



BRICS

2nd Employment Working Group Meeting

&

Labour & Employment Ministerial Meeting

26th – 28th September, 2016

New Delhi, India

ADMINISTRATIVE CIRCULAR

**Ministry of Labour & Employment
Government of India**

INTRODUCTION

The BRICS Labour & Employment Ministerial Meeting (LEMM) will be held under the Indian Presidency in New Delhi, India from 27-28 September, 2016. This will be preceded by the 2nd Meeting of the Employment Working Group Meeting (EWG). Government of India is pleased to welcome delegates to the BRICS 2nd EWG and LEMM, and will do its best to facilitate delegates to participate in the meetings in an effective and efficient manner, and also enjoy their stay in New Delhi capital of the Republic of India.

This Administrative Circular provides logistical and other general information on the arrangements for the BRICS 2nd EWG and LEMM meetings in New Delhi. Amendments and/or updates to this Circular will be made when necessary and will be circulated timely via emails.

1. MEETING AGENDA AND OTHER DOCUMENTS

The draft Agenda of the BRICS 2nd EWG and LEMM Meetings is attached separately to this Administrative Circular. Any other document if required will be circulated through E-mail. The Delegates who intend to present Power Point presentations at the meeting are kindly requested to email their presentations at e-mail address: ilas.mole@gmail.com with cc to khalsakms@gmail.com no later than 22 September 2016.

2. MEETING VENUE INFORMATION:

The BRICS 2nd EWG and LEMM will take place at:

Jehangir Hall,
Hotel Taj Palace, Sardar Patel Marg,
Diplomatic Enclave, New Delhi - 110 021
Tel - +91-11-2611 0202,
Fax - +91-11-2611 0808,
www.tajhotels.com
<https://www.facebook.com/TajPalaceNewDelhi>
<https://twitter.com/TajPalaceNewDel>



3. ACCOMMODATION

Exclusive accommodation rates (as indicated below) have been negotiated for delegates at Hotel Taj Palace, New Delhi. Delegates should block their accommodation directly with the hotel. Delegations are strongly recommended to choose this hotel for the sake of comfort and convenience. Hotel reservations can be made with the attached reservation forms to be sent at e-mail address - tphconferences.del@tajhotels.com with cc to saloney.sagar@tajhotels.com and khalsakms@gmail.com

(1 USD = 67 INR)

Room Category	Room Rentals in Rupees		Inclusive
	Single Occupancy	Dbl Occupancy	
Deluxe Room	10100 + taxes	11600 + taxes	Buffet Breakfast, wifi
Taj Club Room	13000 + taxes	14500 + taxes	Buffet Breakfast, wifi,
Taj Club Suite	21700 + taxes	21700 + taxes	Buffet Breakfast, wifi,

Note: The Bill for the accommodation, Mini Bar, Spa, Beauty Parlour, etc. have to be settled by the delegates directly with the hotel.

4. ACCESS TO MEETING

All delegates attending the BRICS 2nd EWG and BRICS LEMM New Delhi must be accredited by sending a mail in the attached form at the e-mail address – khalsakms@gmail.com preferably by 13 September, 2016. The badges will be issued at the venue of the meeting.

5. MEETING ARRANGEMENTS

5.1 Format of the Meeting

The format of the Meeting will be Minister/Head of Delegation + 3 from each BRICS country/International organization + 1 Interpreter (*if required*). In case of BRICS nations, 1 Employers' representative and 1 Workers' representatives may also be associated, as per the national practice, at no cost of Government of India. (*The role of social partners is restricted to Group discussions on Sept 26 and Special Session and Official Dinner on September 27, 2016*)

5.2 Language of the Meeting

The BRICS 2nd EWG and LEMM will be conducted in **English**. For Simultaneous interpretation in a language other than English, the respective delegation may bring their Interpreters. Ministry of Labour & Employment will provide hardware and technical support for the interpretation. The Interpreter will be in addition to Minister/HOD + 3.

5.3 Bilateral Meeting Rooms

The Bilateral Meeting Rooms will be available at the meeting venue on September 27-28, 2016. The rooms will be equipped with office supplies and drinking water. Please fill out the bilateral meeting room form and send it alongwith the delegation accreditation form. Please note that the bookings will be accepted on a first-come first-served basis.

6. INFORMATION FOR ARRIVING PARTICIPANTS

6.1. Visa support

A valid passport or appropriate travel documentation is required to enter India. For information on entry requirements, delegates should contact the closest Indian Embassy, High Commission or Consulate and visit the Immigration web site <http://boi.gov.in/> General information on visa requirements for entry to the Republic of India for citizens of the BRICS countries is furnished below:

Country	Diplomatic Passport Holder	Official Passport Holder	Ordinary Passport Holder
Brazil	Not required (upto 90 days)	Not required (upto 90 days)	Required
Russia	Not required	Not required	Required
China	Required	Required	Required
South Africa	Not required (upto 90 days)	Not required (upto 90 days)	Required

6.2. Baggage and items prohibited for carriage

Airlines operating in the territory of the Republic of India strictly regulate limits on the size and weight of baggage. For security reasons, some items and substances are forbidden for transport aboard passenger aircraft. Participants are advised to get information regarding the rules of air travel on the airline's website in this regard.

