



Asia-Europe Meeting

ADMINISTRATIVE CIRCULAR

ASEM SOCIAL PARTNERS' FORUM

on the sideline of

THE 5TH ASEM LABOUR AND EMPLOYMENT MINISTERS' CONFERENCE
"Towards Sustainable Social Development in Asia and Europe:
A Joint Vision for Decent Work and Social Protection"

3 December 2015

**TENTATIVE PROGRAMME
ASEM SOCIAL PARTNERS` FORUM**

Sofia, Bulgaria, 3 December 2015

VENUE: Hotel Marinela,
Address: 100, James Bourchier Boulevard, 1407 Sofia, Bulgaria

Wednesday, 2 December 2015

Arrival of Participants

Welcome Reception

Thursday, 3 December 2015

- 08.00 - 09.00 Registration of ASEM Employers and Workers Representatives**
- 09.00 - 10.00 ASEM Employers and Workers Forum**
- 10.00 - 10.30 Coffee/tea break**
- 10.30 - 12.00 ASEM Employers and Workers Forum continues**
- 12.00 - 13.00 Lunch**

**ASEM LABOUR AND EMPLOYMENT MINISTERS' CONFERENCE
SOCIAL PARTNERS' FORUM
Hotel Marinela, Sofia, Bulgaria
3 December 2015
ADMINISTRATIVE INFORMATION**

1. OFFICIAL WEBSITE OF ASEM LEMC 5:

The official website for the 5th ASEM Labour and Employment Ministers' Conference (ASEM LEMC) is <http://asiaeuropemeeting.com>

This website will be regularly updated with information about the ASEM LEMC and the Social Partners' Forum until the end of the Conference.

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

2. VENUE

The event will take place at **Hotel Marinela *******
100, James Bourchier Boulevard,
Lozenetz,
1407 Sofia,
Bulgaria

For information in relation to **Hotel Marinela** you can visit <http://hotel-marinela.com/j/index.php/en/>



The hotel is located at 15 minutes drive from Sofia International Airport and around 20-minutes walk from the city centre. There is metro station near the hotel called: "James Bourchier/Джеймс Баучър" (blue metro line).

3. TRAVEL AND ACCOMMODATION

The European Commission will cover travel and accommodation expenses of Social Partners nominated by BusinessEurope, ETUC, IOE and ITUC, who participate at the Forum.

Each of the above organisations can nominate up to 4 participants.

The European Commission will inform the above organisations of the relevant procedures and conditions.

