



## Ninth European Regional Meeting

Oslo, Norway, 8–11 April 2013

ERM.9/D.3(Rev.1)

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## Jobs, growth and social justice

### Information note 2

#### 1. Main venue and address

Radisson Blu Plaza Hotel  
Sonja Henies Plass 3  
PO Box 9206 N-0185  
Oslo  
Norway

Contact:

Telephone: + 47 22 05 80 00

Facsimile: + 47 22 05 80 30

Email: [group.plaza.oslo@radissonblu.com](mailto:group.plaza.oslo@radissonblu.com)

Web link: [www.radissonblu.com/plazahotel-oslo](http://www.radissonblu.com/plazahotel-oslo)

#### *Meeting website*

[www.ilo.org/erm9](http://www.ilo.org/erm9)

The website contains links to all the internet sites included in this Information note.

#### 2. Other venues

All sessions will take place at the Radisson Blu Plaza Hotel unless otherwise specified. The other venues used during the Ninth European Regional Meeting will be:

- **Thon Hotel Opera**, Dronning Eufemias gate 4, 0191 Oslo. This hotel will be used for selected group meetings and thematic panels (full details will be communicated later). The hotel, situated next to Oslo Central Station, is within walking distance of the Radisson Blu Plaza Hotel.  
See: [www.thonhotels.com/hotels/countrys/norway/oslo/thon-hotel-opera/](http://www.thonhotels.com/hotels/countrys/norway/oslo/thon-hotel-opera/)
- **Oslo City Hall**, Fridtjof Nansens plass, 0160 Oslo, will be used for the **informal ministerial meeting** and the **reception hosted by the Government of Norway**. See: [www.radhusets-forvaltningstjeneste.oslo.kommune.no/english](http://www.radhusets-forvaltningstjeneste.oslo.kommune.no/english). Transport from, and returning to, the main venue will be arranged.

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All three venues are equipped with workstations and free Wi-Fi. Coffee, tea and water are available at both hotels, and the Radisson Blu Plaza will supply a light lunch from Monday, 8 to Wednesday, 10 April inclusive.

### 3. Registration

To enter the Meeting venues, participants at the Regional Meeting will be required to carry an official ILO identification badge. This must be collected personally at the Meeting Registration Desk at the Radisson Blu Plaza Hotel on presentation of a valid identity document containing a photograph. Registration will be open on Sunday, 7 April, from 16.00 to 18.00 and again on Monday, 8 April, from 08.00 onwards. Please note that in order to register the credentials of national delegations must arrive at the Office of the Legal Adviser of the ILO before **Monday, 25 March 2013**. The form for credentials, which was sent out to member States of the region earlier, is available on the Meeting website at: [www.ilo.org/erm9](http://www.ilo.org/erm9).

Delegates are encouraged to **register in person upon their arrival in Oslo** and requested to give timely notice of their departure if they leave before the end of the Regional Meeting.

### 4. Rules of procedure

The *Rules for Regional Meetings* (2008) will govern the powers, functions and procedure of the Ninth European Regional Meeting.

### 5. Composition of delegations

In accordance with article 1, paragraphs 1 and 4.1, of the *Rules*, each member State taking part in the Meeting is invited to send a tripartite delegation composed of two Government delegates, one Employers' and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1, paragraph 2, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers in the State or territory concerned.

Furthermore, in accordance with the resolution concerning the strengthening of tripartism in the overall activities of the ILO, adopted by the International Labour Conference at its 56th Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another.

### ***Gender equality at ILO meetings***

The ILO is committed to promoting gender equality and appeals to governments of member States, as well as to national organizations of employers and of workers, to make every effort to ensure that women comprise at least **30 per cent** of the delegation, while working towards the ultimate aim of parity. The Credentials Committee of the Eighth European Regional Meeting (Lisbon, 9–13 February 2009) noted with pleasure that this goal had been achieved and that women represented 34.3 per cent of the total delegates and advisers accredited to that Meeting, though the Committee was concerned that seven delegations contained no women delegates or advisers at all. In its report to the Meeting, it

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called on constituents to strive to increase even more the representation of women in delegations to future ILO meetings.

## 6. Financial arrangements

The travel and subsistence expenses of the delegates and their advisers are to be borne by their respective governments (article 1, paragraph 1, of the *Rules*).

## 7. Group meetings

Governments, Workers and Employers will meet on Monday, 8 April, from 08.30 to 10.30, to elect their respective Officers and discuss, should they so wish, issues dealt with in the Director-General's Report. The groups will continue to meet throughout the Meeting.

## 8. Summary of the provisional programme

The Ninth European Regional Meeting will open at 10.45 on Monday, 8 April 2013 to elect its Officers: the Chairperson of the Regional Meeting, and the Government, Employer and Worker Vice-Chairpersons. The Meeting will also appoint the members of the Credentials Committee and the members of the Drafting Group on the Conclusions.

The first session of the Meeting will take place from 11.30 to 12.30, with a high-level panel that will bring together Heads of State or Government and Heads of Agencies, to discuss the topic of *How to tackle the consequences of the financial crisis*, with Europe at the centre of the crisis. This panel will certainly be one of the highlights of the Regional Meeting. In the evening of the same day, an Informal Labour Ministerial Meeting, with the involvement of the European Commissioner for Employment, Social Affairs and Inclusion, will be held from 18.00 to 21.00 to discuss the issue of *Youth employment in the crisis*.

On Tuesday, 9 April, from 10.00 to 11.30, a high-level tripartite panel will bring together the International Monetary Fund, the European Commission and the Director-General of the ILO to discuss the issue of *Recovery from crisis – Coherent policies for growth and jobs*. That session will be followed by a tripartite panel, from 11.45 to 13.15, with the participation of selected Ministers of Labour and Finance and also of the European Commissioner for Employment, Inclusion and Social Affairs. The topic for discussion will be *Job-rich growth and quality jobs*. Parallel thematic panels will then be held from 16.15 to 18.45, discussing the core themes of the Director-General's Report around the issues of *Shaping policies for job-rich growth* (thematic panel I) and *Promoting quality jobs through effective social dialogue and collective bargaining* (thematic panel II). At 19.30, participants are invited to a reception hosted by the Government of Norway in Oslo City Hall. Transport from, and returning to, the Radisson Blu Plaza Hotel will be provided.

On Wednesday, 10 April, parallel thematic panels III and IV will take place between 10.15 and 12.45 on *Tackling the youth employment crisis and the challenges of the ageing society* and *Promoting international labour standards and policy coherence in Europe and Central Asia*, respectively.

On the first three days of the Regional Meeting afternoon plenary sessions will be organized for discussion of the Director-General's report and to fulfil the necessary procedural tasks of the Meeting. The proceedings in plenary will be web streamed in the

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original language of the speaker and with interpretation into English on days 1 and 2 of the Meeting.

On Thursday, 11 April, the Meeting is expected to adopt its report and conclusions as well as any possible resolutions, and take note of the report of its Credentials Committee, after which the closing ceremony will take place.

## 9. Interpretation

Simultaneous interpretation in English, French, Spanish, German and Russian will be provided in group meetings, plenary and in the various panels.

## 10. Documents

The Report of the Director-General which will serve as a basis for the debates will be published in English, French, Spanish, Russian and German. The Office will also prepare a set of four leaflets to facilitate the thematic panels and introductory notes for the high-level panels. These documents will be available on the website of the Regional Meeting around four weeks before the Meeting.

### ***Paper-smart document distribution***

In line with the ILO greening policy and with the strong support of the Government of Norway, distribution of paper documents will be restricted during the Meeting. Very few copies of the report of the Director-General, which is the basis for the discussions at the Meeting, will be available in Oslo. Delegations are therefore encouraged to take the copies sent to them prior to the Meeting with them, or to download from the web.

Meeting documents will be distributed to the delegations as follows:

- **four** copies for each delegation of member States represented at the Meeting (**one** copy for each of the two Government delegates, **one** for the Employers' and **one** for the Workers' delegate);
- **one** copy per delegation for all other delegations present at the Meeting (observers, intergovernmental organizations and non-governmental organizations).

In order to avoid excessive printing of documents, additional copies will only be made available upon explicit demand by means of a specific request form.

All pre-session and in-session documents will also be posted on the Regional Meeting website. Wi-Fi connection will be provided in the venue areas including all meeting rooms. All delegations are strongly encouraged to bring their laptops or tablets to the Meeting. Delegates will also have access to an equipped Internet café area at the venue.

## Practical information

### 11. Oslo

Oslo is the capital and most populous city of Norway. It is the country's economic and administrative centre, a hub of Norwegian trade, banking, industry and shipping. Oslo is also a pilot city of the Council of Europe and the European Commission's intercultural

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cities programme. The city has a humid continental climate. As a result of its northern latitude daylight varies greatly, from more than 18 hours in midsummer, when it never gets completely dark at night, to around six hours in midwinter. Despite its northerly location, the climate is relatively mild throughout the year due to the Gulf Stream.

