



High-Level Forum
Oslo 20/21 September 2010



HIGH-LEVEL FORUM ON JOBS FOR YOUTH
OSLO, NORWAY 20-21 SEPTEMBER 2010

UPDATE ON THE PRACTICAL INFORMATION

1. Meeting Venue

The Forum will be held at the Radisson Blu Scandinavia Hotel:
<http://www.radissonblu.com/scandinaviahotel-oslo> on both days.

Radisson Blu Scandinavia Hotel
Holbergsgate 30, N-0166 Oslo, Norway
Tel.: +47 23 29 30 00, Fax: +47 23 29 30 01

2. Bilateral meetings

Bilateral meetings during the two days of the Forum will be possible, requests have to be addressed to Helena Treadwell-Guedj (helena.treadwell@oecd.org, Tel: 01 45 24 92 51) by Thursday **16th September**

3. Organisation of the meeting

Please see the website:
www.oecd.org/employment/youth/forum (English)
www.oecd.org/emploi/jeunes/forum (French)

Day One 20 September: Policy Forum (4 persons per Delegation)

There will be interventions from different stakeholders: government, employer, union, youth organization representatives of governments, and social partners.

Speakers wishing to make PowerPoint presentations during the Policy Forum are requested to send their presentations to the Secretariat by **16th September**. They will also be made available on the website after the Forum.

There are no registration fees. The lunch, offered by the Norwegian Ministry of Labour, will take place at the meeting venue in the Radisson Hotel.

All participants are invited to attend a *cocktail* which will take place at 17.30 pm at the meeting venue in the Radisson Hotel.

Day Two 21 September: Ministerial meeting (3 persons per Delegation)

The second day is restricted to Ministers and other High-Level Officials.



High-Level Forum
Oslo 20/21 September 2010



4. Number of persons per official delegations/ lunches

The number of persons per official delegation, Minister or Head of delegation (HoD) included, is generally restricted to **four persons** for the first day and **three persons** for the second day.

For all participants, lunches will be offered in the buffet restaurant. There will be a separate lunch for the HoDs on the second day, please notify the names of your HoD, and special dietary needs if any, to Helena Treadwell-Guedj (helena.treadwell@oecd.org, Tel: 01 45 24 92 51) **by 14 September**.

5. Registration and badges

For security reasons, all participants must be registered before the meeting. Access will not be granted without the appropriate entry badge (for one or both days) which will be distributed at the registration.

Registration will start at 8.30 a.m on Monday but there will be a registration desk ready on Sunday from 6.00 pm to 8.00 p.m in the lobby of the hotel where participants can register, get their folders and badges.

The deadline for registering participants is **Friday 10 September**. Registration takes place via the Delegations on the OECD EMS Conference registration system. Two separate EMS entries have been created for the Policy Forum and the Ministerial meeting, please contact marie-line.noonan@oecd.org (tel: +33 1 45 24 97 35) if you have any query concerning registration or **if you do not have access to EMS**.

For those in delegations requiring special access to the meeting rooms, badges will also be established. Names should be given to marie-line.noonan@oecd.org (tel: +33 1 45 24 97 35) by **Friday 10 September**.

The Delegations are required to confirm the attendance of their Ministers/HoD on the first day of the Forum (Policy Forum), please contact marie-line.noonan@oecd.org for registration.

6. Languages

Simultaneous interpretation will be provided in English, French, and maybe other languages (TBC)



7. Programme and documentation

On arrival, all meeting participants will receive a folder containing the following documentation:

- ✓ The Programme of the meeting
- ✓ The OECD Synthesis Report
- ✓ The Issues for Discussion Paper
- ✓ A preliminary list of participants
- ✓ A practical information note

These documents will be also available on the meeting website: www.oecd.org/employment/youth/forum (English) www.oecd.org/emplois/jeunes/forum (French) as from the first day of the Forum.

8. Organisation of the debates at the Ministerial Meeting

The following rules are aimed at ensuring lively discussions and a good and open-minded exchange of views. The Chair will apply the following rules.

- Presentations by ministers (lead speakers) during the ministerial meeting should not exceed 10 minutes and should focus on one or two good practices so that other ministers could learn from their experience. These presentations should be as free-flowing as possible (no simple reading from prepared statements).
- All ministers who intervene during the discussion are requested to limit their interventions to a maximum of three minutes in order to enable all who wish to participate to do so and to allow time for some two handed interventions (max 1 minute) to put questions to specific ministers.

9. Dinner (for HoDs)

Two representatives from each official delegation to the Ministerial meeting are also invited by the Norwegian Government to a *dinner* on the evening of 20th September as from 8.00 pm until 11.00 p.m at Ekebergrestauranten: <http://www.ekebergrestauranten.no/en/>
Bus transportation will be provided from the hotel to the restaurant and back.

