

38th MEETING OF THE TECHNICAL COMMITTEE CINTERFOR/ILO

PRELIMINARY GENERAL INFORMATION

The Technical Committee Meeting is the forum where representatives of national specialized organisms in vocational training and human resources development from the American ILO Member States and Spain examine and discuss current themes in the field of training in the region, exchange experiences and propose new cooperation activities of their interest. The Technical Committee is integrated by training authorities from governments, employers' and workers' organisations, as well as national vocational training institutions, associated to Cinterfor/ILO.

1. PLACE AND DATE

At the invitation of the National Training Service, SENA from Colombia, the 38th. Meeting of the Technical Committee of the Inter-American Research and Documentation Centre on Vocational Training (Cinterfor/ILO) will take place from 19 to 21 June 2007, both dates inclusive, under the sponsorship of SENA. It should be highlighted that this Meeting is held within the framework of the celebrations of SENA 50th. Anniversary.

2. PARTICIPANTS

The governments of ILO member countries of the Americas and Spain have been invited to appoint representatives to the 38th. Meeting of the Technical Committee. The official delegation of each country invited will be composed of a head governmental delegate, who may attend in the company of alternates or counsellors, and representatives of vocational training institutions associated to Cinterfor/ILO. The Meeting will also be attended by representatives of employers' and workers' organisations, as indicated by their respective groups at the ILO Governing Body. Representatives of international organisations and special guests will be present as observers.

3. AGENDA

3.1 Activities carried out in 2005-2007, programme for 2007-2009 and Strategic Plan

Among the deliberations of the Technical Committee, the report of activities implemented by Cinterfor/ILO during the preceding period will be examined. The state of implementation of the activities entrusted to Cinterfor/ILO will be analysed and institutions' priority subjects will be discussed in order to establish the programme of activities for 2007-2009. Active participation by the attendants is expected, with brief presentations regarding each topic, by representatives of governments, vocational training institutions, as well as employers' and workers' representatives.

The Director of Cinterfor/ILO will take advantage of this opportunity to inform the vocational training community about the Strategic Plan of Cinterfor/ILO, prepared upon the Director-General's decision to initiate an in-depth review process with a view to charting a new course for Cinterfor, in the light of the heightened interest of the region and the world in vocational training.

3.2 Programme, Budget and Management Committee

The Programme, Budget and Management Committee will meet on Monday 18 June at 05.00 p.m.

The purpose of this meeting is to analyse the Report of Activities that will be submitted to the Technical Committee.

Institutions attending this Committee will be duly invited.

3.3 Budget for 2007-2009, financial matters and contributions

The Agenda of the Meeting foresees the analysis of administrative and budgetary aspects to ensure compliance with the work programme adopted by the Centre, as well as formalisation of the financial contributions that associated governments and institutions may pledge for 2007-2009.

3.4 Main subject: *Skills for Productivity, Employment Growth and Development*

The central theme of the 38th. Meeting of the Technical Committee will be ***Skills for Productivity, Employment Growth and Development***, in preparation of the discussion on this subject that is scheduled during the International Labour Conference in 2008.

3.5 Additional subject: As well the discussions will focus on the analysis of experiences regarding the use of information and communication technologies in vocational training.

4. WORKING SESSIONS

The working sessions of the 38th. Meeting of the Technical Committee will be held at:

Hotel Caribe
Cartagena de Indias
Carrera 1a. No. 2-87
Bocagrande
www.hotelcaribe.com
COLOMBIA

5. DOCUMENTS AND PAPERS

Participants wishing to distribute papers from their respective institutions to attendants at the Meeting should take along approximately 80 copies in Spanish and 30 in English. It is possible to bring papers in both languages in digital media, to enable reproduction.

6. CONFIRMATION OF ATTENDANCE

Delegates, alternate delegates, special guests and observers attending the 38th. Meeting of the Technical Committee, are kindly requested to confirm their participation in the event before May 20th. 2007, specifying if they will travel with company. All communications should be addressed to:

Juan Bayona
Director of the Vocational Training System
National Training Service - SENA
Email: jbayonaf@sena.edu.co
Tel: (571) 594 2080 – Fax (571) 546 1567
BOGOTA COLOMBIA

Copied to:

Maria Adiel Lopez
Nacional Training Service - SENA
malopez@sena.edu.co
Tel. 00571 546 1500 int. 2220
BOGOTA COLOMBIA

And to:

Antonio Graziosi
Director-in-Charge
Cinterfor/OIT
TEL: (5982) 902 0557 - 908 6023 – 902 9716
Fax: 5982 902 1305
E-mail: dirmvd@cinterfor.org.uy
MONTEVIDEO - URUGUAY

7. TICKETS AND SUBSISTENCE ALLOWANCE

Travelling and per diem expenses of delegates, alternate delegates, observers and other guests should be defrayed by the institutions they represent.

8. BOARD AND LODGING

SENA, as sponsoring entity, has kindly offered to cover board and lodging at Hotel Caribe as from Monday 18th. through Thursday 21st. June 2007, both dates inclusive, of the following participants:

- Head of governmental delegation of each country, whose nomination should be officially informed, prior to the celebration of the event.
- Head of each vocational training institution member of Cinterfor/ILO.
- Representatives of each employers' and workers' organisations appointed by their respective groups at the ILO Governing Body.

Rates at Hotel Caribe are the following:

Single room or double room US\$ 100 (this rate includes breakfast).

Additional expenditures (additional costs of accompanying persons, extended stay, extra expenses, bar, telephone calls, laundry, internet connection, etc.) will be the responsibility of participants themselves.

It is foreseen to receive participants upon their arrival at the Cartagena de Indias international airport and their transportation to the hotel. For logistical reasons, participants are requested to confirm (by e-mail or fax) their time and flight of arrival in Cartagena de Indias, fifteen days in advance. All communications should be addressed to Ms. Adiel López and copied to Antonio Graziosi, to the addresses indicated in par. 6.

9. ADDITIONAL INFORMATION

A web page in the web site of Cinterfor/ILO (www.cinterfor.org.uy) and in that of SENA (www.sena.edu.co) will be established to provide further information on the event.

10. LANGUAGES

The languages of the Meeting will be Spanish and English. Simultaneous interpretation to as well as from English will be provided during all sessions.

11. CURRENCY

The currency in Colombia is the Colombian Peso, which corresponds to approximately \$ 2.050 per US dollar.

12. CLIMATE

The climate in June in Cartagena de Indias is of approximately 30 Centigrades degrees. Rooms at the Hotel Caribe are air-conditioned. For the Opening Ceremony as well as for the Commemoration of SENA 50th. Anniversary men can wear a white "guayabera" .

13. INSURANCE

Delegates, alternates, special guests, counsellors and other participants should be covered by their own personal insurance, or that provided by the institutions to which they belong to, as the co-sponsors of the event cannot accept any responsibility for expenses related to illness, accident, death, damage to third parties, etc.

14. VISA FOR ENTRY

It is suggested to participants to make consultations at the Colombian Embassy in their respective countries on the need of a visa for entry to Colombia. Expenditures in that connection will be defrayed by the guests.

15. VACCINATION CERTIFICATES

Participants should enquire about health regulations in Colombia and obtain the vaccinations required and appropriate certificates.