



**Organization for Security  
and Co-operation in Europe**



**REPUBLIC OF SLOVENIA  
MINISTRY OF FOREIGN AFFAIRS**

## **Seminar on Gender-Sensitive Labour Migration Policies**

### **Logistical Modalities**

**Brdo, 16-17 February 2009**

**Brdo Congress Centre  
Slovenia**

### **Background**

In connection with the launch seminar of the Mediterranean edition of the OSCE-IOM-ILO Handbook on Establishing Effective Labour Migration Policies in Rabat, 12-13 December 2007, government and social partner representatives from the countries of the Mediterranean region discussed the need for gender-sensitive labour migration policies. The special needs of female migrant workers were highlighted as well as the risks of discrimination and exploitation they faced because of the lack of policy protection and/or the exclusion from labour legislation. The seminar identified the need for further dialogue and exchange of experience and good practice so that national labour and migration laws and regulations could better respond to the feminization of labour migration.

In response to the recommendations of the seminar, the OSCE developed a cross-dimensional project that aims at raising political awareness of the gender dimension of labour migration with possible policy adaptations among OSCE participating States and the Mediterranean Partners for Co-operation.

The first step was to develop a draft *OSCE Guide on Gender-Sensitive Labour Migration Policies* that would contain a number of specific examples of good practice, latest case studies and innovative models from origin, destination and transit countries. An *Expert Meeting* was held in Vienna on 11 November 2008 to gather feedback and comments on the first draft text to ensure optimal relevance and usability of the Guide for policy-makers and parliamentarians in the OSCE area.

The next step, rising awareness, will be accomplished through a series of meetings and presentations, starting with the *Seminar on Gender-Sensitive Labour Migration Policies* in Slovenia on 16-17 February 2009 and through the publication of a practical guide on gender sensitive labour migration policies in May 2009.

The aim of the Policy Seminar is to raise awareness among policy-makers of the policy relevance of gender in migration and how labour migration policies can be made more gender-sensitive. The Policy Seminar is intended for senior government officials, parliamentarians,

social partners and experts from relevant international organizations and academia from the OSCE area and the OSCE Mediterranean Partners for Co-operation.

The project is carried out as a partnership between the Office of the Co-ordinator of OSCE Economic and Environmental Activities, the Office of the Special Representative and Co-ordinator for Combating Trafficking in Human Beings and the Gender Section of the OSCE Secretariat.

## 1. REGISTRATION

In order to allow for timely arrangements, the organizers kindly request sponsored participants to send the attached registration form (ANNEX I) latest by **16 January 2009**, preferably by e-mail, completed with all necessary details to:

Mr. Ryan Maccan, OSCE Secretariat  
Tel: +43 1 51436 6662  
Fax: + 43 1 51436 6251  
Email: [ryan.maccan@osce.org](mailto:ryan.maccan@osce.org)

Mr. Borut Zunic  
Ministry of Foreign Affairs  
Republic of Slovenia  
Tel: + 386 1 478 6619  
Fax: + 386 1 478 2107  
Email: [borut.zunic@gov.si](mailto:borut.zunic@gov.si)

Additional registrations can be received after the 16 January 2009 deadline for non-sponsored participants.

## 2. TRAVEL ARRANGEMENTS

### 2.1. Sponsorship

The OSCE has the ability to sponsor a limited number of experts. Determination of sponsorship will be based on relevant expertise and balanced geographical representation. The OSCE sponsorship will cover travel, accommodation and basic expenses related to the expert's participation.

**All other participants are kindly requested to pay for their own travel arrangements.**

**Procedure for sponsored participants:**

➤ **Application for sponsorship:**

The application for sponsorship should be submitted before 12 January 2009 to Ms. Nina Lindroos-Kopolo, Economic Adviser, Office of the Co-ordinator of OSCE Economic and Environmental Activities, Vienna (e-mail: [nina.linroos.kopolo@osce.org](mailto:nina.linroos.kopolo@osce.org); fax: +43-1-514 36 6251).

### 2.2. Hotel Booking

*Sponsored participants* will be accommodated at City Hotel, Ljubljana, Slovenia ([www.cityhotel.si](http://www.cityhotel.si)).

*Non-sponsored participants* are kindly requested to make their own accommodation arrangements. Rooms have been pre-booked for the seminar participants at the **City Hotel until 2 February 2009 at preferential rates** ([www.cityhotel.si](http://www.cityhotel.si)). When making the booking, please fill out the attached hotel registration form (ANNEX II). Also, please inform us of your choice of hotel on the OSCE registration form for transportation purposes.

Please find below a list of alternative hotels:

Kokra Hotel at Brdo (next door to the conference centre, but 30 minutes drive out of town)

Predoslje 39

SI-4000 Kranj

Tel.: +386 4 260 15 01

E-mail: [brdo.recepcija@gov.si](mailto:brdo.recepcija@gov.si), [brdo-eu@gov.si](mailto:brdo-eu@gov.si)

<http://www.brdo.com/en/17>

Grand Hotel Union

Miklosiceva 1

SI-1000 Ljubljana

Tel: +386 1 308 1270

Fax: +386 1 308 1015

e-mail: [hotel.union@gh-union.si](mailto:hotel.union@gh-union.si)

<http://www.gh-union.si>

### 3. TRANSPORTATION

Free-of-charge transfers between the Jože Pučnik International Airport Ljubljana and City Hotel will be provided on 15 February 2009 from 9.00 to 22.00 and on 16 February in the morning directly to the Brdo Congress Centre. Please look for an “OSCE Seminar” sign close to the exit of the airport. For departures on 17 February after the end of conference and the following day, 18 February, several shuttle transfers will be provided for groups of participants, **but not individuals**.

In order to facilitate the transfer service, we kindly request you to clearly indicate your arrival and departure dates/time/flight numbers on the registration form (ANNEX I). Depending on flight departures, a timetable of transfer services will be established.

Shuttle transfers between the City Hotel (Ljubljana) and the seminar venue at Brdo will be provided on both days. Departure time will depend on weather conditions and the exact schedule will be distributed upon arrival. Participants must take care to be punctual as the bus will leave on schedule. Please note, for those planning to leave directly after the seminar for the airport must allow extra time for check out of the hotel in the morning.

### 4. ACCREDITATION FOR THE CONFERENCE

Accreditations will take place at City Hotel as well at the Brdo Congress Centre.

- At City Hotel, on 15 February
- At Congress Centre, on 16 February, starting at 08:00

Participants are kindly requested to contact the registration desk, where registration and distribution of meeting badges will take place. Please note that badges are to be worn for access to the Seminar venue. They will be issued upon presentation of the participants' passport or ID.

## 5. DOCUMENT REGISTRATION & DISTRIBUTION

Participants are welcome to distribute documents related to their Institution/Organization and/or to the theme of the seminar. All documents, if not sent in advance, should be submitted for registration to the *Seminar Secretariat* prior to distribution.

In view of protecting the environment, the organizers wish to limit the volume of printed documents. Therefore, all speeches, presentations and other documents will be posted on the seminar website as they become available. It would be appreciated if participants could bring their own set of documents with them to the meeting. The seminar website will become available in mid January 2009.

The organisers kindly request the participants:

- a) to send their documents in electronic format well in advance but latest by 11 February to Mr. Ryan Maccan, [ryan.maccan@osce.org](mailto:ryan.maccan@osce.org)
- b) To request a printed copy only when necessary, as the documents can be retrieved from the Seminar website.

## 6. TRANSLATION SERVICES

Simultaneous interpretation will be provided during the seminar in English and Russian.

## 7. VISA REQUIREMENTS

Visas will be granted to the seminar participants upon their request to the respective embassies of Slovenia or other Schengen embassies abroad – see: [http://www.mzz.gov.si/fileadmin/pageuploads/konzulara/Spisek\\_DKP-jev\\_za\\_vizumsko\\_poslovanje.pdf](http://www.mzz.gov.si/fileadmin/pageuploads/konzulara/Spisek_DKP-jev_za_vizumsko_poslovanje.pdf). Details on the visa requirements and procedures can be found and downloaded from the Slovenian Ministry of Foreign Affairs website: [http://www.mzz.gov.si/en/visa\\_information/](http://www.mzz.gov.si/en/visa_information/). Please check well in advance if you require a visa to travel to Slovenia as the procedure obtaining visa could take up to three weeks. Participants who do not observe this strict timetable or who arrive to Slovenia without an appropriate visa **will not be guaranteed entry**.

**Please note that Slovenia is part of the Schengen area**, therefore all participants in a possession of a valid Schengen visa at the time of the seminar will not require any additional visas.

Participants holding an ordinary passport from the following OSCE and Mediterranean countries will require a visa for Slovenia: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Egypt, Georgia, Jordan, Kazakhstan, Kyrgyzstan, the Former Yugoslav Republic

of Macedonia, Moldova, Montenegro, Morocco, Russian Federation, Serbia, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine and Uzbekistan.

Diplomatic passport holders may not have the same restrictions, therefore please check carefully.

Information on the visa regime can be checked at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2008:074:0040:0061:en:PDF>

## **8. LUNCHES AND REFRESHMENTS**

Lunches and coffee breaks will be provided free of charge to the participants on both days of the seminar.

## **9. SOCIAL EVENTS**

### **9.1. Reception**

A reception for all participants will be hosted by the Ministry of Foreign Affairs of Slovenia on 16 February at 20.00 at the City Museum of Ljubljana, Gosposka 15, Ljubljana, [www.mestnimuzej.si](http://www.mestnimuzej.si).

A short guided tour in, English as well as Russian, of the old town of Ljubljana will be offered before the reception for interested participants starting from the City Hotel at 19.00.

## **10. GENERAL INFORMATION**

**Currency:** Euro

**Weather:** Winter temperatures averaging from -5 to +10

**Time difference:** Greenwich Mean Time (GMT) + 1 hour (Central European Standard Time).

**Other relevant information:** <http://www.slovenia.info/>

## **11. CONTACTS**

For further information or assistance, please contact:

### **OSCE Secretariat, Vienna**

Ms. Nina Lindroos-Kopolo, Economic Adviser

Tel nr: +43 1 51436 6295

Fax nr: +43 1 51436 6251

Email: [nina.lindroos-kopolo@osce.org](mailto:nina.lindroos-kopolo@osce.org)

### **Ministry of Foreign Affairs**

**Republic of Slovenia**

Mr. Borut Zunic

Protocol Department

Tel: + 386 1 478 6619

Fax: + 386 1 478 2107

Email: [borut.zunic@gov.si](mailto:borut.zunic@gov.si)