Delegations are requested to send the name of their HoD and other country representative who will attend the HoD dinner on 20th September for registration. Please send the names and special dietary needs if any to Mrs. Helena Treadwell-Guedj, Helena.treadwell@oecd.org, tel: +33 1 45 24 92 51 by **14th September**.

No interpretation will be provided during the dinner. The invitation to the dinner will be distributed during registration.

10. Accommodation



Provisional room reservations were made at the Radisson Blu Scandinavia Hotel where the Forum is being held:

<http://www.radissonblu.com/scandinaviahotel-oslo>

Radisson Blu Scandinavia Hotel
Holbergsgate 30, N-0166 Oslo, Norway
Tel.: +47 23 29 30 00, Fax: +47 23 29 30 01

Only 100 rooms have been pre-booked for the forum with a preferential rate of NOK 1495, (approx. 190 euros) – breakfast included – ,so please make your reservations at the earliest convenience and by **Friday 10 September** at the very latest. Please note, for the preferential rate, the reference **KK0920ARBE** has to be given.

Reservations can be made by:

Telephone:

Norway: 02525

Europe: 00800 3333 3333

US & Canada: 1 800 333 3333

All destinations: +47 23 29 30 00

E-mail:

reservations.scandinavia.oslo@radissonblu.com

Centrally located in heart of Oslo, the Radisson Blu Scandinavia Hotel has close proximity to business and commercial areas as well as shopping and Oslo's historic attractions. The hotel is easily accessible by all means of transportation and the SAS Airport bus departs to and from the hotel every 20 minutes. Only a 5 minute walk away from the hotel you will find the National Theatre Station (Nationaltheatret), connecting with the Airport Express Train, local trains, underground services and buses.

Another choice of hotel is proposed at a lower rate: Rica Holberg Hotel
<http://www.rica-hotels.com/Hotels/Rica-Holberg-Hotel>

A budget alternative is the Thon Hotel Munch
<http://www.thonhotels.com/Hotels/Countrys/Norway/Oslo/Thon-Hotel-Munch/>

11. Airport

Transport to/from Oslo Airport Gardermoen

The international airport in Oslo, Oslo Airport Gardermoen, is located approximately 50 km north of the city. Oslo Airport Gardermoen is Norway's largest international airport. More information on transportation to/from Oslo Airport Gardemoen is given at: <http://www.osl.no/en/osl/tofromairport>

There will be a reception desk at the Oslo Gardermoen Airport on the Sunday and Monday for participants. Further information on transportation to what is included in the practical note can be obtained from the reception desk.

For Ministers, transportation to and from the airport can be arranged.. Delegations are required to provide the need for transportation as well as arrival time (day and flight number) to Mrs. Helena Treadwell-Guedj, Helena.treadwell@oecd.org, tel: +33 1 45 24 92 51 no later than **15 September**.

By train

Airport Express Train – Departure between the airport and Oslo S (Central Station) every 10 minutes. Duration between the airport and Oslo S is 19 minutes for the direct express train. Every second departure (i.e. every 20 minutes) has the end destination of Drammen. This also stops at the Nationaltheatret station, the first stop after Oslo S. This station is close to the hotel. Travelling time from the airport and the Nationaltheatret station is 28 minutes. For more information: <http://www.flytoget.no>; Phone +47 815 00 777

By bus

Airport Express Coach (SAS transport Service) - depart every 20 minutes all days to/from Oslo Airport Gardemoen and the Radisson Blu Scandinavia Hotel. Duration approx. 55 min. For further information <http://www.flybussen.no/> or call Trafikanten 177 or +47 815 00 176 if you are calling from outside of Oslo.

By taxi

Oslo Taxi, Norgestaxi and Taxi2 have special Airport Taxi offers, with fixed prices to and from Gardermoen. The price depends on the time of day, number of passengers and where in Oslo you are travelling to/from. If you want to take a taxi from the Airport, we recommend you go to the taxi information desk in the Arrivals Hall. The taxi information desk has information about the different companies' fixed rates to different destinations in Norway. They can also book a taxi for you.



High-Level Forum
Oslo 20/21 September 2010



CONTACTS

Organisers	Anne Sonnet (OECD) Ola Ribe/Finn Ola Jølstad (Norwegian Ministry of Employment)	Anne.sonnet@oecd.org Finn-Ola.Jolstad@ad.dep.no Ola.Ribe@ad.dep.no	+33 1 45 24 91 69 +47 22 24 83 65 +47 22 24 47 10
Protocol	Helena Treadwell Janice Owens	Helena.Treadwell@oecd.org <i>(blackberry)</i> Janice.owens@oecd.org	+33 1 45 24 92 51 +33 1 45 24 87 55
Registration	Marie-Line Noonan	Marie-line.noonan@oecd.org	+33 1 45 24 97 35
Web site	Louise Schets	Louise.schets@oecd.org	+33 1 45 24 89 86