6.3. Airports

Indira Gandhi International Airport (Terminal 3), situated to the southwest of Delhi, is the main gateway for the city's domestic and international civilian air traffic.

For more information, please visit the website of Indira Gandhi International Airport <http://www.newdelhiairport.in/traveller.aspx>

The travel via car from T3, Indira Gandhi International Airport, New Delhi to Hotel Taj Palace, Sardar Patel Marg, New Delhi would take approximately 20 minutes. The road distance or driving distance between Hotel taj palace and T3 is 14.5 km. Please note that 1 mile is equivalent to 1600 m or 1.6 km.

7. HOSPITALITY

7.1 Courtesy Transportation for the Delegates

- ❖ All delegates arriving at Indira Gandhi International Airport (Terminal 3), New Delhi, will be provided with a chauffeur-driven car from the Airport to Hotel Taj Palace and Hotel to Airport during their return journey. Please do indicate travel details of your delegation, in the hotel reservation form before mailing it to e-mail ID - tphconferences.del@tajhotels.com with copy of the mail to saloney.sagar@tajhotels.com and khalsakms@gmail.com preferably by 13 September, 2016 in order to make necessary logistical arrangements for airport transfers.
- ❖ The BRICS Ministers/HODs could separately be provided with independent chauffeur-driver cars during their stay in the capital, **however, it is strongly recommended that Ministers/HODs may use the services of cars of their respective embassies with UN, CD or CC number plates as Cars bearing UN, CD or CC licence plates are granted the level of diplomatic immunity or consular immunity.**

- ❖ The local prepaid taxi fare from the airport to the hotel is approximately INR 500 (Indian Rupees : (\$1 = INR 67.50 (approx.) with travel time of about 20 minutes. There is a travel desk at the hotel for arranging cars.

7.2 Meeting Hospitality

The BRICS 2nd EWG and LEMM will be pleased to invite all the delegates to lunch on all the three days 26th, 27th and 28th September, 2016 and Official Dinner on 27th September, 2016.

8. TIMEZONE

Indian Standard Time (IST) is the time observed throughout India, which is 5 hours 30 minutes ahead of Greenwich Mean Time (GMT/UTC + 5:30 hours).

9. WEATHER

Delhi features an atypical version of the [humid subtropical climate](#). The average temperatures in Septembers are **around 34 °C** (85 °F), although they can vary from around 25 °C (78 °F) on rainy days to 37 °C (99 °F) during dry spells. The monsoons recede in late September, and the post-monsoon season continues till late October, with average temperatures sliding from **33 °C** (85 °F) to 21 °C (71 °F). The weather forecast for September 26-28, 2016 is –

MON 9/26 33° /26° Mostly sunny and less humid	TUE 9/27 33° /26° An afternoon shower	WED 9/28 33° /26° Less humid with sunshine
---	---	--

10. ELECTRICITY

The standard voltage in India is 230V/50Hz. The outlet has three round holes.



11. MEDICAL SERVICES

The nearest hospital is called Primus Super Speciality Hospital, [Address](#): 2, Chandragupt Marg, Chanakyapuri, New Delhi, Delhi 110021 [Phone](#): 011 6620 6630 which is located approximately 2.5 KMs from the hotel and can be suggested for General emergencies. The hotel has an on call doctor available. The hotel also has a paramedic available during the day at the hotel premises.

12. EMERGENCY CALLS

Emergency Services (24-hours):

Police: 100

Fire: 101

Ambulance: 102, 1099

13. CURRENCY and CREDIT CARDS

The Indian currency is Indian Rupee. Indian Rupee [(Rs.) 1] = 100 paisa. Coins come in the denomination of 1, 2, 5, 10 and notes in 5, 10, 20, 50, 100, 500 and 1000.

In 2010, the Indian rupee symbol '₹' was officially adopted.

Banking hours in India are usually from 10:00 - 17:00, Monday through Friday. Exchange counters are available both at the airport and at Hotel Taj Palace. American Express, Diners Club, MasterCard and Visa are widely accepted.

14. TELEPHONE CALLS

ISD Code for Indian mobile phones is - +91 xxxxxxxxxx (ten digit no.)

Area code for New Delhi (landlines) is +91 11 xxxxxxxx (eight digit no.)

15. SMOKING POLICY

Smoking is prohibited in public places in India. Some bars, restaurants, theaters, museums and other public places have designated areas for smoking.

16. TIPPING

Generally, 50 or 100 Rupee tip is fine for waiters, cleaners etc. While dining out service charge is included in the bill. So tipping is not necessary. Otherwise 10% of the amount of the billing is normally expected or appreciated as tipping.

17. TOURIST INFORMATION

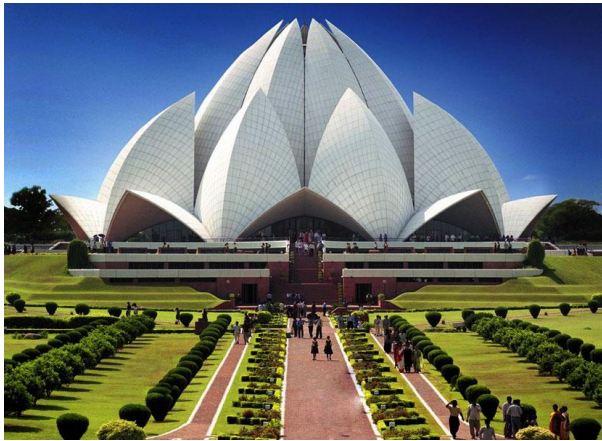
For information regarding tourist attractions and restaurants in New Delhi, please visit <http://www.delhitourism.gov.in/delhitourism/index.jsp> for information.

18. ABOUT DELHI, INDIA



A symbol of the country's rich past and thriving present, Delhi is a city where ancient and modern blend seamlessly together.

Just a century ago, the British moved the seat of their empire from Kolkata to Delhi. And it has been the Capital of India ever since. Now a thriving, cosmopolitan metro, the city has much to celebrate as it has already reached the milestone of completing 100 years as a Capital. With a history that goes back many centuries. Dotted with monuments there is much to discover here. The seat of many powerful empires in the past, its long history can be traced in its many carefully-preserved monuments, ancient forts and tombs.



All this is combined with the best features of a modern city such as a metro system, bustling markets and fabulous eating places. The story of the city is as old as the epic Mahabharata, when the town was known as Indraprastha, where Pandavas used to live. Over the centuries, eight more cities came alive adjacent to Indraprastha: Lal Kot, Siri, Dinpanah, Quila Rai Pithora, Ferozabad, Jahanpanah, Tughlakabad and Shahjahanabad. Many empires rose to the heights of their power and were destroyed here. Among the prominent dynasties which made Delhi their capital were the Tughlaqs, the Khiljis and the Mughals.



Delhi is home to three World Heritage monuments—Qutub Minar, Red Fort and Humayun’s Tomb that have survived many centuries, and give an idea of architectural wonders created by emperors in the past. Central Delhi, with its tree-lined avenues, imposing structures and buildings such as the Rashtrapati Bhavan, Parliament House and India Gate, reflect Delhi’s colonial past. A number of museums provide a glimpse into the country’s fascinating history.

But the modern Delhi has a lot more to offer. Delhi has a modern, well-planned and extensive Metro network that connects all corners of Delhi; this network is still growing. New roadways and flyovers have improved connectivity. Delhi is now a dream destination for those seeking expert medical attention and superior OPD and IPD facilities.

The revamped Indira Gandhi International airport, now Terminal 3, provides visitors with their first experience of a modern, world-class city which is keeping pace with the best in the world. Terminal 3, from where international and many domestic carriers operate, has facilities which are on par with the world’s most modern airports. The Airport Metro Express, which takes one to the rail station in the heart of the city, in just 17 minutes, provides easy connectivity for visitors. Whether you are travelling to Old Delhi, to Connaught Place or to Dilli Haat, the metro provides an easy way of getting around the city. The numerous flyovers, wide roads and bus and auto services also ensure that it is easy to explore the city.



New additions to the city, such as Akshardham Temple and also the Lotus Temple are also great places to visit and give an idea of its multi-faceted culture.

No visit to Delhi is complete without an experience of its famed specialties such as its delicious curries, barbecued tikkas and kebabs. It is also a shoppers' haven, whether you want to pick up some rich, woven silks, handicrafts, or ethnic cushions for your home. For cuisine of different Indian states and an array of Indian art and craft there are three Dilli Haats in Delhi at INA, Pitampura and the brand new Dilli Haat at Janakpuri.

It is time to celebrate this city which is a symbol of the country's rich past and thriving present. As a Capital city it is fittingly a window to the country. So come and look out of the window and discover a whole new city of numerous stories and experiences.

19. CONTACT INFORMATION

For any questions concerning the event please contact:

Mr. KMS Khalsa

Under Secretary to the Government of India,
Ministry of Labour & Employment,

Telefax: +91-11-23711582

Hand phone: +919818867234

E-Mail ID - khalsakms@gmail.com

INDIA IS LOOKING FORWARD TO YOUR VISIT. WELCOME!