

ADMINISTRATIVE NOTE

(This supersedes the previous note sent with the Director General's invitation)

Confirmation of Attendance

In order to facilitate the organization of this Forum, it would be greatly appreciated if the confirmation of attendance of the delegates and their advisers be submitted by **10 July 2007** to:

The Regional Director
ILO Regional Office for Asia and the Pacific
11th Floor, United Nations Building
Rajdamnern-Nok Avenue
PO Box 2-349 Rajdamnern
Bangkok 10200 (Thailand)
Fax: +662-280 1735, +662-288 3062
Email: BANGKOK@ilo.org (attention: Ms Prayoonsri Likhitdechakdi).

Participants will be required to send the e-version of their photographs to our ILO Office in Beijing through email address: huangqun@ilobj.org.cn, for the preparation of name badges.

Travel

The ILO will cover travel and subsistence costs, in accordance with the relevant ILO rules, for the duration of the Forum for two (2) Government delegates, one from the Ministry of Labour and one from the Ministry of Finance or Planning. Advisors or other Government participants are welcome but the ILO will be unable to meet their costs.

The ILO will also meet the cost of one employer representative and trade union representative per participating country – as selected by the respective Groups of the ILO's Governing Body.

Participants coming from the following countries, Australia - Hong Kong SAR - Islamic Republic of Iran - Republic of Korea - Macau SAR – Malaysia – Mongolia - New Zealand and Singapore; are advised to purchase their own most direct route round trip economy class airtickets. Any deviation in the journey made by the participants before or after the Forum or upgrades will be at their own response. The airticket purchased will be reimbursed upon the presentation of the original official bill/receipt at the Forum venue. **All other participants are requested to liaise with the ILO office in their country to obtain the necessary airtickets.**

Travel Documents

Participants should make their own arrangements in order to obtain passports, visas and other travel documents as well as any required inoculation or vaccination certificates.

The ILO does not reimburse the cost of obtaining passports, visas, vaccinations, airport taxes, excess baggage and transport between airports, air terminals and hotels.

Visas

Appropriate visa or visas needed for the journey must be secured well in advance of the Forum. A request for visa authorization, containing full travel schedule and travel document information, needs to be sent to the ILO Office in Beijing at delegates' earliest convenience.

Arrival in Beijing

Travel arrangements are made so as to ensure that you arrive in Beijing by **12 August 2007**. In case you make changes to your booking, please inform Ms. Huang, Qun, Tel: (86-10) 6532-5091, Fax: (86-10) 6532-1420, E/mail: huangqun@ilobj.org.cn, of the exact date, time and flight number of your arrival.

Getting to the Hotel

Upon arrival at the Beijing Capital International Airport, participants should look for the Ministry of Labour and Social Security's official holding Forum Banner in the arrival hall, where they will be met and transferred by MOLSS shuttle bus to the Hotel. In case you miss the shuttle bus, there is a "Taxi Station" (just outside the waiting hall) which would cost around 90-100 Yuan (around US\$13) to the hotel.

Venue and Hotel Accommodation

The Venue of the Forum is the China World Hotel, No.1 Jianguomenwai Avenue, Beijing 100004, Tel: (86-10) 6505 2266, Fax: (86-10) 6505 0828, E-mail: cwh@shangri-la.com Website: www.shangri-la.com.

A single room has been booked for all participants for the nights of 12 to 14 August 2007. An extra night has been booked on 15 August 2007 for those who are attending the field trip. **Participants are requested not to book into any other hotels.** If, on arrival, participants would like to upgrade their room they should arrange this with the China World Hotel directly. Any additional cost for the upgrade and any other personal expenses incurred at the hotel should be settled by participants upon check-out.

Daily Subsistence Allowance

Accommodation costs will be covered directly by the ILO.

In addition, the following DSA will be paid:

12 August: US\$50

13, 14 August: US\$30 (lunch and dinners provided)

15 August: US\$50 for participants attending the field trip only (lunch provided).

Climate

During August, the weather in Beijing will be hot and humid with an average temperature of 29°C.

Currency

The Chinese currency is the "Yuan Renminbi": 1 US Dollar was equivalent to approximately 7.64 Yuan Renminbi in June 2007 (however, this value is subject to frequent fluctuations).
