

A351769**Training on participatory approaches to improve working and employment
conditions in the informal economy****with the Korea Labor Education Institute (KLEI)
Seoul, Republic of Korea, 13-17 October 2008****NOTE ON ADMINISTRATIVE ARRANGEMENTS****1. Travel**

The ILO will provide each fellow with a pre-paid airline ticket with most economic fare to cover the journey from his/her duty station to Incheon International Airport of the Republic of Korea. It is emphasized that any deviation in the journey made by the participants when joining or leaving the host country will be at their own expense. As airport pick up/delivery will be arranged by KLEI fellows should notify ILO of any deviation in the itinerary. Participants will obtain the air tickets at the relevant ILO Offices in the Region. (Please refer to list of Focal Contact points – No. 7)

2. Passports, Visas and Health Documents

All selected participants should ensure, prior to departure from their home country, that they have all the necessary travel and health documents including a valid passport and necessary visas to enable them to enter and remain in the Republic of Korea for the duration of the fellowship programme and also to all countries through which they will pass. The cost of passport, visas, vaccinations or inoculations and health documents cannot be met by the ILO.

3. Sickness or Accidents

All ILO fellows are insured against accidents, emergency illness and claims by third parties for the total duration of their fellowship programme (including travel time). Submission of claims should be accompanied by the doctor's medical diagnosis and forwarded in original form to the International Training Centre of the ILO, Turin, Italy, through the Fellowship Unit at ILO-Regional Office in Bangkok.

4. Programme

A copy of the 'Tentative Timetable' is attached. A final version and other information will be provided to each fellow on arrival at the hotel. All lectures, presentations and discussions in the training programme will be conducted in English.

5. Attendance

All ILO fellows are expected to attend the training programme without interruption for its full duration. They should not make arrangement for other activities during the training programme period.

6. Hotel accommodation and Daily Subsistence Allowance (DSA)

All participants will be accommodated with a twin-bed room at **Hamilton Hotel**, 119-25 Itaewon-dong Yongsan-gu, Seoul (<http://www.haminton.co.kr>), Tel: +(82-2) 794-0171-9, Fax: +(82-2) 795-0457.

KLEI will cover cost of hotel room from 12th to 17th October and need to check out on 18th October before 15.00 hours. Costs of international calls and food/beverage in the mini bar in the hotel will not be covered. KLEI will also cover the charge for breakfast, lunch, dinner and tea during the training session. The ILO will pay a pocket money allowance to fellows at the rate of US\$20.00/day to cover their own incidental expenses during their stay in the Republic of Korea. In addition, a termination allowance of US\$100.00 **will be provided to cover the cost of travel to and from airport in their country of departure, as well as excess baggage and other incidentals.** The ILO will pay DSA to fellows at the standard UN (after 60 days') rate applicable in the transit city only when no direct flight connection to Seoul and return to home country is available.

7. Focal Contacts

Focal Contact in Bangkok:

Mr Rangsi Buranaburivast
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ILO Regional Office for Asia & the Pacific
11th Floor, Block B, UN Building,
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Tel: +66-2-288-2283 or 288-2292
Mobile: +66-81-846-4556
Fax: +66-2-288-3044 or 288-3062
E-mail: rangsi@ilo.org

Focal Contact in Republic of Korea:

Mr Chiwhan Lee, Programme Coordinator
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Korea Labor Education Institute
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Tel: +82-31-760-7764
Mobile: +82-10-6282-4385
Fax: +82-31-760-7896
E-mail: cwlee@klei.or.kr

Focal Contact in Turin Centre:

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Social Protection Programme
International Training Centre of the ILO
Viale Maestri del Lavoro 10
10127 Turin, Italy
Tel: +39-011-6936-545
Fax: +39-011-6936-548
E-mail: G.Forgues@itcilo.org

8. Evaluation Report and Final Report

At the end of the training programme, each fellow is required to submit a written evaluation report provided by KLEI at the evaluation session. In accordance with ILO Rules concerning Fellowships (document D.2.1981, Chapter VI) they should also submit a final report within three months from the conclusion of his/her fellowship, indicating the origin and background of the fellowship; summary of the work done; a detailed description of the benefits derived and of the manner in which they will be applied to the home country; and a plan for future work upon return to the home country.
