

GFMD 2013-2014 FORUM MEETING
14-16 May 2014, Stockholm, Sweden

*“Unlocking the potential of migration
for inclusive development”*



PRACTICAL INFORMATION FOR PARTICIPANTS



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INFORMATION FOR PARTICIPANTS

I. GENERAL INFORMATION ABOUT GFMD

Sweden is chairing the Global Forum on Migration and Development (GFMD) from 1 January 2013 until 30 June 2014 and will host the 7th meeting of the GFMD in Stockholm on 14-16 May 2014. The central theme of the Swedish Chairmanship and the forum meeting is “Unlocking the potential of migration for inclusive development”.

The GFMD is a state-led, informal and non-binding process. Since its inception in 2007, the GFMD has helped shape the global debate on migration and development by offering a space where governments can discuss the multi-dimensional aspects, opportunities and challenges related to migration and its inter-linkages with development.

In Belgium (2007), Philippines (2008), Greece (2009), Mexico (2010), Switzerland (2011) and Mauritius (2012), more than 160 governments have taken part in the annual meetings of the GFMD. Each year, Roundtable discussions have been organized around central themes proposed by the host governments and supported by the participating states. Through dialogue and partnerships, governments and other stakeholders have learnt from each other in order to maximize the development benefits from migration and minimize its negative implications especially on migrants.

II. DATES AND VENUE

The GFMD 2014 Forum Meeting will take place at the Münchenbryggeriet Conference Centre in Stockholm, Sweden from 14-16 May 2014.

Address of the Münchenbryggeriet:
Torkel Knutssongatan 2
104 62 Stockholm
Sweden

For more information about the Münchenbryggeriet Conference Centre, please visit <http://m-b.se/>.

The Civil Society Days will be held on 12-13 May 2014 at the same conference centre.

III. FACILITIES AND AMENITIES AT THE MÜNCHENBRYGGERIET

a. Internet

Wireless Internet access is provided in the meeting rooms.

b. Meeting rooms for bilateral meetings

There is limited space for bilateral and/or private meetings. Available rooms can be reserved upon request.

c. Meals and refreshments

Refreshments will be served during coffee breaks and lunch will be provided by the organizers as indicated in the programme. Should you have any special dietary requirements please indicate this when you register for the meeting.

IV. PROGRAMME

a. Programme Overview

Below follows a brief overview of the programme. The complete programme may be viewed online at www.gfmd.org.

12-13 May	Civil Society Days ¹
14 May 11h00-13h00	Registration for the Government Meeting
14 May 13h00-14h00	Official Opening Ceremony
14 May 14h30-18h30	Common Space between Governments, Civil Society and International Organisations
14 May 19h00-21h00	Welcome reception for civil society, governments and observers hosted by Ms Hillevi Engström, Minister for International Development Cooperation and Mr Tobias Billström, Minister for Asylum and Migration
15-16 May	Government Meeting
15 May 19h00	Official Banquet Dinner at the Vasa Museum
16 May 13h30-15h30	Concluding session

An official banquet dinner will take place in the evening of Thursday, 15 May 2014, at the Vasa Museum. The Vasa Museum ([Swedish: Vasamuseet](#)) is a [maritime museum](#) that displays the only almost fully intact 17th century [ship](#) that has ever been salvaged – the 64-gun warship [Vasa](#) that sank on her [maiden voyage](#) in 1628. This is the most visited museum in Scandinavia.

¹ The Civil Society Days (CSD) are being organized by the International Catholic Migration Commission (ICMC). See <http://gfmdcivilsociety.org/> for more information about the CSD.

The dinner will hopefully be a memorable experience in the impressive and historical surroundings of the Vasa Ship. Before dinner the delegates will get a guided tour of the museum. There will be boats that will take the participants from the Münchenbryggeriet Conference Centre to the Vasa Museum.

Please note that the Vasa Ship hall and dinner area has a constant temperature of 18 °C.

b. Rules of Engagement

The Forum is an informal, interactive, non-decision making process. It is governed by the Chatham House rule – i.e., comments will not be attributed and will be informal.

Strict guidelines will be given to the chair(s) of the Roundtable sessions to discourage and avoid general statements prepared in advance by participants. The intention is to promote interactive discussion and debate.

In view of the state-led nature of the GFMD, Governments have the priority for making interventions at the Roundtable sessions.

c. Languages, translation and interpretation services

Language interpretation will be available in English, French and Spanish during plenary sessions only. All Roundtable and Common Space break-out sessions will be conducted without interpretation. Should interpretation be needed, that situation would be solved in a collegial manner during the sessions. All working papers will be provided in English, French and Spanish. The records of the proceedings² will be made available in English.

V COMPOSITION OF DELEGATIONS

Governments are invited to send delegates holding senior policy responsibilities in the fields of migration, development, labor and employment, and other related fields. To promote institutional coherence, the composition and registration of each Government delegation should be coordinated by the State's GFMD Focal Point³.

Certain regional and international organizations are invited as Observers. The composition of each Observer delegation is coordinated by the organization's GFMD Focal Point.

Both Governments and Observers are encouraged to ensure, to the extent possible, that their delegation composition is gender-balanced and represents both migration and development perspectives.

VI REGISTRATION AND DISTRIBUTION OF BADGES

a. Registration of delegates

Registration for the GFMD 2014 Meeting should be arranged through the designated GFMD Focal Point of each Government or Observer organization. Governments and Observers are requested to register at their earliest possible convenience, but no later than 7 March 2014.

² The reports of proceedings of the annual GFMD meetings are usually made available from 1-2 months after the actual meeting.

³ The online Focal Points directory may be viewed online at www.gfmd.org by registered focal points of Governments and GFMD Observers.

All delegations are encouraged to use the **online registration** system. Delegations are invited to register online at www.gfmd.org with the passwords that have been provided to all GFMD Focal Points.

Should online registration not be possible, GFMD Focal Points may also register through the GFMD Support Unit by e-mail (registration@gfmd.org) or by fax (+41 22 788 49 48), by filling in the registration form provided in Annex 1.

For further assistance or information about the registration process, please contact:

GFMD Support Unit

Phone: +41 (0)22 788 49 46

+41 (0)22 788 49 47

+41 (0)22 717 94 04

+41(0)22 717 95 15

Mobile: +41 (0)79 838 18 76

Fax: +41 (0)22 788 49 48

E-mail: registration@gfmd.org

b. Delegate badges

On the first day of the meeting (14 May 2014), GFMD identification (ID) badges will be issued to all delegates that have been duly registered by their respective GFMD Focal Points.⁴ These ID badges will allow delegates to enter the GFMD meeting rooms and participate in other official GFMD 2014 activities (including lunches and evening receptions when registered for these).

Delegates are advised to wear their ID badges at all times during the conference. The badges are personal and cannot be exchanged. Access to session rooms will only be given to delegates with badges.

c. Conference documentation

To the extent possible, background papers for the GFMD Roundtables and special sessions, as well as other relevant documents will be circulated and posted on the GFMD web portal www.gfmd.org/meetings/sweden2013-2014/docs ahead of the meeting. Delegates are encouraged to read these materials beforehand.

For environmental reasons, printing of conference documents will be avoided, but a USB (memory) stick containing all background papers and other references will be provided to delegates upon issuance of ID badges on 14 May 2014. Should delegates require hard copies of certain documents, a request in writing should be made to Reachem (e-mail: gfmd@reachem.se) no later than 1 May 2014.

VII FINANCIAL ASSISTANCE

To ensure broad participation from low-income countries, donor countries have offered limited resources to fund the participation of one delegate from each of the countries classified

⁴ If the delegate cannot personally claim the badge, only the registered Focal Point of the country/organization may claim it on his/her behalf. Please note that the organizers will not issue a duplicate badge.

as either a Least Developed Country (LDC) or Other Low Income Country (OLIC) in the OECD-DAC list⁵.

The coverage of financial assistance will be:

- cost of a return economy-class plane ticket
- 3 nights hotel accommodation in Stockholm
- 180 USD *Per Diem* for 3 days
- Travel insurance, if needed

Panelists (co-chairs, moderators, speakers, rapporteurs) from other categories of low-income countries may apply for financial assistance, if necessary.

This limited financial assistance may be extended only to duly registered participants of the GFMD 2014 Meeting. A request in writing indicating the name and official designation of the delegate to be subsidized should be submitted by the National GFMD Focal Point to the GFMD Support Unit by e-mail (registration@gfmd.org) or by fax (+41 22 788 49 48) **before 7 March 2014**. The GFMD Support Unit then endorses it and sends it to the Chair for approval.

Please note that applying does not guarantee that financial assistance will be granted.

Once approval is obtained, the subsidized delegate will be required to complete and submit a Travel Information Form to be issued by the GFMD Support Unit. The International Organization for Migration (IOM) will facilitate the travel arrangements for delegates that have been granted funding assistance.

For further assistance or information about the financial assistance modality, please contact:

Ms. Estrella Lajom

Head, GFMD Support Unit

Phone: +41 (0)22 788 49 46

+41 (0)22 788 49 47

Mobile: +41 (0)79 513 93 23

Fax: +41 (0)22 788 49 48

E-mail: supportunit@gfmd.org

VIII. ACCOMMODATION AND TRANSPORTATION

a. Accommodation

All participants (except the funded delegates) are responsible for making their own accommodation arrangements. Special rates have been negotiated by the Swedish GFMD Secretariat with various hotels in downtown Stockholm and close to the Münchenbryggeriet Conference Centre. Participants are encouraged to book their accommodation with the recommended hotels and avail themselves of the special rates before the option dates expire. Please see the list of these recommended hotels and their respective option dates in Annex 3.

⁵ Please see <http://www.oecd.org/dac/stats/daclistofodarecipients.htm> for the complete OECD-DAC list. The list of countries qualified to apply for GFMD financial assistance is also reproduced in **Annex 2**.

b. Transportation from the airport to the hotels or conference centre

Transportation from the airport to the hotels will be provided to funded participants only. Shuttle buses will be arranged from Stockholm Arlanda Airport. In case there are seats available, non-funded participants could also use these shuttle buses. However, non-funded participants are encouraged to primarily use the following means of transportation from the airport:

- Arlanda Express – high-speed train

The Arlanda Express runs non-stop between Stockholm Central Station and Arlanda in 20 minutes. Tickets can be purchased at the airport's information desks or in the grey self-service machines. There are escalators/lifts down to the train from all terminals. For more information, please see <https://www.arlandaexpress.com/default.aspx?page=3&>

- Arlanda airport coaches/ Flygbussarna

During peak traffic, the airport coaches depart at least every ten minutes. They stop outside each terminal and take you to Stockholm Central Station. A return ticket price is approximately 210 SEK. Tickets can be purchased in the self-service machines in the terminals or at the bus stops. Only sms-tickets, e-tickets via Flygbussarna airport coaches website or payments by credit card are accepted upon boarding the coach. For more information, please visit www.flygbussarna.se/en/arlanda.

- Taxis

Taxis are available directly outside all terminals. Use recognized taxi companies only (Taxi Stockholm, Taxi 020 or Taxi Kurir are recommended) and make sure to ask the driver before you start your trip about the prevailing price, which on average should be from 500 sek and not exceeding 650 sek.

c. Transportation to and from hotels and conference center

A shuttle bus service to and from the Münchenbryggeriet Conference Center and the officially recommended hotels will be available free of charge to all participants at designated times in the morning and at the end of the sessions, as will be indicated in the final Swedish GFMD programme.

As a matter of policy, hotels in Stockholm do not provide the names and personal details of their guests. In this regard, all GFMD delegates are requested to inform the GFMD Secretariat and the GFMD Support Unit⁶ their accommodation arrangements, in order to ensure transportation to and from the Münchenbryggeriet.

IX. HOSPITALITY DESKS

Hospitality desks or information points will be set up at designated areas of the Stockholm International Airport, Arlanda, at the recommended hotels as well as at the Münchenbryggeriet.

These desks will provide delegates with practical information about the conference, the venue, transportation, tours and other useful information.

⁶ This information will be required when the delegate registers online.

X. ENTRY TO SWEDEN AND VISA REGULATIONS

You might need a VISA to visit Sweden. Please see the following link: <http://www.swedenabroad.com/> and search for your country for specific information about the rules and guidelines for your country of residence.

For obtaining a visa to Sweden you need a passport, sufficient funding and an individual medical travel insurance. The requirements may change depending on the current circumstances.

To be sure that you receive your visa in time, you should submit your application preferably at least two months before the meeting.

For questions related to visa, please contact:

Ms. Kerstin Åberg
Project Administrator
Office: +46 8 405 32 99
Mobile: +46 70 561 02 41
Email: kerstin.aberg@gov.se

XII. INFORMATION ABOUT STOCKHOLM AND SWEDEN

a. Climate and weather

Despite being home to “the land of the midnight sun,” most people think of winter when they hear of Sweden. Because of the warm Gulf Stream, the climate here can be much milder than you might expect. Spring, summer, fall and winter each has its own unique personality. Spring runs from April to May, summer from June to August, fall from September to October and winter from November to March. The month of May is characterized by *rising* daily high temperatures, with daily highs increasing from 14°C to 18°C over the course of the month, exceeding 24°C or dropping below 8°C only one day in ten.

b. Currency

The local currency is the Swedish Krona (SEK). See <http://www.forex.se/en/> for the prevailing exchange rates. Approximately, the rates are as follows:

US Dollar	SEK	6.77
Pound Sterling	SEK	10.89
Euro	SEK	9.16

International Credit Cards are accepted in hotels, restaurants and shopping centres.

c. Electricity

The main voltage in Sweden is 220 volts and electrical sockets are standard British type.

d. Phone calls

To call Sweden, you must first dial the country code +46. The local code for Stockholm is 08. When placing international calls, dial 00 followed by the country and city codes.

e. Medical services

There are several different hospitals in Stockholm. The one closest to the conference center is:

Södersjukhuset
Sjukhusbacken 10
SE-118 83 Stockholm

Phone: +46 8 616 10 00

<http://www.sodersjukhuset.se/Functions/InEnglish/Emergency-Medicine/>

If you need healthcare advice please call 1177, which is a telephone- and web based health care guide. The responding telephone nurse will answer your questions, give you advice and guide you to the right health care facility.

<http://www.1177.se/Stockholm/Other-languages/Engelska/>

112 is the emergency number that you can call from a landline or mobile phone anywhere in Sweden.

Call 112 if you need immediate help.

Call 112 if you or somebody in your vicinity falls ill or has a serious accident.

Call 112 if there is a fire or any other situation requiring ambulance, fire or police services.

f. Tourist information

Visitsweden.com is Sweden's official travel and tourist information web site and they will provide answers to any questions on Stockholm or Sweden.

Please visit <http://www.visitsweden.com/sweden/>

XIII. GFMD CONTACT POINTS

Overall Programme of GFMD 2014:

Ms. Sofia Östmark
Senior Policy Advisor
Office: +46 8 405 52 20
Mobile: +46 70 262 53 03
Email: sofia.ostmark@gov.se

Registration and financial assistance:

GFMD Support Unit
Phone: +41 (0)22 788 49 46
+41 (0)22 788 49 47
+41 (0)22 717 94 04
+41 (0)22 717 95 15
Mobile: +41 (0)79 838 18 76
Fax: +41 (0)22 788 49 48
E-mail: registration@gfmd.org

Logistics and Ground Support in Stockholm:

Ms. Kerstin Aberg
Project Administrator
Office: +46 8 405 32 99
Mobile: +46 70 561 02 41
Email: kerstin.aberg@gov.se


Delegate information

 Title: ☐ Mr. ☐ Ms.

First Name: _____

Family name: _____

Date of birth (DD/MM/YYYY): ____ / ____ / ____

E-mail: _____

Country: _____

Phone number: _____

Mobile number: _____

Special dietary requirements: _____

Accommodation arrangement (name of hotel): _____

Participation Category

 A. Government: ☐ Head of delegation ☐ Delegation member

 B. GFMD Observer: ☐ Head of delegation ☐ Delegation member

 C. Other Non-Government Delegates: ☐ Civil Society ☐ Private Sector

☐ Other, please specify: _____

Official Designation: _____

Division/Office: _____

Department/Ministry: _____

Passport and flight information

Passport or ID number: _____

Passport valid until (DD/MM/YYYY): ____ / ____ / ____

Arrival Date and Time: _____

Arrival flight number: _____

Departure Date and Time: _____

Departure flight number: _____

Roundtable Sessions

For planning purpose we would appreciate an indication of which roundtable and special session you are aiming to attend. This indication is not binding. Please tick only one box per session.

1st Simultaneous Roundtable Sessions, Thursday 15 May at 09h30-12h30:

- ☐ RT 1.1 Operationalizing mainstreaming and coherence in migration and development policies
- ☐ RT 2.1 Enhancing the development impacts of labour migration and circular mobility through more systematic labour market and skills matching
- ☐ RT 3.1 Empowering migrants, their households and communities for improved protection of rights and social development outcomes

2nd Simultaneous RT sessions, Thursday 15 May at 14h00-17h00:

- ☐ RT 1.2 Framing migration for the MDGs and the Post-2015 UN Development Agenda
- ☐ RT 2.2 Facilitating positive development impacts of diaspora engagement in skills transfers, investments and trade between countries of residence and origin
- ☐ RT 3.2 Migrant asset transfers and their effects on health and education

3rd Simultaneous Sessions, Friday 16 May at 9h15 - 12h00:

- ☐ Special session on the future of the Forum (Heads of Delegation)
- ☐ Platform for Partnerships

Registration for GFMD Special Events

Would you like to participate in the Welcome Reception the 14th May at 19h00 – 21h00 at Münchenbryggeriet?

- ☐ Yes ☐ No

Would you like to participate in the official dinner 15th May at 19h00 at the Vasa Museum?

- ☐ Yes ☐ No

Please fill in this form and send it back to registration@gfmd.org.

For questions please contact:

GFMD Support Unit

Phone: +41 (0)22 788 49 46

+41 (0)22 788 49 47

+41 (0)22 717 94 04

+41(0)22 717 95 15

Mobile: +41 (0)79 838 18 76

Fax: +41 (0)22 788 49 48

E-mail: registration@gfmd.org

List of Eligible Countries for Financial Assistance

Annex 2

LEAST DEVELOPED COUNTRIES (48)	OTHER LOW INCOME COUNTRIES (6)
Afghanistan Angola Bangladesh Benin Bhutan Burkina Faso Burundi Cambodia Central African Rep. Chad Comoros Congo, Dem. Rep. Djibouti Equatorial Guinea Eritrea Ethiopia Gambia Guinea Guinea-Bissau Haiti Kiribati Laos Lesotho Liberia Madagascar Malawi Mali Mauritania Mozambique Myanmar Nepal Niger Rwanda Samoa São Tomé and Príncipe Senegal Sierra Leone Solomon Islands Somalia Sudan Tanzania Timor-Leste Togo Tuvalu Uganda Vanuatu Yemen Zambia	Kenya Korea, Dem. Rep. Kyrgyz Rep. South Sudan Tajikistan Zimbabwe

The information above was based on the OECD DAC List of ODA Recipients effective for reporting on 2011, 2012 and 2013 flows. The list is being reviewed every three years, and the next review is scheduled in the second half of 2014. For more information, see: www.oecd.org/dac/stats/daclist.

**NOTE FOR GFMD DELEGATES**

Participants are encouraged to make their own accommodation arrangements with the recommended hotels and avail of the special rates before the option dates expire.

Contact information

HOTEL	ADDRESS	TELEPHONE	E-MAIL	RATE SINGLE	CHECK-IN	OPTION DATE
Marriott Courtyard	Rålambshovsleden 50 S-112 19 Stockholm	+46 (0)8 44 13 130	reservation@marriotthotels.se	SEK 1 995	15.00	April 11
Clarion Stockholm	Ringvägen 98 S -104 60 Stockholm	+46 (0) 8 462 10 30	cl.stockholm@choice.se	SEK 1 595	15.00	April 11
Scandic Malmen	Ringvägen 98 S-104 60 Stockholm	+46 8 5173 4700	malmen@scandichotels.com	SEK 1 890	15.00	April 11
Scandic Sergel Plaza	Brunkebergstorg 9 103 27 Stockholm	+46 8 517 263 00	sergel.plaza@scandichotels.com	SEK 1 850	15.00	April 11
Grand Hotel	Blasieholmshamnen 8 164 24 Stockholm	+46(0)8 679 35 00	info@grandhotel.se	SEK 2 600	15.00	April 11

- The rates above apply to single standard rooms.
- Mini-bar or extras are not included in the rates quoted.
- The special rates negotiated by the Swedish GFMD Secretariat are only valid until the option date indicated for each hotel.
- Breakfast is included in the special rates

For any question or clarification, please contact:

GFMD Ground Support:
Email: GFMD@reachem.se
Phone: +46 (8) 410 30 150