



## **SOUTH SOUTH AND TRIANGULAR COOPERATION IN VOCATIONAL TRAINING Nowadays and beyond 2015**

Port of Spain, 8-10 July 2013

### **INFORMATION NOTE**

#### **1. 41st 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' organisations, review and discuss the priorities of vocational training, exchange experiences and identify cooperation activities.

#### **2. Host Country**

The Government of Trinidad & Tobago, through the Ministries of Labour and Small and Micro Enterprises Development and that of Tertiary Education and Skills Development and the National Training Agency (NTA), presently Head of the Caribbean Association of the National Training Agencies (CANTA) will host the meeting in collaboration with ILO Decent Work Team and Office for the Caribbean. The country's strategic importance in the Caribbean and its social and economic development constitute an appropriate framework for the discussions, which will be centred on South-South and Triangular Cooperation in Vocational Training.

#### **3. Knowledge Fair - 3rd edition "South-South and Triangular Cooperation in Vocational Training"**

It is organised within the Technical Committee Meeting and is aimed at disseminating and sharing good practices in training, as well as materials and teaching products from the institutions comprising the ILO/Cinterfor network. This is the third time this Fair is organised, taking into account the excellent results attained, in terms of cooperation agreements and transfer of knowledge, at the 39th TCM (Brasilia, October 2009) and at the 40<sup>th</sup> TCM (Panama, October 2011).

**General guidelines:** All member institutions of ILO/Cinterfor are invited to actively participate, and for this purpose we provide a series of guidelines below:

- a. *What to present:* Teaching production, in the form of materials, booklets, videos, guides, manuals, software, good practices and experiences; in general the knowledge production of the institution and the main innovations in VT.
- b. *Physical space:* Each institution will have stands to exhibit brochures, publications and other materials.
- c. *Exchange rounds:* There will be spaces for exchanges and cooperation agreements among the institutions.
- d. *Dates of the Fair:* It will be opened on 8<sup>th</sup> July and will run until the last day of the Technical Committee Meeting.
- e. *Materials for the exhibition:* Participants are advised to bring with them all materials that are to be exhibited. If materials are sent beforehand, please send only leaflets and printed publications and do not include multimedia materials in the package as there might be problems at the customs. Materials should arrive in Port of Spain not later than 17 June. They should be sent to: Mr. Giovanni Di Cola, Director, ILO Decent Work Team and Office for the Caribbean, 6 Stanmore Avenue, P.O. Box 1201, Port of Spain, Trinidad and Tobago. Phone: 868-623-7178; 7704; 3359. Fax. 868-627-8978 (Attention: Ms. Faida Mendoza).
- f. *Cost of mailing materials:* Institutions that opt to send materials for the Fair beforehand should assume the mailing costs to and from their country.

#### **4. Venue of the meeting**

The working sessions will be at:

Hyatt Regency Trinidad Hotel  
1 Wrightson Road,  
PORT OF SPAIN  
TRINIDAD & TOBAGO, WI  
Tel: 868 623 2222  
Fax: 868 821 6401  
[www.trinidad.hyatt.com](http://www.trinidad.hyatt.com)

#### **5. Confirmation of attendance**

It is essential that all delegates, guests and observers attending the 41st TCM confirm their participation, not later than 7<sup>th</sup> June, 2013, and

indicate whether they will travel alone or not. The communication should be addressed to:

Attention:

**Ms. Cristina Sosa**

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

**Mrs. Chandra Ragoonanan (Mrs.)**

Executive Assistant to Chief Executive Officer  
National Training Agency  
Tel: 868-672-7107/8 Ext. 1301  
E-mail: [chandra-ragoonanan@ntatt.org](mailto:chandra-ragoonanan@ntatt.org)

And

**copied to:**

Ms. Faida Mendoza  
Secretary, ILO DWT and Office for the Caribbean  
Email: [g3posinf@ilocarib.org.tt](mailto:g3posinf@ilocarib.org.tt)  
Tel: 868-623-7178; 7704; 3359 Ext. 436  
Fax: 868-637-8978

## **6. 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.

## **7. Food and Accommodation**

7.1 The organizers will provide board and lodging at the Hyatt Regency Trinidad Hotel, as from the night of 7<sup>th</sup> to 9<sup>th</sup> July 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 41st 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 Hyatt Regency Trinidad Hotel has agreed with the organizers on a rate of US\$ 149.00 dollars (plus 21% of taxes) for a single room including breakfast and US\$169.00 dollars (plus (1)21% taxes) for double room. Participants not included in 7.1 are requested to make their reservation well in advance directly with the Hyatt Regency Trinidad Hotel: Ms. Sherry Murray, email: [sherry.murray@hyatt.com](mailto:sherry.murray@hyatt.com) Tel. 868-821-6464; Fax: 868-821-6450

OR at

the Hotel Capital Plaza, which has agreed on a rate of US\$135.00 (plus 20% taxes) for a single room and US\$135.00 (plus 20% taxes) for a double room, including breakfast. Contact: Ms. Curleen Joseph, email: [sales1@cplazatrinidad.com](mailto:sales1@cplazatrinidad.com) Tel. 868-625-3362-8.

#### 7.3 Transfer

Transfer from airport to hotel and viceversa is foreseen. For these purposes, and to facilitate the organization, participants are asked to confirm (by email) the date, time, airline and flight number of their arrival not later than 20 June 2013. Communications should be addressed to the persons listed in Section 5.

## **8. Languages**

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

## **9. Insurances**

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.

## 10. Entry requirements to Trinidad and Tobago

Participants are advised to consult the Trinidad & Tobago Embassy in their respective countries on the need for:

- an entry visa to Trinidad and Tobago,
- vaccination requirements and appropriate certificates,

Note: please check transit visa requirements.

Expenditures in this connection will be defrayed by participants.