



# **ADMINISTRATIVE CIRCULAR**

## **ASEM SOCIAL PARTNERS' FORUM**

*on the sideline of*

**THE 4<sup>th</sup> ASEM LABOUR AND EMPLOYMENT MINISTERS' CONFERENCE**  
*"Employment and Social Protection - a key for sustainable and inclusive growth"*

**24 October 2012**

Release date: August 15, 2012



**TENTATIVE PROGRAM**  
**ASEM SOCIAL PARTNERS FORUM**

*Hanoi, Viet Nam, 24 October 2012*

Tuesday, 23 October 2012

**Arrival of Participants**

Wednesday, 24 October 2012

- |               |   |
|---------------|---|
| 08.00 – 09.00 | <b>Registration</b>   |
| 09.00 – 10.00 | <b>ASEM Employers and Workers Group meetings</b>  |
| 10.00 – 10.15 | Coffee break  |
| 10.15 – 10.45 | <b>Opening Session</b> <ul style="list-style-type: none"><li>- <i>Opening remarks by a representative of the Ministry of Labour, Invalids and Social Affairs (tbc)</i></li><li>- <i>Remarks by a representative of the European Commission</i></li><li>- <i>Remarks by representatives of social partners (tbc)</i></li></ul> |
| 10.45 – 12.30 | <b>PLENARY SESSION I:</b><br><u>Chair:</u> Viet Nam General Confederation of Labour<br><u>Topics:</u> <ul style="list-style-type: none"><li>1. Restoring higher employment, decent job creation and growth</li><li>2. Social protection</li><li>3. Skill development and tackling skills mismatches</li></ul>                 |
| 12.30 – 13.30 | Lunch   |
| 13.30 – 15.00 | <b>PLENARY SESSION II</b><br><u>Chair:</u> Viet Nam Chamber of Commerce and Industry<br><u>Topics:</u> <ul style="list-style-type: none"><li>4. Corporate social responsibility (CSR )</li></ul>  |

5. Health and Safety at Work

**15.00 -15.15**

Coffee Break

**15.15-16.30**

**PLENARY SESSION III**

Chair: The Ministry of Labour, Invalids and Social Affairs ( tbc)

Conclusions and recommendations to the 4<sup>th</sup> ASEM Labour and Employment Ministers' Conference

**16.30-17.00**

**Closing Session**

- Remarks by a representative of Viet Nam General Confederation of Labour (tbc)
- Remarks by a representative of an European Labour Organization (tbc)
- Remarks by a representative of Viet Nam Chamber of Commerce and Industry (tbc)
- Remarks by a representative of an European Employers' Organization (tbc)
- Closing remark by a representative of the Ministry of Labour, Invalids and Social Affairs (tbc)

**18.00-20.00**

**Dinner**

All participants

**4<sup>th</sup> ASEM LABOUR AND EMPLOYMENT MINISTERS' CONFERENCE  
SOCIAL PARTNERS' FORUM  
Meliá Hotel, Ha Noi, Viet Nam  
24 October 2012**

**ADMINISTRATIVE INFORMATION**

**1. OFFICIAL WEBSITE OF ASEM LEMC 4:**

The official website for the Social Partners' Forum and the 4<sup>th</sup> ASEM Labour and Employment Ministers' Conference (ASEM LEMC4) is [http:// lem c4.molisa.gov.vn](http://lemc4.molisa.gov.vn). This website is available from 15 August 2012 and will be updated with information about the Forum, the Conference and related activities 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 FORUM:**

2.1 Accreditation

Ms. Tran Thanh Minh

Tel. : (84-4) 38264222

Fax : (84-4) 38254728

Email: [minh.tt@icd-molisa.gov.vn](mailto: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](mailto:yen.nt@icd-molisa.gov.vn)

2.3 Presentations and visa support

Ms. Pham Thi Lan Huong

Tel. : (84-4) 38269532

Fax : (84-4) 38254728

Email: [huong.ptl@icd-molisa.gov.vn](mailto:huong.ptl@icd-molisa.gov.vn)

2.4 In addition to the the contact persons above, participants from ASEM social partners can also contact Vietnam General Confederation of Labour and Vietnam Chamber of Commerce and Industry with respect to their participation in the ASEM Social Partners' Forum :

- For workers:

Mr. Vo Van Nhat,

Deputy Director for International Relations  
Vietnam General Confederation of Labour  
Tel: +84.913541103  
Email: [vovannhattld@gmail.com](mailto:vovannhattld@gmail.com)

- For employers:

Ms. Mai Hong Ngoc  
Officer, Office for Employers' Affairs,  
Vietnam Chamber of Commerce and Industry  
Tel: +84.908238065  
Email: [ngocmh@vcci.com.vn](mailto:ngocmh@vcci.com.vn)

### 3. CONFERENCE VENUE

The Social Partners' Forum at the sideline of the 4<sup>th</sup> 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](http://www.meliahanoi.com)

### 4. REGISTRATION

#### 4.1 Participant Registration

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

After being properly registered online, each participant to the Social Partners' Forum 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, 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 registration might be limited and all participants are advised to register online prior to the Forum.

## **5. MEETING VENUE FACILITIES AND SERVICES**

### **5.1 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 and photocopiers.

### **5.2 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 Room Request may be directed to Ms. Nguyen Thi Yen by email ([yen.nt@icd-molisa.gov.vn](mailto:yen.nt@icd-molisa.gov.vn)).

A room will be pre-booked for each requested meeting on the first come first served basis.

### **5.3 Prayer Rooms**

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

### **5.4 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.

## **6. ADDRESS AT THE CONFERENCE**

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

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](mailto:huong.ptl@icd-molisa.gov.vn)

## **7. AIRPORT AND TRANSPORT**

7.1 All Forum participants should arrange transportation for themselves from and to the airport and during the meeting. The taxi fare from the airport to the centre of Ha Noi should be from 20 to 25 USD. Meter taxis are usually available outside the hotel.

7.2 For Heads and Members of ASEM Partner Delegations who attend both the ASEM Labour and Employment Ministers' Conference and the ASEM Social Partners' Forum, transportation from and to the airport will be arranged (please refer to the Administrative Circular of LEMC 4).

## **8. ACCOMMODATION**

Participants are advised to contact the Hotels directly regarding accommodation reservation, cancellation and modification. Hotel bookings and payments should be arranged directly with the hotels as early as possible. Participants 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) as well as air travel and accommodation for 3 representatives from each of the following organisations: ITUC, ETUC, IOE and Business Europe.

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

Participants are encouraged to stay at Meliá Hotel, or at other near by Hotels, with the following addresses.

### **Hilton HaNoi Opera Hotel**

1 Le Thanh Tong street,

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) 822 2800

Fax: (+84.4) 822 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>

## **9. 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 post offices, authorized distributors and shops throughout the city.

## **10. 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](mailto:ttbc.mfa@mofa.gov.vn)

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

## **11. ENTRY REQUIREMENT**

Please note that all participants are subject to Viet Nam immigration regulations. Delegates 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.

## **12. DEADLINE SUMMARY**

<b>Task</b>	<b>Section</b>	<b>Date</b>
Submit Contact Point 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 8	Refer to hotel booking forms



		in Annex B
Submit Papers for the Conference	Section 6	15 October 2012

### **13. 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**