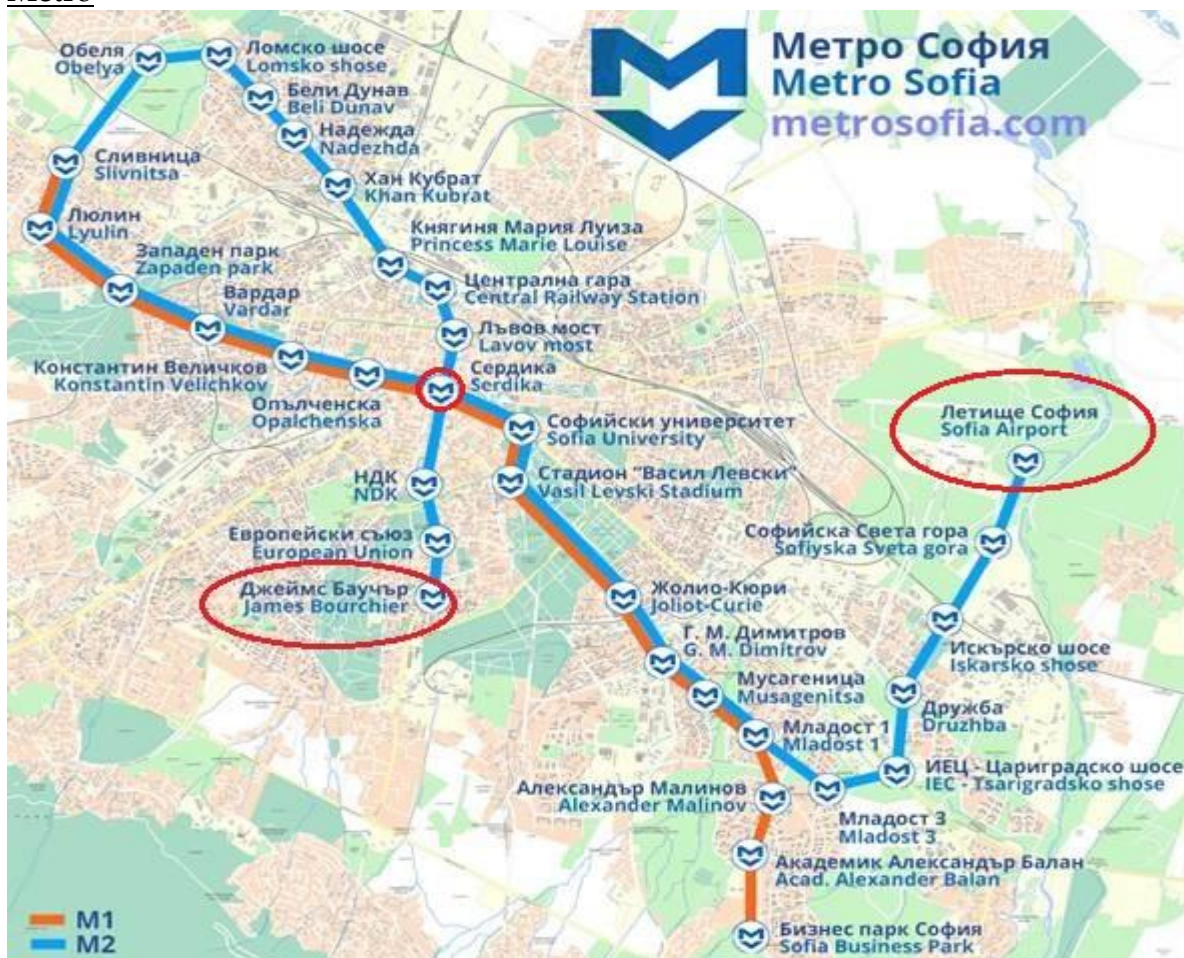
During their stay, participants are responsible for all costs incurred.

4. TRANSPORTATION

All Forum participants should arrange transportation for themselves from and to the airport and during the meeting.

Sofia airport /SOF/ is the main airport of Bulgaria. The airport is located 5 km (3.1 miles) east of the city centre of Sofia. For more information please see <https://www.sofia-airport.bg/en>

Metro



Getting from the airport to Hotel Marinela takes approximately 30-35 minutes. You should take blue line M 2 and go to Serdica Station where you change to the blue line to James Bourchier (Джеймс Баучър) station where you get off. Metro ticket costs 1 BGN (approximately 0,57 USD) and can be purchased at the entrance to the metro station.

5. REGISTRATION

5. 1. Participants' registration

Online accreditation is open via <http://asiaeuropemeeting.com/> **until 6 November 2015.**

Each Social Partner Organisation should appoint one Contact Point (if not yet done so) who will be in contact with EMPL-ASEM-MINISTERIAL@ec.europa.eu.

Participants, requiring a visa, are kindly requested to complete their registration forms **by 25 October 2015**, which would enable the Bulgarian authorities to ensure timely preparation of individual invitations and their submission to the Bulgarian Embassies in the respective countries.

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.

All delegates are kindly requested to notify the organisers for any specific needs of people with disabilities.

6. VISA

Information on how to obtain a visa for Bulgaria can be found on the following website: <http://www.mfa.bg/en/pages/109/index.html>

Participants requiring a visa are kindly requested to complete their registration forms **by 25 October 2015.**

Delegates are required to ensure their passports have at least 6 months' validity on the day they are departing to Bulgaria and, if applicable, need to apply for the visa form the nearest Bulgarian Diplomatic Mission before departure to Sofia.

