

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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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:

<http://www.unece.org/stats/documents/2012.09.hrm.html>

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.

If you need other alternatives please visit: <http://www.budapesthotelreservation.hu/> or <http://www.hotels.hu/>.

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 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 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) 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>

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>

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>

Useful information on Budapest is available on www.budapestinfo.hu and on 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>

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>

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>

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>

15. CONTACT INFORMATION

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We are looking forward to seeing you in Budapest!

16. ANNEX 1: HOTEL BOOKING FORM

“HRMT conference”
Budapest, 5-7th September, 2012
Hotel accommodation booking form
Danubius Hotel Flamenco

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

Economy room for 1 person	<input type="checkbox"/>	rate: 85 Euro / night
Economy room for 2 persons	<input type="checkbox"/>	rate: 95 Euro / night
Danubius guestroom for 1 person	<input type="checkbox"/>	rate: 95 Euro / night
Danubius guestroom for 2 persons	<input type="checkbox"/>	rate: 105 Euro / night
Executive room for 1 person	<input type="checkbox"/>	rate: 110 Euro / night
Executive room for 2 persons	<input type="checkbox"/>	rate: 120 Euro / night

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: _____

17. ANNEX 2: LUNCH AND DINNER BOOKING FORM

BOOKING FORM

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: