



## **40th. MEETING OF THE TECHNICAL COMMITTEE 2011-2020 Decade of innovation in training for work**

Panama City, 17- 19 October 2011

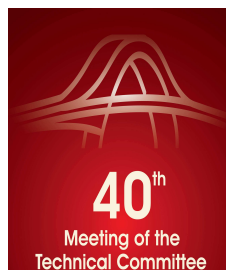
### **INFORMATION NOTE**

#### **1. 40th Meeting of the Technical Committee ILO/Cinterfor**

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. Sponsor**

The National Institute of Vocational Training for Human Development - INADEH - of Panama will host the meeting. The country's strategic importance, its social and economic development as well as the expansion of the Panama Canal, constitute an appropriate framework for the discussions, which will be centered on innovations in human resources training.

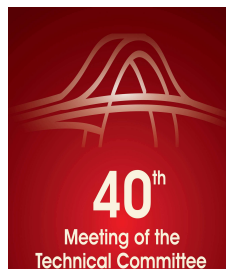


### 3. Knowledge Fair – 2nd edition

The Knowledge Fair on vocational training, organised within the Technical Committee Meeting, 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 second time this Fair is organised, taking into account the excellent results attained at the 39<sup>th</sup> RCT (Brasilia, October 2009) in terms of cooperation agreements and transfer of knowledge.

The main subject of the Fair is “*Innovation in vocational training for a decent and productive work*”.

- **General guidelines for participation at the Fair:** All member institutions of ILO/Cinterfor are invited to actively participate, and for this purpose we provide a series of general 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. Maximum available space will be informed.
  - c. **Exchange rounds:** There will be spaces for exchanges and cooperation agreements among the institutions.
  - d. **Dates of the Fair:** The Fair will be opened on 17 October and will run until the last day of the Technical Committee Meeting.
  - e. **Opening times:** The Fair will be opened during the Technical Committee Meeting.
  - f. **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 Panama City not later than **26 September**. They should be sent to: Jackeline Aizpurúa -Executive Assistant to the General Direction INADEH. Email: [jaizpurua@inadeh.edu.pa](mailto:jaizpurua@inadeh.edu.pa) (507) 238-2301 - (507) 238-1907 Mobile phone: (507)



6670-9782. Address of INADEH Offices: Avenida Domingo Díaz (Via Tocumen), entry next to Hotel Riande Aeropuerto.

- g. 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. Panama Charter

Since 1963, through joint and coordinated work, the network comprised by vocational training institutions - VTIs - members of ILO/Cinterfor, share knowledge and experiences, this has resulted in the strengthening, institutional development and as well as meeting the demands of social and productive sectors. This important feature of the network, meets the guidelines of the ILO Director General as well as the global policy instruments adopted by the International Labour Conference, such as the Resolution concerning the role of the ILO in technical cooperation (2006), ILO Declaration on Social Justice for a Fair Globalization (2008) and the Global Jobs Pact (2009).

The Charter of Panama convene the commitment of VTIs present at the 40<sup>th</sup> Technical Meeting to continue and deepen the management and collective knowledge building, sharing their teaching materials, good practices, specialists and teachers, in favor of strengthening the skills of workers and enterprises to promote social cohesion and decent and productive work.

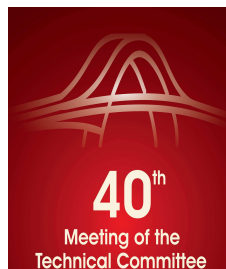
#### 5. Venue of the meeting

The working sessions and accommodation for participants will be at:

Hotel Playa Bonita

Kobbe Beach Punta Bruja

Tel. (507) 211 8600 – Fax (507) 316 1463 - [www.playabonitapanama.com](http://www.playabonitapanama.com)



## 6. Confirmation of attendance

It is essential that all delegates, guests and observers attending the 40th TCM confirm their participation, not later than August 31, 2011, and indicate whether they will travel alone or not.

The communication should be addressed to:

**Attention:**

**Jackeline Aizpurúa D.**

Executive Assistant – Direction General

Instituto Nacional de Formación Profesional y Capacitación para el Desarrollo Humano – INADEH

e-mail: [jaizpurua@inadeh.edu.pa](mailto:jaizpurua@inadeh.edu.pa)

(507) 238-2301 / 238-2300 ext: 1907 - [www.inadeh.edu.pa](http://www.inadeh.edu.pa)

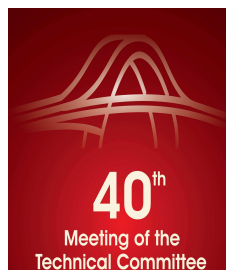
**and copied to:**

**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



## 7. Air fares and traveling expenses

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

## 8. Food and Accommodation

**8.1** INADEH has kindly offered to provide board and lodging at the Hotel Playa Bonita, as from the night of October 16 to October 19, 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 the Governing Body.

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

### 8.2 Rates for delegates and observers

The Hotel Playa Bonita has agreed with the organizers of the meeting on a rate of US\$ 145.00 dollars (plus 10% of taxes) - single room including breakfast and US\$ 155.00 dollars (plus 10% of taxes) - double room. Participants not included in 8.1 are requested to make their reservation well in advance directly with the Hotel Playa Bonita, Mrs. Itza Martínez, email: [imartinez@bernhotelspanama.com](mailto:imartinez@bernhotelspanama.com), Tel. (507) 340-9867, mobile (507) 6676 9511, or at the Hotel Holiday Inn, which has agreed on a rate of US\$ 115 (plus 10% of taxes) a single room and US\$ 125 (plus 10% of taxes) a double room, including breakfast (please also contact Mrs. Itza Martínez).

The host institution will provide lunch and dinner to all participants accredited at the 40th TCM.



### 8.3 Transfer between Airport and hotel and viceversa

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 10 September 2011.**

**Communications should be addressed to the persons listed in Section 6.**

## 9. Languages

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

## 10. 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.

## 11. Entry requirements to Panama

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

- an entry visa to Panama;
- vaccination requirements and appropriate certificates.

Expenditures in this connection will be defrayed by participants.