

**Global Dialogue Forum on Vocational Education
and Skills Development for Commerce Workers**Geneva
24–25 November 2008

Note for the participants

The Global Dialogue Forum on Vocational Education and Skills Development for Commerce Workers will be held at the International Labour Office, in Geneva, from 24 to 25 November 2008. The opening sitting, which will be held in Room IV of the ILO building, will begin at 10 a.m.

The purpose of this *Note* is to assist Forum participants to familiarize themselves with its organization and procedures so as to enable them to take an effective part, from the outset, in its work.

Purpose of the Forum

At its 300th Session (November 2007), the Governing Body of the International Labour Office decided that the purpose of the Forum should be to examine current and future employment needs in the commerce sector as a basis for designing skills development strategies and vocational education programmes for workers in the retail and wholesale industries to support their employment prospects and employability, as well as to improve business productivity and competitiveness. The Forum could adopt recommendations that would be the basis of subsequent action by the ILO and its constituents.

The Office has issued, in English, French and Spanish, an issues paper, GDFCW/2008, to serve as a basis of the Forum's discussion.

Participation at the Forum

All interested Governments have been invited to nominate representatives to participate at the Forum. Six Employer and six Worker participants have also been invited to attend the Forum after consultation with their respective groups in the Governing Body. Additional Employer and Worker participants can also attend at no cost to the ILO.

Representatives of certain international non-governmental organizations have been invited to participate in the Forum.

Arrangements have been made for the Employer and the Worker participants to hold separate consultation meetings from 9 a.m. to 10 a.m. on the opening day of the Forum. These meetings will take place in Room III for the Employer participants and Room IV for the Worker participants.

The suggested points for discussion are provided in paragraph 58 of the issues paper prepared by the Office as a basis for discussion at the Forum.

After the Forum, the Office will send to all participants a summary report of discussions highlighting issues on which consensus had been reached.

Evaluation questionnaire

As part of a continuing evaluation of sectoral activities, all participants will be provided with a questionnaire. The secretariat would be grateful if participants would complete it before leaving Geneva.

Miscellaneous information

Transport to the ILO building

Participants coming by private car are asked to use car park P1. Please do not park in front of the main entrance.

Public transport services link the railway station (Cornavin) (lines F and 8) and the airport (line 28) to the ILO building. The stop for the ILO is marked "BIT" and is located on Avenue Appia. From 7 a.m. to 7 p.m. the "8" bus runs every six to eight minutes; from 7 a.m. to 7.30 p.m. the "28" bus runs every 20–30 minutes; the "F" bus runs every half hour until 11 p.m. and at the weekend. Bus tickets valid for several journeys are on sale at the newsagent inside the ILO building on the R2 level (South).

Arrival at the ILO building

Participants arriving by car or by taxi (see map in Appendix III) should follow the signs from the main doors at the R3 level or the car park P1 to the visitors' entrance at R2 North, while participants arriving by bus (see map in Appendix III) should follow the signs from the bus stop to the visitors' entrance (R2 North). At the security desk, they can obtain their visitors' security badge, and then proceed by stairs or lift to the Forum registration desk at R3 South.

Coat racks are placed at various points in the building, including near the meeting rooms. The coat racks are not guarded and property is left at the owner's risk.

Registration

Participants will find registration forms at the Registration and Information Desk. Every participant is requested to complete a registration form carefully, in block capitals, and to hand it in at the Registration and Information Desk immediately on the first day of the Forum in order that he/she may be officially registered.

Each participant will be issued with a security badge at the Security Desk on level R2 North. Participants are requested to wear this badge whenever they are in the ILO building.

Meeting rooms

The times and places of any subsidiary meetings to be held each day will be shown on the notice board outside the Governing Body Room on level R3 South.

The plenary sittings will be held in Room IV, where seats are reserved in three separate blocks for Government, Employer and Worker participants, respectively.

All statements are made from the speakers' places. It is essential that speakers should speak into a microphone to permit simultaneous interpretation of their remarks. When a participant has been authorized by the Moderator to speak, he/she should press the button on the microphone to ensure that it is switched on.

Seats are equipped with a simultaneous interpretation apparatus, by means of which statements can be heard in the original or in an interpretation into one or another of the languages. The apparatus consists of an earphone, two push buttons for regulating volume and two push buttons for selecting a number corresponding to a particular channel.

Travel agency

A branch of Carlson Wagonlit Travel is located on the R2 level (South). It is open from 9 a.m. to 5 p.m., Monday to Friday. *In order to avoid any problems with their return journey, participants who have not yet confirmed their reservations should contact the travel agency without delay.*

Financial matters

A note issued by the Budget and Finance Branch explaining how they can apply for advances and payment of their travel and subsistence allowances will be handed out at the Registration and Information Desk to the six Employer and six Worker participants nominated by their respective groups as their official representatives at the Forum.

Bank

A branch of the UBS is located at the north end of the building (R3 level), together with cash dispensers that accept Eurocards. Other cash dispensers are located on the R2 level near the newsagent. The bank is open from 9 a.m. to 12.30 p.m., Monday to Friday.

Postal and telephone services

There is a post office on the R2 level at the north end of the building near the restaurant. It is open from 10 a.m. to 11.30 a.m. and from 12.30 p.m. to 4.30 p.m., Monday to Friday. There are public telephone booths and letter boxes outside both the post office and the newsagent on the R2 level. Telephone cards for local or international calls are available from the newsagent on R2 level (South).

Long-distance or international calls can be made from the telephone booths near the post office. Local calls can be made from the telephone at the registration desk by first dialling 0 to get an outside line.

Restaurants and bars

A restaurant and a self-service cafeteria are located on the R2 level at the north end of the building. A snack bar is located on the R1 level at the north end as well. There is a bar in the meeting area that is open while meetings are in progress.

First aid

In case of need, participants may contact the Medical Service on the fifth floor (Tel. 7134).

Appendix I

Global Dialogue Forum on Vocational Education and Skills Development for Commerce Workers (Geneva, 24–25 November 2008)

Draft timetable

Monday, 24 November	Tuesday, 25 November
<p>08.30–09.00 Registration</p> <p>09.00–10.00 Consultations (E, W)</p> <p>10.00–13.00 Opening plenary: – Opening statements – Presentation of the ILO issues paper – Agreement on points for discussion – Adoption of draft timetable</p> <p>Suggested point 1: Training to meet evolving skills requirements</p>	<p>09.00–13.00 Suggested point 3 (cont. if necessary)</p> <p>Suggested point 4: Improving forecasting for skills requirements for better planning, organization and delivery of worker training and retraining</p>
<p>14.30–18.00 Suggested point 1 (cont.)</p> <p>Suggested point 2: Making vocational training more responsive to the needs of enterprises in line with new technologies</p> <p>Suggested point 3 (time allowing): Key elements of action plans to improve commerce workers' skills and employability</p> <p>18.15–19.45 <i>Reception offered by the Secretary-General of the Forum (ILO restaurant on R2 (North))</i></p>	<p>17.00–18.00 Plenary session to adopt Forum recommendations</p>

Appendix II

Bus and tram routes Plan des lignes d'autobus et de tramway Plano de las líneas de autobús y tranvía



