



Administrative Note

Asia-Pacific Regional High-level Meeting on Socially-Inclusive Strategies to Extend Social Security Coverage

New Delhi, India, 19-20 May 2008

Confirmation of Attendance

In order to facilitate the organization of this Meeting, it would be greatly appreciated if the attached Nomination Form is completed, as a confirmation of attendance of the delegates and their advisers, and submitted by **30 April 2008** 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: (66-2) 280 1735 or (66-2) 288 3062
Email: BANGKOK@ilo.org (attention: Ms Prayoonsri Likhitdechaskadi)

In addition, participants are required to send the e-version of their photographs to our ILO Office in India through email address: SRO-DELHI@ilodel.org.in for the preparation of name badges.

Participating Countries

Participants from 21 countries will be invited to attend this high-level meeting, namely: Australia, Bangladesh, Cambodia, China, Fiji, India, Indonesia, Japan, Lao PDR, Malaysia, Nepal, New Zealand, Pakistan, Papua New Guinea, Philippines, Republic of Korea, Singapore, Sri Lanka, Thailand, Vanuatu and Viet Nam.

Venue of the Meeting

The Venue of the Meeting is the Vigyan Bhawan Conference Centre, Maulana Azad Road, New Delhi 110003. Participants will be picked up from the hotel to the venue of the Meeting in the morning and shall be dropped back in the evening by coaches.

Travel

The ILO will cover travel and subsistence costs, in accordance with the relevant ILO rules, for the duration of the Meeting for two (2) Government delegates, one from the Ministry of Labour and one from the Ministry of Health or the Ministry of Finance/Planning. ILO-funded government participants are Bangladesh, Cambodia, China, Fiji, India, Indonesia, Lao PDR, Malaysia, Nepal, Pakistan, Papua New Guinea, Philippines, Sri Lanka, Thailand, Vanuatu and Viet Nam. Advisors or other Government participants are welcome but the ILO will be unable to meet their costs.

The ILO will meet the cost of one Employer representative and one Trade Union representative of all participating country – as selected by the respective Groups of the ILO's Governing Body.

ILO-sponsored employers' and workers' participants coming from the following countries, Australia – New Zealand - Republic of Korea - Malaysia - and Singapore; are advised to purchase their own most direct route round trip economy class (excursion or special fare) air tickets. The air ticket purchased will be reimbursed upon the presentation of the original official bill/receipt at the Meeting venue. Any deviation in the journey made by the participants before or after the Meeting or upgrades will be at their own cost.

All other participants are requested to liaise with the ILO Office in their country to obtain the necessary air tickets.

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 Meeting. A request for visa authorization, containing full travel schedule and travel document information (passport number, place and date of issued, expiry date, nationality, date of birth), needs to be sent to the ILO Sub-regional Office in New Delhi at delegates' earliest convenience.

In addition, we are informed by the Ministry of Labour and Employment in India that **participants coming from Bangladesh, China, Pakistan and Sri Lanka** are required to submit the following details to the Ministry of Home Affairs (Foreigners Division) and Ministry of External Affairs **at least 4 weeks prior to the Meeting**. Please send the requested information (form attached) to Mr K.S. Ravichandran (Email: ravi@ilodel.org.in or SRO-DELHI@ilodel.org.in; Fax: (91-11) 2464 7973) for onward transmission to the responsible authority in India.

Name	Father's/ Husband's name	Date of Birth	Place of Birth	Nationality & Passport No.	Date of Issue	Place of Issue	Date of Expiry	Address

Sickness or Accidents Insurance

Before proceeding to attend the Meeting, participants are advised to obtain insurance coverage, either at their own expense or at the expense of their nominating organization, for sickness, accident, or temporary disability, death and third party risk covering the entire duration of the Meeting, and the journey to and from the host country. The ILO cannot accept responsibility or liability for such contingencies. In case of accident or sickness during the Meeting, participants should endeavour to notify the organiser immediately.

Arrival in New Delhi

Travel arrangements are made so as to ensure that you arrive in New Delhi by **18 May 2008**. In case you make changes to your booking, please inform Mr K.S. Ravichandran, Tel: (+91-11) 2460 2101 or (+91-11) 2460 2102, Fax: (+91-11) 2464 7973, Email: ravi@ilodel.org.in of the exact date, time and flight number of your arrival.

Getting to the Hotel

Upon arrival at the Indira Gandhi International Airport, participants should look for the representative from Hotel Taj Palace/Hotel Shangri La holding meeting banner outside the exit gate of the arrival hall, where they will be met and transferred to the Hotel. In the event of not being able to locate the hotel representative, there is a pre-paid taxi counter operated by the Delhi Police itself which is located just outside the arrival lounge. Some pre-paid taxi counters can also be found just after the customs clearance gate to proceed to the Hotel.

Accommodation

Single room accommodation has been booked for each participant for the nights 18 to 20 May 2008 (3 nights) at the **Taj Palace Hotel**, Sardar Patel Marg, Diplomatic Enclave, New Delhi, Tel. (91-11) 2302 3700, Fax: (91-11) 2611 6309, website: <http://www.tajhotels.com> (or) **Shangri-La Hotel, 19 Ashoke Road, Connaught Place, New Delhi 110001, Tel (91-11) 4119 1919, Fax (91-11) 4119 6103, website <http://www.shangri-la.com>. 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 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. Breakfast has been arranged at the hotel. In addition, the following DSA will be paid:

18 May 2008: US\$50
19 & 20 May 2008: US\$30/day (lunch and dinner provided)

Climate

During May, the weather in New Delhi will be hot, and dry, with an average temperature of 38°C.

Currency

The Indian currency is the "Indian Rupee": 1 US Dollar was equivalent to approximately 40.34 Indian Rupees in April 2008 (however, this value is subject to frequent fluctuations).

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