

INFORMATION SHEET No. 2

1. 39th Meeting of the ILO/Cinterfor Technical Committee – Global Jobs Pact

Every two years there is a meeting of the ILO/Cinterfor Technical Committee. This important event involves representatives from the Member Institutions of the Centre, from governments and from employers' and workers' organizations, and it is an opportunity to examine and discuss subjects that loom large in vocational training in the region, to share experiences and to identify cooperation activities.

This 39th meeting will be held in a time of economic and social crisis that is affecting the whole world, and the consequences of the crisis include the loss of millions of jobs and the bankruptcy of many enterprises, particularly small ones. The outlook is bleak; unemployment is expected to continue to rise, poverty and informal employment will increase and there will be millions of young people trying to accede to the job market.

In this context, the action of the ILO and the institutions that share its postulates, like those in the ILO/Cinterfor orbit, takes on a transcendent value, and this is recognised in the **"Global Jobs Pact"**¹. This Pact puts forward 11 principles to promote recovery and development, and the first of these has to do with the need to give priority to protecting and increasing employment by means of sustainable enterprises. As regards training for work, the Pact advocates, "5) ...the promotion of equal access and opportunities for the development of labour competencies and participation in quality education and training activities, in the framework of preparation for recovery".

The Global Jobs Pact lays special emphasis on training and vocational improvement and adaptation, not only for people who have jobs but also for the self-employed and it recognises the contribution that SMEs and micro-enterprises make to creating employment.

In this context, the 39th ILO/Cinterfor Technical Committee Meeting will be a valuable opportunity for the participants to learn about the most innovative practices in the field of vocational training from their colleagues from other countries and continents, and find out how others are responding to the crisis in terms of tackling the challenges involved in developing human resources and pursuing sustainability in enterprises.

¹ ILO Summit on the World Employment Crisis, International Labour Conference, Geneva, June 2009

2. Sponsors

The Ministry of Labour and Employment of Brazil will host the Meeting, and the sponsors are the following Brazilian vocational training institutions: the National Industrial Training Service (SENAI), the National Commercial Training Service (SENAC), the National Transport Training Service (SENAT), the National Rural Training Service (SENAR) and the National Service for Small Businesses (SEBRAE).

3. Knowledge Fair - "*Enterprise development and vocational training*"

The mission of ILO/Cinterfor is to develop a permanent learning and horizontal cooperation community among the national organizations in charge of vocational training, with the purpose of disseminating knowledge, experiences and good practices in training and human resources development, for the creation of decent and productive work in Latin America and the Caribbean.²

This Technical Meeting is an ideal situation for the participants to interact and exchange didactic products such as programmes and curricula (concerning training for trainers and target populations), especially those geared to improving working conditions and productivity in micro, small and medium enterprises. From this sharing of experiences it is expected that cooperation agreements among the members of ILO/Cinterfor will emerge.

▪ 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:

² ILO/Cinterfor Strategic Action Plan, 2007.

- a. **What to present:** Didactic production, in the form of materials, booklets, videos, guides, manuals, software, the knowledge production in general at the institution, and in particular material connected to the field of *'Enterprise development and vocational training'*.
- b. **Physical space:** Each institution will have stands to exhibit brochures, publications and other materials. The sponsors will provide a number of video screens so material in digital format can be shown.
- c. **Exchange rounds:** There will be spaces for exchanges and cooperation agreements among the institutions.
- d. **Dates of the Fair:** The Fair will be inaugurated on 27 October and will run until the last day of the Technical Meeting, which is 29 October.
- e. **Opening times:** The Fair will be open on all the days of the Technical Meeting, and on the agenda of the Meeting specific times will be set aside for visiting it.
- f. **Costs of participation:** The Brazilian institutions mentioned above assume the costs of exhibition spaces, stands, computers and video screens.
- g. **Materials for the exhibition:** Participants are advised to bring with them all materials that are to be exhibited. If you wish to send materials 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.**

The materials should arrive in Brasília **not later than 9 October**. They should be sent to:

María Dilza Moreira Camargo
Unidade de Relações Internacionais
SENAI - Departamento Nacional
SBN - Quadra 01 - Bloco C - Ed. Roberto Simonsen - 5º andar
Brasília - DF - CEP:70040-903
Tel: (55) 61 3317 9011
dilza@dn.senai.br

- h. **Cost of mailing materials:** Institutions that opt to send materials for the Fair beforehand shall assume the mailing costs to and from their country.

