Meliá Hotel, from 24 – 26 October 2012.

6.4 Interpretation Services

The official working language of the Conference is English. Simultaneous interpretation will be provided from and into English, French, German, Chinese and Vietnamese during the plenary sessions. Participants who would like to use another language should arrange interpreter by themselves. A limited number of interpretation booths will be provided by the organizers. Participants are strongly recommended to register with the Secretariat if they wish to use interpretation booth.

Please contact Ms. Pham Thi Lan Huong (by email huong.ptl@icd-molisa.gov.vn) no later than 15 October 2012 to request for interpretation support.

7. ADDRESS AT THE CONFERENCE

Ministers and speakers who wish to deliver their remarks at the Conference should register with the Conference Secretariat at section 2 above. Speakers should indicate clearly the title and agenda item under which the presentation should be delivered. The maximum time allocated for each presentation is 5 minutes.

For the purpose of translation and delivery, all papers, presentations and documents should be, no later than 15 October 2012, emailed to:

Ms. Pham Thi Lan Huong

Tel. : (84-4) 38269532/ (84-915 344 565)

Fax : (84-4) 38254728

Email : huong.ptl@icd-molisa.gov.vn

8. AIRPORT

- **Arrival:** After being welcomed by the Protocol Reception Team at Arrival Terminal, the Head of Delegation and other delegates shall be guided to take necessary entry procedures. Transportation is pre-arranged to take conference participants to their hotel. Delegates who wish to arrange their own transportation should inform the Secretariat in advance. Taxis are also available outside the airport. The fare from the airport to the centre of Ha Noi should be from 20 to 25 USD.

- **Departure:** Participants should arrive at Departure Terminal of the Noi Bai International Airport at least 2 hours prior to departure to allow time for check in. The Head of Delegation should arrive at T1 Terminal at least 1 hour prior to departure time.

9. TRANSPORT

A 4 seat car with chauffeur is provided for Ministers/Heads of the Delegation. Transportation is arranged for all conference participants for the purpose of the meeting.

10. ACCOMMODATION

Each Delegation is requested to contact the Hotels directly regarding accommodation reservation, cancellation and modification. Delegates should make booking and arrange payments directly with the hotels as early as possible. Delegations will be responsible for all costs incurred by their delegates during their stay.

The European Commission (EC) will cover travel and accommodation expenses for participants from some Asian developing countries (maximum 2 per country) and the ASEAN Secretariat and speakers. These Asian developing countries entitled for sponsorship for travel and accommodation expenses are Cambodia, China, India, Indonesia, Laos, Malaysia, Mongolia, Myanmar, Pakistan, Philipines, Thailand and Vietnam.

The European Commission will also provide the air travel for representatives from the EU Member States (max one per country).

Participants who wish to be supported should directly contact the European Commission by email: EMPL-A4-Conferences@ec.europa.eu with copy to Ms. Beata ZABOROWSKA (email : Beata.ZABOROWSKA@ec.europa.eu.)

Participants are encouraged to stay at Meliá Hotel, where the conference is organized, or other nearby hotels, including:

Hilton HaNoi Opera Hotel

1 Le Thanh Tong street,

Tel.: (+84.4) 39330550

Fax: (+84.4) 39330630

Hoan Kiem District, Ha Noi

Website: <http://www3.hilton.com/en/hotels/vietnam/hilton-hanoi-opera-hotel-HANHITW/index.html>,

Movenpick Ha Noi Hotel

83A Ly Thuong Kiet Street, Ha Noi – Viet Nam

Tel.: (+84.4) 3822 2800

Fax: (+84.4) 3822 2822

Website: <http://www.moevenpick-hanoi.com>

Mercure Hanoi La Gare

94 Ly Thuong Kiet Street

Hoan Kiem District, Hanoi

Tel: (+84.4) 39447766

Fax: (+84.4) 39448317

Website: <http://www.mercure.com/gb/hotel-7049-mercure-hanoi-la-gare/index.shtml>

11. COMMUNICATIONS

There are popular mobile service providers, namely Vinaphone, Viettel and Mobifone in Viet Nam. Should any delegate wish to bring one's own mobile phone, please be informed that IDD and mobile prepaid phone cards, varying from the denomination of VND 50,000 to VND 500,000 can be purchased at hotels, post offices, authorized distributors and shops throughout the city.

12. MEETING VENUE SECURITY ARRANGEMENTS

- Meeting venues will be equipped with security screening system to check every entering person and equipment.
- Traffic control will apply to all traffic routes around meeting venues.
- Fire fighting forces and equipment are always on standby.

13. MEDIA

All foreign journalists (and accompanying media representatives) should directly contact the following agency:

Viet Nam Foreign Press Centre, Ministry of Foreign Affairs

Address: 298G Kim Ma str., Ba Dinh, Ha Noi, Viet Nam

Mr. Dinh Hoang Linh

Tel: (84-4) 37260909

Fax: (84-4) 37260011

Email: ttbc.mfa@mofa.gov.vn

Website: <http://www.presscenter.org.vn>

14. ENTRY REQUIREMENT

Please note that all Delegations are subject to Viet Nam immigration regulations. Delegations from some countries may need entry visas. Please contact relevant Vietnamese Embassies/ Consulates for assistance and inform the Conference Secretariat if participants need special support related to visa.

15. DEADLINE SUMMARY

Task	Section	Date
Submit DCP information	Section 4.1	30 August 2012
Online registration opens	Section 4.1	15 August 2012
Online registration closes	Section 4.1	10 October 2012
Deadline to make hotel booking	Section 10	Refer to hotel booking forms in Annex B
Submit Papers for the Conference	Section 7	15 October 2012
Request Interpreter Support	Section 6.4	15 October 2012

16. GENERAL INFORMATION

Ha Noi

Located on the bank of the Red River, Ha Noi, the capital city of Viet Nam, dates back to 1010 when it was founded by King Ly Thai To. Ha Noi is now the political, economic and cultural centre of the country, with a population of around 7 million. Ha Noi has been recognized by UNESCO as the City for Peace.

Climate

In October, Ha Noi is experiencing its typical autumn weather, cool and pleasantly dry with stable temperatures ranging from 20°C to 26°C. This is the best time in the year to visit Ha Noi.

Currency and Banking

Most international recognized currencies and travellers' checks can be exchanged at commercial banks and hotels. Credit cards are accepted in most hotels and big stores. The exchange rate is approximately 20,900 VND to US\$ 1.00.

Declaration is required in case of carrying an amount of over US\$ 7,000 or other foreign currencies of equivalent value is brought into Viet Nam by visitors.

Electric Supply

The power supply in Viet Nam is 220 Volts, 50 Hertz.

Time

Local time is GMT + 07

ANNEX A: MAP OF MELIÁ HOTEL

ANNEX B: HOTEL BOOKING FORMS