In case you need to consult the Consular Authorities please contact the Consular Relations Directorate of the Ministry of Foreign Affairs of Bulgaria: Consular@mfa.bg

7. MEETING VENUE FACILITIES AND SERVICES

Conference secretariat:

A room will be available at Hotel Marinela for use by all participants of the Forum on 3 December 2015. The room will be equipped with 5 computers, internet, printer, photocopier, telephone and fax machine.

Prayer/meditation room:

A prayer/meditation room will be provided at the hotel, from 2 to 5 December 2015.

8. WORKING LANGUAGE

The working language of the Social Partners` Forum will be English.

9. LIABILITY

The organizers shall not be liable for personal accidents, losses or damages to personal property of persons participating at the Forum.

Participants of the Forum should make arrangements for their own travel and medical insurance.

10. GENERAL INFORMATION

10.1. Information about Sofia can be found on the Official website of the Sofia Municipality (<http://www.sofia.bg/en/>) or the Official Tourism Portal of Bulgaria (<http://bulgariatravel.org/en/object/234/sofia>)

10.2. Useful information

Language: Bulgarian is the official language, but it should not be very difficult to seek information in English.

Time zone: Bulgaria is located in the Eastern European Time Zone, which is GMT (Greenwich Mean Time) +2 hours.

Climate: The climate in the country is temperate continental, with Mediterranean influence in the southern parts. The Black Sea influences the climate in the eastern part of the country. There are about 2,000 sunny hours from May to October. During the winter, the mountains are particularly suitable for winter sports. The average temperature in December is around 5°C.

Electric voltage: 220 V, 50 Hz.

Emergency number: 112

International dial code for Sofia: + 3592

Currency: The monetary unit in the Republic of Bulgaria is the lev (BGN), which is equal to 100 stotinki (st.). The value of the lev has been pegged to the Euro, at a fixed rate of 1 EUR = 1.95 BGN; (1 USD ~ 1.75 BGN).

You can find current currency information on the site of the Bulgarian National Bank: <http://www.bnb.bg/?toLang=EN> /.

Currency can be exchanged in banks or in any of the country's many currency exchange offices. Some of these exchange offices also work on holidays. Euro-cheques can be exchanged in banks.

Credit cards: Most Bulgarian hotels and big stores accept VISA, MasterCard, American Express, and Diners Club credit cards.

Smoking: Smoking is prohibited in all indoor public places. The law makes smoke free all workplaces, restaurants, bars, public transportation, cinemas, movie theatres, all hotels, near administrative buildings, in the yards or nearby day care centres and schools, on playgrounds, at outdoors children events, open air performance venues, and sports facilities.

Shop opening hours: Most shops in Sofia close at 19.00 h.

Communications: Three mobile service operators provide Bulgaria with almost 100% 2G and 3G network coverage both on its territory and on territorial waters.

There is also internet coverage almost everywhere in the country. In the larger towns and cities, there are Wi-Fi spots with free Internet access. These are located mainly in the trade centres, railway stations and bus stations.

- Communication operators in Bulgaria are the following: Vivacom - stationary and mobile telephone services (www.vivacom.bg)
- Mtel - stationary and mobile telephone services (www.mtel.bg)
- Telenor - stationary and mobile telephone services (<http://www.telenor.bg>)

National and international calls can also be placed at many Bulgarian post offices (www.bgpost.bg).

11. CONTACT PERSONS

For general queries pertaining to organisational matters, please contact:

1. Accreditation:

Mrs. Hajnalka KOHARI

Assistant

European Commission - DG Employment, Social Affairs and Inclusion
Unit A.4 – External Relations, Neighbourhood Policy, Enlargement, IPA.

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2. Logistical matters:

Mrs. Elena VELKOVA

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3. Airport and transportation

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4. Accommodation:

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