Workshop on Human Resources Management and Training
5-7 September 2012, Budapest, Hungary

INFORMATION NOTE FOR PARTICIPANTS

This note provides information on the following issues:

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2. Preliminary agenda of the meeting and papers
3. Interpretation
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11. Money
12. Weather in September and useful information
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14. Suggested programmes (not organised)
15. Contact information
16. Annex 1: Hotel booking form
17. Annex 2: Lunch and dinner booking form

1. THE PURPOSE OF THE MEETING

Human Resources and Training are crucial elements for the development of the statistical office. The workshop will provide a forum for exchange of experiences in Human Resources Management and Training and facilitate the development of good practices. It will discuss both current and future needs and challenges in HRMT and also take into account issues concerning the role of HRMT that has been raised by the High-Level Group for Strategic Developments in Business Architecture in Statistics (HLG-BAS).

2. PRELIMINARY AGENDA OF THE MEETING AND PAPERS

The Preliminary agenda and papers for the workshop will be available on the website:
Participants are encouraged to download the documents from the website and bring their own copies to the meeting.

3. INTERPRETATION

Working language of the workshop is English, interpretation to and from Russian will be provided.

4. VENUE OF THE WORKSHOP

DANUBIUS HOTEL FLAMENCO
Ravel Conference Room
H-1113 Budapest, Hungary
Tas vezér utca 3-7.
www.danubiushotels.com/flamenco
The Hungarian Central Statistical Office has reserved rooms at Danubius Hotel Flamenco at specially discounted rates, including lunch also. The rates also apply to 3 days before and after the workshop. Parking is provided by the hotel at a special price of 1900 HUF (24 hours) for hotel guests, or 1100 HUF (during the conference hours) for non-hotel residents. **Hotel bookings are made individually.**

Please fill the booking form attached in the Annex 1. The deadline for the booking is **15th August 2012**. Reservation after this date will be possible on availability only.


5. **LUNCH AT THE HOTEL**

For those staying in Hotel Flamenco **hot and cold buffet lunch is included in the room price.** Delegates who do not choose to stay in the hotel are able to have the same lunch for **15 EUR**, to be paid on spot when registering for the workshop.

If you wish to have lunch at the hotel, please fill the form that you can find in the “Annex 2: Lunch and dinner booking form” and send it back to [HRMT2012@ksh.hu](mailto:HRMT2012@ksh.hu) by **15th August 2012 at the latest.**

6. **RECEPTION**

A cocktail reception offered by EFTA will be organised for all participants on the **5 September 2012** at the Hotel.

7. **DANUBE CRUISE AND DINNER**

All participants of the Workshop are invited by the Hungarian Central Statistical Office for a boat excursion on the Danube including a dinner on **6 September 2012**.

If you wish participate in the Danube cruise and dinner, please fill the form that you can find in the “Annex 2: Lunch and dinner booking form” and send it back to [HRMT2012@ksh.hu](mailto:HRMT2012@ksh.hu) by **15th August 2012 at the latest.**

8. **REGISTRATION FOR THE MEETING**

If you wish to participate in the meeting please complete the registration form and send it by email to Ms. Tetyana Kolomiyets by e-mail ([Tetyana.Kolomiyets@unece.org](mailto:Tetyana.Kolomiyets@unece.org)) or by fax: +41 22 917 0040, by **10th August 2012** at the latest. The registration form is available from the meeting's website.

9. **VISA REQUIREMENTS**

You can find useful information about the visa here: [http://konzuliszolgalat.kormany.hu/en](http://konzuliszolgalat.kormany.hu/en)

A letter to facilitate obtaining a visa can be requested from the Hungarian Central Statistical Office. Please contact Ms Agnes Hirsch (Agnes.Hirsch@ksh.hu) in case you need a special invitation letter to obtain a visa. **Please note that, since the meeting is organised by the UN, in principle visas should be issued free of charge.**

10. **PUBLIC TRANSPORT IN BUDAPEST**

A three days’ pass can be obtained at the BKV (Budapest Public Transport co.) cashiers to be found at all Metro stations for 3850 HUF which is valid for all means of public transport. 10 pieces discount coupon can be bought for 2800 HUF, the price of a single ticket is 320 HUF. More information: [http://www.bkv.hu/en](http://www.bkv.hu/en)
11. **MONEY**
The currency in Hungary is HUF (Hungarian Forint), with the *exchange rate* of 1 EUR = cca 300 HUF (at the moment).

12. **WEATHER IN SEPTEMBER AND USEFUL INFORMATION**
Weather forecast is quite uncertain, but they predict a nice Indian summer with around 24-26 C Degrees, and scarce rains.
Further information about the weather: [http://www.weather.com/weather/monthly/HUXX0002](http://www.weather.com/weather/monthly/HUXX0002)
Useful information on Budapest is available on [www.budapestinfo.hu](http://www.budapestinfo.hu) and on [www.hungary.com](http://www.hungary.com) websites.

13. **TRANSFER BETWEEN THE AIRPORT AND THE CITY**
You can choose between three options: taxi, airport shuttle or public transport. Further information could be found here: [http://www.bud.hu/english/transport](http://www.bud.hu/english/transport)

14. **SUGGESTED PROGRAMMES (NOT ORGANISED)**
You can visit the Parliament on guided tour. Parliament entrance is free for EU member states’ citizens, but 3500 HUF has to be paid by citizens of non-member countries. In both cases there is a need for registration at gate No. X, at the cashier 15 minutes before the tour starts. For more information please visit: [http://www.mkogy.hu/angol/eng/tajekoztato.htm](http://www.mkogy.hu/angol/eng/tajekoztato.htm)

Although the Flamenco Hotel accommodation includes fitness use, Budapest is richly endowed with natural springs of thermal waters possessing various medicinal properties, and it is these that supply the city’s many thermal baths. If you want to visit one of the thermal baths please visit this website:
[http://www.spasbudapest.com](http://www.spasbudapest.com)

The Palace of Arts with its concert hall, theatre, museum and quality 21st century surrounding has few rivals in Europe and offers astoundingly varied programmes to lovers of classical music, opera, dance, jazz, world music, pop music and the fine arts. For further information please visit: [http://mupa.hu/en/?nocache=1](http://mupa.hu/en/?nocache=1)

15. **CONTACT INFORMATION**

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We are looking forward to seeing you in Budapest!
Specially discounted hotel prices have been arranged for the participants at Danubius Hotel Flamenco. To make a reservation, please complete this booking form as soon as possible and return it to Danubius Hotel Flamenco. We suggest that you make your reservation as soon as possible, till the reservation deadline.

**RESERVATION DETAILS**

Please complete one form per room

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy room for 1 person</td>
<td>85 Euro / night</td>
</tr>
<tr>
<td>Economy room for 2 persons</td>
<td>95 Euro / night</td>
</tr>
<tr>
<td>Danubius guestroom for 1 person</td>
<td>95 Euro / night</td>
</tr>
<tr>
<td>Danubius guestroom for 2 persons</td>
<td>105 Euro / night</td>
</tr>
<tr>
<td>Executive room for 1 person</td>
<td>110 Euro / night</td>
</tr>
<tr>
<td>Executive room for 2 persons</td>
<td>120 Euro / night</td>
</tr>
</tbody>
</table>

*Please tick the convenient room type*

The prices include the buffet breakfast and hot and cold buffet lunch with one bottle of soft drink or mineral water, use of swimming pool, sauna and fitness, VAT & local tax.

Reservation deadline: 15th August 2012

First name of Delegate: ____________________________________________________________

Last name: ____________________________________________________________

Name of person sharing room: __________________________________________________

Arrival date: ____________________ Departure date: ____________________ No. of nights: ______

Organisation: ________________________________________________________________

Address: _____________________________________________________________________

Tel.: __________________ Fax: __________________ E-mail: __________________

Lack of correct credit/bank card details or in case of unsuccessful authorisation we can not guarantee the reservation.

Credit Card Company: (Visa, Amex, Master Card etc.) ________________

Number: ____________________ Exp. Date: ____________________

Card holders name: _____________________________________________________________

I accept the conditions below and allow the hotel to authorise my credit card with total cost of my stay.

______________________________________________

Authorised Signature

1. Above conference rates and rooms are guaranteed until 15th August 2012.
2. After receiving your reservation form, your booking will be reconfirmed and your given credit card will be authorised with whole stay cost.
3. In case of no-show, late cancellation (within 72 hours before arrival) or early departure one night will be charged.
4. Check-in time: from 14 PM, check-out: until 12 PM (noon)

MAIL/FAX THIS FORM AS SOON AS POSSIBLE TO DANUBIUS HOTEL FLAMENCO:

H-1113 Budapest, Tas vezér u. 7., Hungary

Telephone: +36 1 889-5706 Fax: +36 1 889-5701 e-mail: judit.szocs@danubiushotels.com

www.danubiushotels.com/flamenco

Confirmed by the hotel    Sign: ___________________________   Date: ________________
You are kindly requested to fill this form and send back before 
15th August 2012 to HRMT2012@ksh.hu

Name:

Organisation:

Country:

Lunch
Delegates who do not choose to stay in Danubius Hotel Flamenco are able to have the same lunch for 15 EUR, to be paid on spot when registering for the workshop.

If you wish to eat at the hotel please indicate your intention:

☐ YES  ☐ NO

If Yes, select the day:

☐ 5 September
☐ 6 September
☐ 7 September

Dinner

All participants of the workshop are invited by the Hungarian Central Statistical Office for a boat excursion on the Danube including dinner on 6th September 2012. If you intend to participate, please tick the appropriate box on the attached information sheet and return that form to HRMT2012@ksh.hu or fax: +36-1-345-6681 till 15th August 2012 at the latest.

I will attend

☐ YES  ☐ NO

Any other remarks: