



INFORMATION NOTE

Buenos Aires, May 13 through 15, 2015

1. 42nd. Meeting of the Technical Committee

The Inter-American Centre for Knowledge Development in Vocational Training – ILO/Cinterfor – carries out, every two years, the Technical Committee Meeting (TCM), the forum where senior representatives from the institutions members of the network coordinated by the Centre, from governments and from employers’ and workers’ organizations, review and discuss the priorities of vocational training, exchange experiences and identify cooperation activities.

2. Host country

The 42nd. TCM counts with the generous sponsorship of the Ministry of Labour, Employment and Social Security of Argentina.

3. Venue of the meeting

The working sessions will be held at:

Palacio San Martin – Cancillería (Arenales n° 761)

4. Confirmation of attendance

It is essential that all delegates, guests and observers attending the 42nd TCM confirm their participation, not later than April 27th, and indicate whether they will travel alone or not. The communication should be addressed to:

Cristina Sosa

Assistant to the Direction ILO/Cinterfor
email: sosa@ilo.org - oitcinterfor@ilo.org
Tel: (598) 2 902 0557 – 2 908 6023 Fax: (598) 2 902 1305

María Susana Barasatián

Directora Nacional de Orientación y Formación Profesional
Ministerio de Trabajo, Empleo y Seguridad Social
E-mail: sbarasat@trabajo.gob.ar
Tel: (5411) 4310-5706

5. Air fares and travelling expenses

The costs of air fares and travelling expenses for the delegates and observers shall be met by the institutions they represent.

6. Food and accommodation

7.1 The organizers will provide board and lodging at the Hotel Plaza – Street Florida 1005, from the night of 12 to 15 May inclusive, to the following participants:

- The head of the government delegation, whose nomination must be formally communicated;
- The director of the vocational training institution member of ILO/Cinterfor;
- Representatives of employers' and workers' organizations indicated by their respective groups at the ILO Governing Body.

The host institution will provide lunch and dinner to all participants accredited at the 42nd TCM.

Additional expenses (accommodation for companion(s), extension of stay, extras, bar, telephone calls, laundry, internet, etc.) shall be borne by the participants themselves.

7.2 Rates for delegates and observers:

The Hotel Plaza has agreed with the organizers on a rate of US\$ 90 dollars (plus 21% of taxes) – for a single room including breakfast and US\$110 dollars (plus 21% of taxes) – for a double room. Participants not included in 7.1 are requested to make their reservation well in advance directly with the Hotel Plaza, Plaza, levy.alonso@plazahotelba.com *Reserve su tarifa de grupo: PNUD* Tel. + 5411 43183069.

Transfer from airport to hotel and viceversa is foreseen. For these purposes, and to facilitate the organization, participants are asked to confirm /by e-mail) the date, time, airline and flight number of their arrival not later than **April 27, 2015**. Communications should be addressed to the persons listed in section 4.

7. Languages

The official languages of the meeting will be Spanish, English and Portuguese. Simultaneous interpretation is foreseen during all sessions.

8. Insurance

Delegates, guests and observers should be covered by their own personal insurance, or that provided by the institution to which they belong to, as the sponsors of the event cannot accept any responsibility for expenses related to illness, accident, death, damage to third parties, etc.

9. Currency

One dollar is equivalent to 8.90 Pesos argentinos.

9. Entry requirements to Argentina

Participants are advised to consult the Argentina Embassy in their respective countries on the need for:

- An entry visa
- Vaccination requirements and appropriate certificates

Expenditures in this connection will be defrayed by participants.