## 12. Getting to Oslo

The Ninth European Regional Meeting will take place in central Oslo, in walking distance from the selected hotels and public transport, including the *Airport Express Train* (for a detailed map, visit: <http://kart.gulesider.no/m/nMN3Y>). Airport transfers are not provided for participants, who are required to use public transport for this purpose.

**Oslo Airport Gardermoen**, Oslo's main airport, is located 50 km from the city centre. Regional Meeting welcome desks will be installed at arrival points at Oslo Airport Gardermoen and at Oslo Central Station on 7 and 8 April. Staff will direct participants to the Airport Express Train and hotels.

**The Airport Express Train, Flytoget**, [www.flytoget.no/eng/](http://www.flytoget.no/eng/), is the fastest and easiest means of travelling from the airport to the city centre. The train leaves Oslo Airport Gardermoen at 10-minute intervals and takes 22 minutes to arrive at *Oslo Central Station*, which is within walking distance from the Radisson Blu Plaza and other hotels. One-way tickets cost 170 Norwegian kroner (NOK).

**The Airport Express Coach** leaves from Oslo Airport Gardermoen regularly for Oslo city centre. The journey takes approximately 45 minutes and the one-way fare is NOK140. The closest bus stop to Radisson Blu Plaza Hotel is "Oslo Bussterminal", a 5-minute walk from the venue. For further information visit: [www.flybussen.no/en/oslo](http://www.flybussen.no/en/oslo).

**Taxis:** Participants wishing to take a taxi should contact the **Airport Taxi information desk** in the Arrivals Hall at Oslo Airport Gardermoen. It is advisable to fix an agreed fare before departure. The journey takes approximately 50 minutes and the fare should cost NOK700–900.

## 13. Other arrival points

**Torp Airport Sandefjord** is located approximately 120 km south-west of Oslo. The trip to Oslo (Oslo Bus Terminal) may be made using the *Torp Express Coach*, or the NSB train to Oslo Central Station. Both train and bus take about one hour and 40 minutes. For further information, visit: [torpekspressen.no/index.php/torp\\_eng/bestilling/sok/eng-GB](http://torpekspressen.no/index.php/torp_eng/bestilling/sok/eng-GB) and [www.nsb.no/?lang=en\\_US](http://www.nsb.no/?lang=en_US).

**Moss Airport Rygge** is located 66 km south-east of Oslo. The journey to Oslo may be made by train or bus and takes approximately one hour. For more information, visit: [www.en.ryg.no/cat/87.aspx](http://www.en.ryg.no/cat/87.aspx).

## 14. Reservation of hotel rooms

All delegates are required to make their own accommodation arrangements. If they wish to benefit from the favourable conditions negotiated by the ILO with the Oslo hotels listed below, they should reserve their hotel rooms as far in advance as possible. **The deadline for reservations is 1 March 2013, after which availability cannot be guaranteed. All hotel rooms will be assigned on a first-come first-served basis. For booking, please contact the hotels directly by e-mail, telephone or fax (see contact**

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**information below), referring to the *booking code, which is given in parenthesis*. Prices refer to the price per room per night in Norwegian kroner, including breakfast and value added tax.**

***Radisson Blu Plaza Hotel (Booking code: ERM13)***

Standard room: NOK1,345<sup>1</sup>  
Business room: NOK2,095  
Suites on request  
Contact:  
Telephone: + 47 22 05 80 00, Facsimile: +47 22 05 80 30  
Email: group.plaza.oslo@radissonblu.com

***Thon Hotel Opera (Booking code: 234495)***

Standard single room: NOK1,295  
Standard double room: NOK1,645  
Contact:  
Telephone: +47 24 10 30 30, Facsimile: +47 24 10 30 10  
Email: opera@thonhotels.no

***Thon Hotel Spectrum (Booking code: 234494)***

Standard single room 1 person: NOK945  
Standard double room NOK1,145  
Contact:  
Telephone: +47 23 36 27 00, Facsimile: +47 23 36 27 50  
Email: spectrum.booking@thonhotels.no

For further accommodation options, please consult Visit Oslo's accommodation website: [www.visitoslo.com](http://www.visitoslo.com).

