



The Hague, 4 March 2015

PRACTICAL INFORMATION

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Timetable and Meeting Room Arrangements

The OECD High-Level Policy Forum on Mental Health and Work 2015 will take place at the Dutch Ministry of Foreign Affairs. **Address: Bezuidenhoutseweg 67, The Hague, Netherlands** (See Annex for Map and Directions).

The organisers will be there to meet you and direct you to the meeting room on your arrival at the venue. Access to the meeting room will be limited to registered participants. The meeting room has a capacity of approximately 140 participants.

Registration begins at 8.30am on Wednesday 4 March 2015. Please allow plenty of time for registration due to very tight security. Refreshments will be served.

Ministers who will arrive by car directly to the venue, are requested to send the registration number plate of the car, and passenger names to Joke Verbeek [Joverbeek@minszw.nl] with Ciara Keeshan [Ciara.Keeshan@oecd.org] on copy by **16 February 2015**.

Organisation of the Meeting

This meeting is restricted to Ministers and other High-Level officials of governments, other public authorities and social partners.

There are no registration fees and the working lunch will be offered by the organisers. Delegations are requested to inform Ciara Keeshan [Ciara.Keeshan@oecd.org] if their Minister or High-Level participants have special dietary needs by **20 February 2015**.

All participants are invited to attend a Cocktail offered by the organisers which will take place at 4.30pm at the meeting venue.

Official Delegations

In view of the limited capacity of the meeting room, we can welcome the following number of persons per official delegation:

Health Ministry: Minister, Deputy Minister or State Secretary and up to 2 colleagues

Labour Ministry: Minister, Deputy Minister or State Secretary and up to 2 colleagues

In cases where a Minister, Deputy Minister or State Secretary is not attending, we can only welcome two delegates per Ministry.

During the working lunch, Ministers, Deputy Ministers and State Secretaries will be seated together.

Meeting dynamics and guidelines

The following rules are aimed at ensuring that discussions are as lively as possible and provide for a real exchange of views. The Chair will strictly apply these rules.

- Presentations by Ministers or their representatives, planned under each theme of the Agenda, should not exceed five minutes. Participants wishing to intervene should put their country flags in a vertical position, and the Chair will give them the floor in the order in which these requests are registered. These interventions should not exceed three minutes.
- Participants wishing to make a very brief comment on an intervention being made by another participant should wave their country flags.

Participants that have prepared written national statements can have these statements duplicated and made available to all participants. Pre-prepared statements should not be read out in the meeting. In order to alleviate the pressure on reproduction services during the meeting, such statements should, to the extent possible, be sent by email to Shruti Singh [Shruti.Singh@oecd.org]. They will not be made available to participants before the authorisation is given by the Delegation concerned. Statements provided during the meeting should be handed to the Forum organisers.

Composition of Delegations and Registration

OECD Delegations are requested to register all their country representatives for the Forum via the Event Management System (EMS). The deadline for registering participants is **Friday 20 February at 18.00**.

Participants are asked to please email the name, title, organisation and email address of each participant to your [OECD delegation](#) with Ciara Keeshan [Ciara.Keeshan@oecd.org] on copy, asking your OECD delegation to register via EMS (Event Reference [E64435](#)).

For security reasons, all participants must be registered before the meeting. Access will not be granted without the appropriate entry badge (see Annex) which will be distributed from 8.30am onwards at the meeting venue, on the first floor of the Ministry. A passport will be required for identification.

Programme and documentation for the Forum

On arrival all meeting participants will receive:

- ✓ OECD Synthesis Report on Mental Health and Work entitled “Fit Mind, Fit Job” (in English, a French version will become available at a later date)

And a folder containing the following meeting documentation:

- ✓ Agenda of the meeting
- ✓ The OECD Policy Framework ('Assessment and Conclusions' of the Synthesis Report)
- ✓ Issues for Discussion
- ✓ A preliminary list of participants

The meeting documents will be in English, with French versions available on request, and will be made available on the Forum website mid-February.

Forum Webpage

A dedicated website has been prepared for the Forum, featuring meeting documents and practical information will soon be available at: www.oecd.org/mental-health-and-work-forum.

Interpretation

Simultaneous interpretation will be provided in the two official languages of the OECD (English and French) during the Forum.

Any delegation wishing to have interpretation into or out of a language other than English and French is requested to notify Natalie Corry [Natalie.Corry@oecd.org]. Interpretation booths are available, and interpretation in languages other than English and French would have to be organised by and be at the cost of the country requesting this service.

Communication Facilities for Delegates

Wi-Fi will be available throughout the venue for your laptops.




Delegates are requested to refrain from the use of portable phones in the meeting rooms because they interfere with the sound system employed for simultaneous interpretation. We request that all mobile phones be switched off before entering the meeting rooms.

List of participants

A provisional list of participants of the Forum will be made available in the opening session of the meeting on 4 March 2015.

ANNEX:

BADGES

 <p>OECD High-Level Policy Forum on Mental Health and Work 4 March 2015</p> <p>First name Last name Representing country</p>	 <p>OECD High-Level Policy Forum on Mental Health and Work 4 March 2015</p> <p>First name Last name Representing country</p>
<p>Blue: Minister, Deputy Minister, or State Secretary</p>	<p>Green: Participants</p>
 <p>OECD High-Level Policy Forum on Mental Health and Work 4 March 2015</p> <p>First name Last name Representing country</p>	
<p>Orange: Organisers (Dutch hosts and OECD)</p>	

FORUM CONTACTS

Organisers	Chris Prinz	Christopher.Prinz@oecd.org	+33 1 45 24 94 83 Cell + 33 6 15 03 35 87
	Shruti Singh	Shruti.Singh@oecd.org	+33 1 45 24 19 48 Cell + 33 6 70 78 17 59
	Natalie Corry	Natalie.Corry@oecd.org	+33 1 45 24 74 64
	Marcel Einerhand	Meinerhand@minszw.nl	+31 6 31 75 33 99
	Charlotte van Trier	Cvtrier@minszw.nl	+31 7 03 33 48 87
	Joke Verbeek	Joverbeek@minszw.nl	+31 7 03 33 54 14
Protocol	Helena Treadwell	Helena.Treadwell@oecd.org	+33 1 45 24 92 51
Web site	www.oecd.org/mental-health-and-work-forum		

ACTIONS REQUIRED BY OECD DELEGATIONS

Service	Contact	Deadline
OECD Secretariat (Documentation & Information)	Natalie Corry Natalie.Corry@oecd.org Telephone: +33 1 45 24 74 64	
Interpretation Requests	Natalie Corry Natalie.Corry@oecd.org Telephone: +33 1 45 24 74 64	Arranging interpretation into or out of languages other than English and French
EMS Registration	Ciara Keeshan Ciara.Keeshan@oecd.org Telephone: +33 1 45 24 99 61	Delegations to register on EMS (Event Reference E64435) by 20 February at 18.00
VIP Car Registration	Joke Verbeek Joverbeek@minszw.nl Telephone: +31 7 03 33 54 14 copy Ciara Keeshan Ciara.Keeshan@oecd.org +33 1 45 24 99 61	Delegations to transmit the car number plate and passenger names by 16 February for security reasons
Catering / Dietary Request	Ciara Keeshan Ciara.Keeshan@oecd.org Telephone: +33 1 45 24 99 61	Delegations to inform of any special dietary requests by 20 February

DIRECTIONS TO THE VENUE

FROM SCHIPHOL AIRPORT

Schiphol Airport is located north of The Hague.

Rail

There is a high-speed train that goes non-stop between Amsterdam and The Hague in 40 minutes. At the airport, you can buy tickets for the train at the information counters or from the ticket dispenser machines located next to the escalators/lifts leading down to each station. There are escalators/lifts down to the train from all terminals. Tickets and timetables also available here: www.ns.nl/en/travellers/home. The Ministry of Foreign Affairs is about five minutes' walk from The Hague Central Station (Den Haag Centraal).

Price - Single ticket is €8.20 and a Return ticket is €16.40.

Taxi

Taxis run from directly outside the airport terminals. It takes about an hour to reach the centre of The Hague. The airport has two banks, several ATMs and a bureau de change.

BY RAIL

Regular local trains run from Rotterdam to The Hague (Den Haag Centraal) in 30 minutes. Tickets and timetables available here: www.ns.nl/en/travellers/home. The Ministry of Foreign Affairs is about five minutes' walk from The Hague Central Station (Den Haag Centraal).

BY CAR

From Utrecht (A12), Rotterdam or Amsterdam (A4)

Follow the signs for "Den Haag". Take the "Centrum" exit. Go straight on at the first and second sets of traffic lights. You will see the Ministry building to your left. At the next lights turn left.

Parking

You can park right next to the ministry in the Q-Park garage. The entrance is on the Princess Irenestraat, between the Ministry and Hotel Babylon. The next nearest car park is under the Malieveld (see map below), about an eight-minute walk from the Ministry. You can also use the car park underneath a square in the centre of The Hague called 'Het Plein'. This is about a 15-minute walk.

ACCOMMODATION



HOTEL**ADDRESS****WEBSITE**

Hampshire Hotel - Babylon Den Haag *****

Bezuidenhoutseweg 53
2594 AC The Haguewww.hampshire-hotels.com/en/hampshire-hotel-babylon-den-haag

Mercure Hotel Den Haag Central *****

Spui 180
2511 BW The Haguewww.accorhotels.com/gb/hotel-1317-mercure-hotel-den-haag-central/index.shtml

Hotel Novotel Den Haag City Centre *****

Hofweg 5-7
2511 AA, The Haguewww.novotel.com/gb/hotel-1180-novotel-den-haag-city-centre/index.shtml

Suite Novotel Den Haag City Centre Hotel*****

Grote Marktstraat 46
2511 BJ The Hagueswww.suitenovotel.com/gb/hotel-7320-suite-novotel-den-haag-city-centre/index.shtml

NH Den Haag*****

Prinses Margrietplantsoen 100
2595 BR The Haguewww.nh-hotels.com/hotel/nh-den-haag

Hotel des Indes *****/*****

Lange Voorhout 54-56
2514 EG The Haguewww.hoteldesindesthehague.com/