



THE SOCIALIST REPUBLIC OF VIETNAM  
MINISTRY OF LABOUR, INVALIDS  
AND SOCIAL AFFAIRS

Ref. 91-11 / MOLISA

Ha Noi, 04 October 2011

To: ASEM Senior Officials for Labour and Employment

ASEM High Level Forum on Employment and Social Policy  
and Senior Officials Meeting (SOM)  
Hanoi, Vietnam, 24-25 November, 2011

Dear Colleagues,

It is my great pleasure to invite you to Ha Noi to attend the ASEM Senior Officials' Meeting (SOM) for Labour and Employment on 25 November 2011. The Meeting will review progress made in the implementation of the "Leiden Framework of Action" adopted in 2010 and discuss the organization, proceedings and substantive issues for the 4<sup>th</sup> ASEM Labour and Employment Ministers' Conference, which will be hosted by Viet Nam next year.

Back-to-back with ASEM SOM, we will organise, in cooperation with the European Commission, the ASEM High Level Forum on Employment and Social Policy on 24 November 2011. The Forum will provide a platform not only among the representatives of the ASEM governments, but also experts, academics, representatives of international organisations and social partners to prepare the background for the next ministerial conference. I, therefore, kindly ask you to propose speakers and participants from your relevant agencies, to this event.

In the enclosure, you will find the concept paper, provisional agenda, registration form, administrative notes and related documents of the events for your reference. Registration form should be submitted to the Secretariat of Forum by 04 November 2011.

We look forward to welcoming you in Ha Noi.

Yours sincerely,

Nguyen Thanh Hoa  
Vice Minister



ASIA-EUROPE MEETING

**ASEM High Level Forum on Employment and Social  
Policy and Senior Officials' Meeting (SOM)  
Sheraton Hotel – Hanoi, Vietnam,  
*24-25 November, 2011***

**ASEM HIGH LEVEL FORUM AND SOM MEETING**  
**Sheraton Hotel, Hanoi, Vietnam**  
**24 – 25 November 2011**

**AGENDA**

<b>Time</b>	<b>Activities</b>	<b>Participation</b>
<b>Wednesday, 23 Nov. 2011</b>	<i>Arrival of delegates</i>	
18:30 – 20:30	<i>Welcome Reception ( tbc)</i>	<i>All participants</i>
<b>Thursday, 24 Nov. 2011</b>		
8:30 – 12:00	ASEM High Level Forum on Employment and Social Policy	All participants of the High Level Forum,
14:00 – 17:30	Continue	All participants of the Forum
18:00 – 20:00	Dinner	All participants of the Forum and SOM
<b>Friday, 25 Nov. 2011</b>		
8:00 – 12:30	<i>ASEM SOM for Labour and Employment</i>	All participants of the SOM
14:00 – 15:30	Continue	All participants of the SOM
Evening	<i>Free and prepare for leaving</i>	All participants
<b>Saturday, 26 Nov. 2011</b>	<i>Free and leaving</i>	All participants

**ASEM HIGH LEVEL FORUM AND SOM MEETING**  
**Sheraton Hotel, Hanoi, Vietnam**  
**24 – 25 November 2011**

**ADMINISTRATIVE INFORMATION**

**Conference Venue**

1) The High Level Forum on Employment and Social Policy and the SOM Meeting will be held in Sheraton Hotel, Hanoi, Vietnam (see address below) from 24-25 November 2011. The hotel located in the center of Hanoi is about 45 minutes' drive from the Noi Bai International Airport.

**Sheraton Hanoi Hotel**

11 Xuan Dieu Street, K5 Nghi Tam, Tay Ho District, Hanoi - Vietnam

Tel.: (84-4) 3 719 9000

Fax: (84-4) 3 719 9001

<http://www.sheraton.com/hanoi>

Room	Rate
<b>Executive room:</b>	
Single room	130 USD++
Double room	145 USD++
<b>Club room:</b>	
Single room	180 USD++
Double room	210 USD++
<b>Executive Suite room:</b>	
Single room	280 USD++
Double room	310 USD++

2) All participants are encouraged to stay at the same Sheraton Hotel, or at nearby Intercontinental Hotel, or Dragon Hotel, with corporate prices and following addresses:

**Intercontinental Hotel**

1A Nghi Tam, Tay Ho District, Hanoi, Vietnam

Phone: +84 4 62708888 (ext 7031)

Fax: +84 4 62707120

<http://www.intercontinentalhotel.com/hanoi>

Room	Rate
Single Delux	130 USD++
Twin (2 single beth)	150 USD++

**Dragon Hotel**

Classify: 3 stars

Add: 48 Xuan Dieu, Tay Ho, Ha Noi, Vietnam

Tel: +84 4 3 8294745 / 2954 / 2955

Fax: +84 4 3 382 947 45

Email: ahd@dragonhotelvn.com

<http://www.dragonhotelvn.com>

Room	Rate
Single room	39 USD++
Double room	47 USD++
Triple room	54 USD++
Suite room	79 USD++

*These prices have included breakfast.*

Delegates are kindly requested to make reservation directly with the Hotel and send their registration form (attached) to the Secretariat **no later than 04 November 2011.**

Delegates will bear all the costs of their accommodation and other related expenses.

**European Commission support**

3) Subject to its internal rules, the European Commission foresees support for this event. Eligible countries will be contacted individually to this end.

**Entry visa**

4) Participants should directly contact Vietnamese Embassy or Consulate at their respective country for visa requirement and application.

**Airport Transfer**

5) Airport taxi is available for transportation from Noi Bai International Airport to Hotel and vice versa, at the rate of about USD15-20 for one way trip.

**Meals**

6) Meals will be provided as indicated in the Agenda.

**Currency**

7) In Viet Nam the currency is Dong (VND) and at the present time 1 US Dollar is equivalent to approximately 20.800 VND.

**Language of meetings**

8) The working language is English. Simultaneous interpretation will be provided at the meeting in French, German and Vietnamese. Participants who would like to use a different language should arrange their presentation translated into English and an interpreter of their own during the meetings. A limited number

of interpretation booths will be provided by the organizers. Participants are strongly recommended to register with the Secretariat if they wish to use interpretation booth.

### **Weather**

9) In November, it is cool in Ha Noi. The temperature ranges from 15 – 20 degree Celsius.

### **Health Regulations**

10) All participants are advised to obtain their own insurance coverage for any costs arising out of sickness or accident, covering the entire duration of the Meetings and travel time. The Organizers will not be responsible or liable for such contingencies.

### **Registration and Documentation of substantive matters**

11) All delegates are requested to duly fill in the enclosed registration form and submit to the Secretariat by 04 November 2011.

Participants/presenters who wish to have their documents translated and circulated at the meeting should submit a copy of the document to the Secretariat **by 10 November 2011**. The document should clearly indicate the title and agenda item under which it should be circulated.

### **Contact persons of the Secretariat**

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**REGISTRATION FORM**

**ASEM High Level Forum on Employment and Social  
Policy and Senior Officials Meeting (SOM), 24 – 25 November 2011**

*(Kindly use block letters)*

Country		
Family Name	(Mr./Mrs./Ms.)	
Given Name		
Title and Institution		
Event to attend	High level Forum <input type="checkbox"/>	SOM <input type="checkbox"/>
Status	Head of Delegation <input type="checkbox"/>	Member <input type="checkbox"/>
Contact Information	Tel:	Fax:
	Email:	
Tentative Itinerary	Arrival date:	Departure date:
Hotel Reservation	<i>I have made reservation at:</i>	
	Sheraton Hanoi Hotel <input type="checkbox"/>	Dragon Hotel <input type="checkbox"/>
	Intercontinental Hotel <input type="checkbox"/>	Other: <i>Please specify</i> .....
Language	English <input type="checkbox"/>	Vietnamese <input type="checkbox"/>
	French <input type="checkbox"/>	Other: <i>Please specify</i> .....
	German <input type="checkbox"/>	
Dietary Requirement	Vegetarian <input type="checkbox"/>	Muslim <input type="checkbox"/>

**Kindly return the completed filled form before 04 November 2011 by fax: +84 4 38254728  
or e-mail: thanhminh0801@yahoo.com /huong.ptl@icd-molisa.gov.vn**



ASIA-EUROPE MEETING

**TENTATIVE PROGRAM**  
**ASEM HIGH LEVEL FORUM ON EMPLOYMENT AND SOCIAL POLICY:**  
*Sheraton Hanoi Hotel , Viet Nam, 24 November 2011*