## **15. Accessibility**

With a few minor exceptions, the Regional Meeting venues are easily wheelchair accessible, however the Radisson Blu Plaza and Thon Opera hotels are particularly recommended for wheelchair users.

Please make special accessibility needs known by contacting the technical organizers at the following email address: [ERM2013@gyro.no](mailto:ERM2013@gyro.no).

## **16. Public transport**

The Oslo public transport system website can be found at: [www.ruter.no/en](http://www.ruter.no/en).

## **17. Passports and visas**

A valid passport and visa is required to enter Norway **for participants from non-Schengen countries**. Delegates who need a visa in order to enter the Schengen area (**Schengen short stay visa**) are recommended to apply for the visa, well in advance, to the

<sup>1</sup> Equivalent to around US\$245 or €185 at early January 2013 exchange rate.

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Norwegian Embassy or Consulate in their country of residence. Delegates travelling to Norway via a third country are reminded that they should also check with the authorities of that country as to whether they might require a **transit visa**.

### **Very important**

Information on visa requirements for Norway can be found on the website of the *Norwegian Directorate of Immigration (UDI)*: [www.udi.no/Norwegian-Directorate-of-Immigration/Central-topics/Visa/](http://www.udi.no/Norwegian-Directorate-of-Immigration/Central-topics/Visa/).

Please note that Norway now applies the European Schengen regulations concerning the issuance of visas. This has several practical implications for the delegations at the Meeting that can be summarized as follows:

- **The time for processing visa requests** may vary from case to case and may be longer than previously. Delegations are strongly encouraged to communicate their credentials to the Office of the ILO Legal Adviser as early as possible and to take the necessary steps for visa application well in advance (but at the earliest three months before the departure date), so that the visa can be issued in a timely manner. Handling time for visa applications, once a complete application dossier has been submitted, is normally 15 working days, but in some instances it can take 30 working days. For an overview of Norway's representations in the world and links to their contact information, please visit [www.norway.info/](http://www.norway.info/).
- The members of the delegation **must submit** the following documents:
  - a travel document the validity of which exceeds that of the stay, and covers the period necessary for the return journey;
  - a visa application form, together with **two photos**;
  - supporting documents concerning the purpose of the journey, e.g. a *Note verbale* from the delegate's Government, duly initialled, together with an order to perform the mission, a copy of credentials, an invitation to the Meeting, etc.;
  - any other document that the representation considers necessary.
- Except for holders of diplomatic or service passports, the Norwegian authorities may require proof of adequate travel insurance.
- The visa issued will be valid for entering the territory of all States belonging to the Schengen area.
- Likewise, persons already holding Schengen visas issued by other Schengen States will be permitted to enter Norway.

The main responsibility for obtaining entry visas for Norway lies with the **governments of member States** for all delegates **included by them** in the delegation's official credentials. The **Office can only intervene** with Norwegian diplomatic representations if a visa request **has been refused** by them. Such interventions may be made only on behalf of the following categories of participants: *Delegates and persons formally designated as advisers, in accordance with article 1 of the Rules for Regional Meetings* (2008). For all other participants, member States should contact the Norwegian representation in their country directly and arrange their visas without any ILO involvement. Please note that for the Office to intervene with Norwegian diplomatic representations on behalf of the categories of participants noted above, it is essential that

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their credentials have been received in Geneva by **Monday, 25 March 2013**. In order for the Office to intervene in relation to a visa application as stated in the preceding paragraph, the following conditions must be met:

- the first and last names of the person concerned must be included in the official credentials of the delegation, as a delegate or person formally designated as an adviser, as submitted to the International Labour Office by the delegate's Government;
- the visa application must have already been processed by a Norwegian diplomatic representation;
- the request for intervention must reach the Office at least a week before the departure date, indicating the Norwegian representation to which the visa application is being made.

## **18. Insurance**

Participants are strongly advised to obtain insurance coverage, either at their own, their government's or their organization's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The Office neither supplies insurance coverage nor accepts any liability for a participant's claim arising from a medical disorder arising before, during or after the Meeting. Participants are kindly advised that they should only travel when in good health, and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

Participants are also reminded that neither the ILO nor the co-host of the Ninth European Regional Meeting, the Kingdom of Norway, can be held liable for any damage to, or theft of, their property – including equipment, personal effects, clothing and vehicles – regardless of the cause of such damage or theft.

## **19. Medical services**

On-site medical services will be available during the Meeting. These services will, however, only provide basic assistance and treat emergency matters. Norway has a well-established public health system, which operates 24 hours a day, seven days a week. Dial 113 for emergencies.