4. Agenda

The proposed agenda is annexed to this mail. We would like to highlight the following:

- **The signing of cooperation agreements between institutions**

As an adjunct to the Knowledge Fair there will be a space for vocational training institutions to subscribe to horizontal cooperation conventions that have been previously agreed or that may come about through contacts made at the Fair itself.

- **Charter of Brasilia**

The 39th Meeting of the Technical Committee coincides with the 90th anniversary of the International Labour Organization. This is an ideal opportunity to reaffirm the ILO's values and principles and in particular its dedication to the paradigm of decent of productive work, and to praise the vocational training institutions involved for their commitment to the postulates of the ILO.

In concordance with the "**Global Jobs Pact**", through the "**Charter of Brasilia**", the Member Institutions of ILO/Cinterfor shall manifest their commitment to *"...the promotion of equal access and opportunities for the development of labour competencies and participation in quality education and training activities, in the framework of preparation for recovery"*, which is one of the eleven principles to promote recovery and development established in this Pact.

A preliminary version will be submitted to ILO/Cinterfor members prior to the Meeting

5. Location of the Meeting

The work sessions and accommodation for the participants will be at:

Hotel Brasília Alvorada
SHTN Trecho 1, Conj. 1B, Bloco C – Vizinho ao Palácio da Alvorada
Tel: 5561 34247000 www.brasiliaalvorada.com.br

6. Confirmation of attendance

It is essential for all delegates, special guests and observers who will attend the 39th Technical Meeting to please confirm their participation by **11 September 2009 at the latest**, and to indicate whether they will be accompanied.

Please send this information to:

Frederico Lamego
Gerente Executivo
Unidade de Relações Internacionais
SENAI - Departamento Nacional
SBN - Quadra 01 - Bloco C - Ed. Roberto Simonsen - 5º andar
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Tel: (5561) 3317 9009 / 9010 / 9011
lamego@dn.senai.br

Atención de la Sra.:

Maria Dilza Moreira Camargo
Gerente de Cooperação Técnica
Unidade de Relações Internacionais
Tel: (5561) 3317 9167 - Fax: (55) 61 3317 9170
dilza@dn.senai.br

Con copia a:

Cristina Sosa
Assistente de la Dirección OIT/Cinterfor
E-mail: sosa@oitcinterfor.org - oitcinterfor@oitcinterfor.org
Tel: (5982) 902 0557 - 908 6023 Fax: (5982) 902 1305

7. Air fares and travelling expenses

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

8. Food and Accommodation

8.1 The sponsors of the event have most kindly offered to meet the costs of food and accommodation at the Hotel Brasília Alvorada from the night of 26 October to 29 October 2009 inclusive, exclusively for the following participants:

- The head of the government delegation, whose nomination shall be officially communicated to us.
 - The senior directors of vocational training organizations that are members of ILO/Cinterfor.
 - The representatives of employers' and workers' organizations, indicated by the respective groups on the ILO Governing Body.
- Additional expenses (accommodation for a companion(s), extension of the stay, extras, bar, telephone calls, laundry, internet, etc.) shall be met by the participants themselves.

8.2 Rates for delegates and observers

The Hotel Brasília Alvorada and the organizers of the Meeting have agreed on a charge of 361 Reales per single room, breakfast included. Participants not covered by point 8.1 above are requested to make their reservations in good time directly with the Hotel (www.brasiliaalvorada.com.br).

The sponsors will provide meals for all the participants.

8.3 Transportation between the airport and the hotel

Transportation from the airport to the hotel and the return trip are being organized. To facilitate this, the participants are requested to inform us (by e-mail) of their date and time of arrival, the airline and the flight number, by **30 September 2009 at the latest**.

All communications should be sent to the persons specified in point 6.

9. Languages

The official languages of the Meeting will be Spanish, Portuguese and English. Simultaneous interpretation services will be available at all sessions.

10. Insurance

The delegates, special guests and observers should have insurance cover, either obtained privately or provided by the institution they belong to, as the organizers of the Meeting and the ILO cannot accept responsibility for costs incurred through illness, medicines, accidents, death, harm to third parties, robbery, etc.

11. Brazilian entry requirements

Participants are advised to consult the Brazilian Embassy in their country about the possible need for:

- An entry visa;
- Vaccination certificates (yellow fever, malaria, etc.).

The costs of these official procedures shall be met by the participants.