**Wednesday, 23 Nov 2011**

- Arrival of Delegates
- 15:00- 18:00      **Registration**  
*Venue: Reception area, **Sheraton Hanoi Hotel**  
**K5 Nghi Tam, 11 Xuan Dieu Street, Tay Ho District,**  
**HaNoi , Vietnam***
- 18:30 – 20:30      **Welcome Reception to be hosted by Ministry of Labour, Invalids  
and Social Affairs of Viet Nam ( tbc)**  
*Participants: All Delegates*

**Thursday, 24 Nov 2011**

- 08:30–09:00      **Registration**  
*Venue: Reception area, **Sheraton Hanoi Hotel***
- 09:00–09:40      **Opening Session**  
- Opening Remarks by a representative of the Government  
of Vietnam ( tbc)  
- Opening Remarks by a representative of EU
- 09:40–09:50      **Family Photo**
- 09:50-10:00      **Coffee Break**
- 10:00-12:00      **Plenary Session I: Role of skill development and  
employment program for youth in maintaining job-rich  
growth**  
Chair: by a representative of the Government of Vietnam

- 10:00-11:15 Presentations:
- Guest Speaker: a presentation by ILO ( to be defined)
  - A presentation by the EU on the "Youth on the move" initiative.
  - The role of unemployment insurance and employment services in addressing the challenge of youth employment ( by an Asian country- to be defined)
  - Presentation from an EU MS (to be defined)
  - A view of a social partner on the issue (to be defined)
- 11:15–12:00 Discussion
- 12:00–13:30 Lunch
- 14:00–17:15 **Plenary Session II: Social Protection for all – powerful tool for economic growth, decent employment and social cohesion.**
- Chair: a representative from EU
- 14:00-15:15 Presentations:
- A summary of the outcome of the ASEM Forum on Social Safety Net held in HaNoi in April 2011 ( Mrs. Nguyen Thi Lan Huong , Director General of ILSSA- tbc)
  - A presentation from WB or ILO and/or OECD? ( to be defined)
  - A presentation from the EU ( to be defined)
  - A presentation on Social protection for vulnerable groups ( an Asian country - to be defined)
  - Social protection and informal economy (an EU country to be defined)
  - “Enhanced cooperatioin in social protection and the importance of policy coherence “ ( an Asian country to be defined)
- 15:15-15:30 Coffee break

- 15:30-16:30 Report from the ASEM Occupational Health Safety and Health Workshop on 12-13 October in Yogyakarta, Indonesia  
Discussions
- 16:30 -17:15 Wrap up the discussions
- 17.15- 17.30 **Closing session**
- Closing Remark by Vietnam
  - Closing remark by EU
- 18.00- 20.00 **Dinner provided by the EU**  
*Participants: All Delegates*



ASIA-EUROPE MEETING

**4<sup>th</sup> ASEM LEMC  
Senior Officials' Meeting**

**TENTATIVE PROGRAM**

**Tuesday, November 25, 2011**

**Venue: Sheraton Ha Noi Hotel**

08:00-08:45	Registration
09:00-09:30	Opening Ceremony <ul style="list-style-type: none"><li>- Welcome Remarks by Vice Minister of MOLISA</li><li>- Welcome Remarks by EU</li><li>- Adoption of SOM Agenda</li></ul>
09:30-10:00	Introduction of the 4 <sup>th</sup> ASEM LEMC and Its Preparation
10:00-10:30	Tea/Coffee Break
10:30-11:30	Introduction and Discussion of the Three Sub-theme Papers Main Presenters: Representatives of the Three Sub-themes (fifteen minutes for each speaker)
11:20-12:30	Discussion of Joint Ministerial Statement and possible Action Plan
12:30-14:00	Lunch
14:00-14:30	Presentation of SOM Summary Report
14:30-15:00	Adoption of SOM Summary Report and Three Output Documents
15:00-15:30	Closing and refreshment



## CONCEPT PAPER

**Full name of the event:** ASEM High Level Forum on Employment and Social Policy  
**Date:** 24 November 2011  
**Location:** Vietnam  
**Venue:** Sheraton HaNoi Hotel

### 1. Background and relevance for ASEM

ASEM Leaders when they met in Brussels on 4-5 October 2010 stressed that social cohesion rests on the widest possible participation of people in the creation of prosperity and on the equitable distribution of income. They agreed to promote decent work by spurring job creation and labour participation and they instructed Labour and Employment Ministers to further develop common strategies on various issues related to employment and social development and implement them by fostering cooperation among governments, dialogue between social partners and involvement of social organizations.

Following this mandate the third ASEM Labour and Employment Ministers Conference under the title "Full Employment and Decent Work for All: Getting Out of the Crisis with a Stronger Social Basis for our Citizens", was held in Leiden, the Netherlands, on 13 - 14 December 2010, building on successful outcomes of previous ASEM Labour Ministerial conferences in Potsdam in Germany in 2006 and in Bali in Indonesia in 2008.

As a result of the meeting, Ministers adopted a joint Declaration together with a "Leiden Framework of Action" that sets concrete actions leading to the next ASEM LEMC that will take place in an Asian country in 2012.<sup>1</sup>

The Government of Vietnam has announced its decision to host the 4<sup>th</sup> ASEM LEMC in Hanoi in October 2012 under the title "**Social protection and employment - a key to inclusive growth**".

The ASEM Employment and Social Policy High Level Forum will be organised in Vietnam in November 2011 to prepare for the ASEM LEMC in 2012.

### 2. Scope of the event

In this context, the aim of the ASEM Employment and Social Policy High Level Forum will be to:

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<sup>1</sup> Leiden Ministerial Declaration stipulates that "the next ASEM LEMC will take place in an Asian country in 2012. In this context, ASEM partners welcome the intension of Vietnam to consider hosting the 4<sup>th</sup> ASEM LEMC."

- Discuss developments in the area of labour market and social policy in the ASEM countries in the context of global recovery and imbalances in the labour markets,
- Take stock of the progress made in the implementation of the "Leiden Framework of Action" adopted in 2010,
- Prepare the background for the next ministerial meeting.

In this context the ASEM Forum will provide a platform for discussions among the representatives of the ASEM governments, but also experts, academics, representatives of international organisations, social partners and civil society, in view of identifying orientations for debate and programme of the 4<sup>th</sup> ASEM LEMC in Asia.

ASEM economies are facing many different challenges. Recovery is slowing down and there is a risk of worsening employment in many ASEM countries. All ASEM members face major structural transformations. The added value for the Asian developing countries will be that the event will provide a platform for exchanges of good practices and experiences in the area of employment and social policy and will help strengthen cooperation in areas of mutual interest, like for example youth employment, skills and social protection.

### **3. Outline of the conference**

The ASEM High Level Forum on Employment and Social Policy will discuss the global issues related to employment and decent work, building on the achievements of the ASEM dialogue on employment and social policies, as well as in view of preparations for the 4<sup>th</sup> ASEM LEMC. Its outcomes will also feed into the preparations for the 9<sup>th</sup> ASEM Summit in Laos.

The main focus will be on how to achieve a job rich growth and how to strengthen social development at the global level. Discussions will include such topics as employment and social consequences of the crisis, social protection, CSR, youth employment, skills policies, and jobs potential stemming from transfer to a low carbon economy, as well as health and safety at work.

This dialogue should also be seen in the context of debates at multilateral level in the framework of G20, UN and ILO on employment and social impact of recovery. The ASEM partners will identify issues of common interest currently discussed in international fora.

The ASEM Employment and Social Policy High Level Forum will be a one day event, co-organised by the European Commission in cooperation with Vietnam, the host of the 4th ASEM LEMC.

### **4. Speakers and participation**

The number of participants will be around 120 persons. Speakers and participants will include: 1) representatives from each ASEM member Ministry of Labour and Employment and the ASEAN Secretariat, 2) representatives from the European Commission; 3) experts, representatives of civil society, etc; 4) representatives of international organisations.

The ASEM Employment and Social Policy High Level Forum will consist of an introductory session that will set the context for discussions, working sessions on specific topics and concluding remarks.

It will be combined with the meeting of Senior Officials from the ASEM Ministries of Labour and Employment to discuss the outline for the 4<sup>th</sup> ASEM LEMC.

The draft programme of the ASEM Employment and Social Policy High Level Forum is attached.

#### **5. Expected outcomes**

- Exchange of good practices in the area of employment and social policy in the context of the current economic situation;
- The outline for the 4<sup>th</sup> ASEM LEMC, including issues for discussions, will be prepared as the outcome of the meeting.