## **20. Internet facilities**

Free Wi-Fi is available for all participants using their own PC, Mac, tablet, smartphone, etc. at all Meeting venues.

## **21. Cellular telephones**

Participants wishing to use their cellular telephones in Oslo should check with their provider, prior to departure, to verify whether the phone will operate in Oslo.



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## 22. Duty-free import

Goods falling within the following allowances may be imported without the payment of customs duty and VAT as accompanied baggage: Detailed information can be found at: [http://toll.no/templates\\_TAD/Article.aspx?id=195294&epslanguage=en](http://toll.no/templates_TAD/Article.aspx?id=195294&epslanguage=en).

The following goods, to a maximum value of NOK6,000 per person, may be brought into the country:

- One litre of an alcoholic beverage containing more than 22 per cent and up to 60 per cent alcohol by volume and one-and-a-half litres containing more than 2.5 per cent up to 22 per cent alcohol by volume, or three litres of beverages containing more than 2.5 per cent and up to 22 per cent alcohol by volume.
- Two litres of beer containing more than 2.5 per cent alcohol by volume, or other beverages containing more than 2.5 per cent and up to 4.7 per cent alcohol by volume. This means, for example, that participants may import five litres of beer if they have no other alcoholic beverages with them.
- 200 cigarettes or 250 grams of other tobacco products, and 200 sheets of cigarette papers.

## 23. Weather

April temperatures in Oslo may range from below zero to +15 degrees Celsius. For updated weather forecasts for Oslo, visit: [www.yr.no/place/Norway/Oslo/Oslo/Oslo/](http://www.yr.no/place/Norway/Oslo/Oslo/Oslo/). There can also be a few light showers: an umbrella could prove useful.

## 24. Currency exchange, cash and credit cards

Norway uses Norwegian kroner (NOK). For current exchange rates please visit: [www.dnb.no/en/currencyconverter](http://www.dnb.no/en/currencyconverter).

All banks and post offices in Oslo offer currency exchange services. Money can also be changed at the airport, at FOREX or at tourist information offices in the city centre on presentation of a valid passport.

The use of credit cards is extensive in Norway, and they are accepted almost everywhere, even for small amounts such as car park and toll fees. Eurocard, MasterCard, VISA, American Express and Diners Club are the most common.

Norwegian kroner are required in some shops, restaurants, hotels and museums. It is advisable to carry some cash. Cash distributors (ATMs) are widely available in towns and cities. Money can be withdrawn at ATMs at the airport, at train stations and outside most banks. For participants wishing to withdraw money over the counter, bank opening hours in Norway are usually from 09.00 to 15.30 or 16.00, Monday to Friday.

## 25. Tipping

Tipping is not required in Norway. Service (as well as sales tax) is always included in the bill at restaurants and bars. However, it is usual for Norwegians to leave a tip in restaurants and bars if the service is satisfactory. Bills can be rounded up to the nearest

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NOK10 or 100, leaving coins. A 10–15 per cent tip is considered generous. Norwegians rarely tip other service personnel, such as taxi drivers or hotel cleaning staff.

## 26. Electricity

220 volts AC (50 Hz) is the Norwegian standard. If travelling with electrical or electronic devices, be sure to bring a two-pin continental adapter.

## 27. Shopping

Oslo has a compact city centre, and shops, banks, pharmacies, public transport and restaurants are located in the close vicinity of the Regional Meeting venue and of the selected hotels.

## 28. Tourism

For tourist information and other information on sightseeing in Oslo, please consult Visit Oslo's website at: [www.visitoslo.com/en/](http://www.visitoslo.com/en/).

## Contact information

### ILO Regional Office for Europe and Central Asia (Geneva, Switzerland)

**Ms Susanne Hoffmann**, Regional Director (*in Geneva*)  
Email: [hoffmann@ilo.org](mailto:hoffmann@ilo.org)  
Telephone: +41 22 799 8108

*or*

**Mr Pierre de Lame**, Senior Administrator and Relations Officer (*in Geneva*)  
Email: [delame@ilo.org](mailto:delame@ilo.org)  
Telephone: +41 22 799 8569

Regional Office: Facsimile: +41 22 799 6061

## Government of Norway

Ministry of Labour, Oslo, Norway

**Ms Gundla Kvam**, Special Adviser  
Email: [Gkv@ad.dep.no](mailto:Gkv@ad.dep.no)  
Telephone: +47 91 53 66 73