

INFORMATION NOTE

ILO/IOE/CAPE Asia-Pacific Regional Meeting of Employers' on the Contribution of Human Resources Development to Competitiveness

Bangkok, Thailand: 18-20 May 2009

1. Background

This Meeting is being jointly organized by the ILO Bureau for Employers' Activities (ACT/EMP); the International Organization of Employers (IOE), and the Confederation of Asia Pacific Employers (CAPE).

2. Participants

Twenty-two national employers' organizations from the Asia-Pacific region are invited to each nominate one participant to attend the meeting at the cost of the ILO: Australia, Bangladesh, Cambodia, China, Fiji, India, Indonesia, Iran, Japan, Korea, Laos, Malaysia, Mongolia, Nepal, New Zealand, Pakistan, Papua New Guinea, Philippines, Singapore, Sri Lanka, Thailand and Viet Nam. They are kindly requested to confirm their acceptance by nominating a participant using the attached Nomination Form (Annex II), which should be faxed or emailed no later than **15 April 2009** to:

Bureau for Employers' Activities
International Labour Office (ILO)
1211 Geneva 22 (Switzerland)
Fax: +44 22 799.89.48
E-mail: beguen@ilo.org

Copy to Ms. Prayoonsri Likhitdechakdi at the ILO Regional Office for Asia and the Pacific, Fax: +66 2 288.3044, or E-mail: prayoonsri@ilo.org

Employers' organizations wishing to nominate additional representatives are welcome to do so at their own expense, provided the ILO is informed beforehand in order to ensure the adequacy of meeting facilities and equipment.

3. Venue and Dates

The Meeting, scheduled from 18 to 20 May 2009, will take place in Bangkok at the **Amari Watergate Hotel**, 847 Petchburi Road, Bangkok 10400, Thailand, Tel: +66 2 653.9000; Fax: +66 2 653.9045; website: <http://www.amari.com> (a hotel map is available on the website).

4. Travel and Visa

Participants will be provided with a round trip economy air ticket (excursion or special fare) by the most direct route between the airport nearest to their place of residence and Bangkok. Participants who wish to buy their own tickets will be reimbursed to the extent of the actual price paid or the ILO's calculation of the ticket entitlement, whichever is lower.

Participants should ensure that they possess the necessary travel documents (**valid** passport, visa(s) including possible transit visa(s), vaccination certificates where required, etc.) before travelling to Thailand. Under its financial regulations, the ILO **is not** authorized to reimburse any expenditure incurred in this respect.

5. Insurance

Each participant is requested to arrange, at his/her own expense, insurance against sickness, accident, permanent or temporary disability and death and third-party risks, for the period of the Meeting and including the journey to and from Bangkok, as the ILO **will not be responsible** for such costs.

6. Accommodation and Subsistence

The ILO will cover the accommodation and subsistence costs of one participant from each invited employers' organization by providing him/her a daily allowance at the official U.N. rate, subject to applicable rules. Participants will then be responsible for payment of their own hotel costs and other expenses.

The Meeting will be held at the Amari Watergate Hotel in Bangkok, where rooms will be booked for all the participants. The hotel full address is:

Amari Watergate Hotel
847 Petchburi Road
Bangkok 10400 (Thailand)
Tel: +66 2 653.9000
Fax: +66 2 653.9045
E-mail: watergate@amari.com
Website: <http://www.amari.com>
(a hotel map is available on the website)

Regular check-in time is 14:00 hours, and check-out time is 12:00 noon.

7. Meals and Coffee Breaks

Lunch and coffee/tea breaks will be provided for the participants for the duration of the meeting dates.

8. Arrival at Suvannabhum Airport & Getting to the Hotel

Upon arrival at Suvannabhum Airport, transportation to the hotel can be arranged in several ways:

- **Airport Taxi:** Contact the taxi registration booth located in front of Gates 5, 7 and 8 on Level 1. There is taxi-meter queue service for the arriving passengers. The taxi-metre will charge according to the mileage-metre + THB 50 as a surcharge.
- **Public Taxi:** Passengers who prefer to take public taxi should present their boarding passes to enable them taking the airport shuttle bus which will bring them to the Public Transport Centre where public buses and taxis are available.
- **Limousine:** Counter service of Avis, Hertz and Budget are located on Level 2, Gate 6 area.

9. Languages

The Meeting will be conducted in English.

10. Currency Exchange

The local currency for Thailand is "Thai Baht". Currency exchange can be done upon arrival at the airport or at the hotel reception counter.

11. Weather

The weather in Bangkok in May is hot with average temperature ranging between 28°C -33°C. However, the meeting venue is central air-conditioning system which could be difficult to adjust.

12. Medical Services

An on-call doctor is available and can be arranged by the hotel upon request with service charges.

13. Contact persons

For more information, please contact:

ILO, Geneva:

Bureau for Employers Activities:

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