

**100th Session of the International Labour Conference**  
**Building a future with decent work**

Although the ILO is not yet 100 years old, this year the International Labour Conference meets for its 100th Session. The reason for this is that the Organization has, at ten-year intervals, held two Conferences in one year, one of which has been a Maritime Labour Conference. Thus, while still several years from the 100th anniversary of its foundation, the ILO's unique global gathering of the key actors in the real economy – governments, employers and workers – is meeting for the 100th time.

This historic occasion will be marked by a number of special events of which the details will be communicated to member States in due course.

As the Conference reaches this important milestone, the ILO will remain true to its objectives. Where there is unemployment, the Organization will promote jobs. Where there is conflict, it will foster dialogue. Where there is social insecurity, it will promote social protection. And, where there is inequality, it will seek to advance equity and fairness. With its tripartite structure, the Conference will remain the foremost global platform for the pursuit of economic and social development.



# International Labour Organization

## *100th Session of the International Labour Conference Geneva, 1–17 June 2011 Building a future with decent work*

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# CONFERENCE GUIDE

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[www.ilo.org/ilc](http://www.ilo.org/ilc)

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# 100th Session (June 2011) of the International Labour Conference Building a future with decent work

Dates: Wednesday, 1 to Friday, 17 June 2011

**Place:** The work of the Conference will be conducted in the Palais des Nations and at ILO headquarters, Geneva.

Please note that preparatory meetings will take place on Tuesday, 31 May. These meetings will require the attendance of the members of tripartite national delegations.

For details concerning registration for the Conference, see sections 11 (Participation) and 13 (Practical arrangements), as well as the *Explanatory note for national delegations on the submission of credentials* (appended).

## 1. Agenda of the Conference

### Standing items

- I. (a) Reports of the Chairperson of the Governing Body and of the Director-General
- (b) Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work <sup>1</sup>
- II. Programme and Budget proposals for 2012–13 and other questions
- III. Information and reports on the application of Conventions and Recommendations

### Items placed on the agenda by the Conference or the Governing Body

- IV. Decent work for domestic workers – *Standard setting, second discussion, with a view to the adoption of a Convention supplemented by a Recommendation*
- V. Labour administration and labour inspection – *General discussion*
- VI. A recurrent discussion on the strategic objective of social protection (social security) under the follow-up to the 2008 ILO Declaration on Social Justice for a Fair Globalization

<sup>1</sup> This year the Global Report will be on the elimination of discrimination in respect of employment and occupation.

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## 2. Rules of procedure of the Conference

The rules of procedure of the Conference are contained in the Constitution of the International Labour Organization and in the Standing Orders of the International Labour Conference.

These texts can be consulted on the ILO website: [www.ilo.org/ilc](http://www.ilo.org/ilc). They may also be obtained in Geneva at the Document Distribution Service.

## 3. Conference programme

### ■ Tuesday, 31 May

In order to allow the technical committees to begin their substantive work on the first day of the Conference, the Governing Body decided, at its 300th Session (November 2007), that group meetings would be held on **the day before the official opening sitting**. This means that on **Tuesday, 31 May**, in addition to the usual meetings of the Government, Employers' and Workers' groups, where the groups elect their Officers, make proposals relating to the composition of the different committees and become acquainted with Conference procedure, provision will also be made for *group planning meetings for committees*, to be held as deemed appropriate by each group. **The members of tripartite national delegations should therefore arrive in Geneva in sufficient time to be able to take part in these meetings.**

The group meetings will take place in the following rooms:

Government group:            Assembly Hall, *Palais des Nations*

Employers' group:            Governing Body room at the ILO

Workers' group:              Room XIX, *Palais des Nations*

### ■ Wednesday, 1 June

**10 a.m.:** *Opening sitting* in the Assembly Hall of the *Palais des Nations*. At the opening sitting, delegations will be called on to elect the Officers of the Conference, set up the various committees and take other decisions as needed. The *Selection Committee* will meet immediately after the opening sitting of the Conference to take decisions concerning arrangements for the Conference.

**11.30 a.m.:** *Committees* may start their work. Committee sittings continue until adoption of their reports at the end of the second, or beginning of the third week.

### ■ Thursday, 9 June–Friday, 17 June

*General discussion in plenary*, encompassing delegates' statements, high-level panels, special presentations, adoption of reports and voting on instruments.

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- **Friday, 10 June**

*Discussion in plenary of the Global Report* under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work.

## **4. Plenary**

The plenary sittings of the Conference are held in the Assembly Hall of the *Palais des Nations*.

After its opening sitting on Wednesday, 1 June, it is not foreseen that the Conference will meet in plenary until **Thursday, 9 June**, to begin its discussion of the Reports of the Chairperson of the Governing Body and of the Director-General. Plenary sittings will be held thereafter in the morning and afternoon until **Friday, 17 June**, as required. **Friday, 10 June** will be given over to a plenary discussion of the Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work. Committee reports and draft instruments will be submitted to plenary for discussion from **Tuesday, 14 June**. The closing ceremony will take place on **Friday, 17 June**. At all events, a plenary sitting of the Conference may be called at any other time, if necessary.

### **I(a) Reports of the Chairperson of the Governing Body and of the Director-General**

Discussion of these documents will begin in plenary sitting on **Thursday, 9 June, at 10 a.m.** The Chairperson of the Governing Body will submit a report to the Conference on the work carried out by the Governing Body from June 2010 to June 2011.

The Director-General of the International Labour Office will submit a report to the Conference on a social policy theme of current interest. It will include an **annex on the situation of workers in the occupied Arab territories**.

### **I(b) Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work**

The follow-up to the Declaration on Fundamental Principles and Rights at Work, adopted by the International Labour Conference at its 86th Session (1998), calls on the Director-General to issue a report each year providing a dynamic global picture relating to one of the four categories of fundamental principles and rights. This year the Global Report will focus on **the elimination of discrimination in respect of employment and occupation**, both in member States that have, as well as those that have not yet, ratified the relevant fundamental ILO Conventions, that is, the Equal Remuneration Convention, 1951 (No. 100), and the Discrimination (Employment and Occupation) Convention, 1958 (No. 111).

### **Registration of speakers**

(i) **Reports of the Chairperson of the Governing Body and of the Director-General.** Persons wishing to speak may register in advance, as from **31 March 2011**, by email, facsimile or telephone (see Appendix I – Contact details).

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They may also do so during the Conference, as early as possible, at the Registration of Speakers Office. The list of speakers closes on **Wednesday, 8 June, at 6 p.m.**, subject to the decision of the Selection Committee.

(ii) **Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work.** Discussion of the Global Report is scheduled to take place in plenary as of 10 a.m. on **Friday, 10 June**. There will be no list of speakers.

### ***Time limit for speeches concerning the Reports of the Chairperson of the Governing Body and of the Director-General***

To allow as many speakers as possible to take the floor, the time limit for speeches is set at a maximum of **five minutes** (ILC Standing Orders, article 14.6). This time limit will be strictly applied. For participants' information, this time allowance corresponds to approximately three typewritten double-spaced pages (or 1,000 words), read at a speed commensurate with accurate simultaneous interpretation.

It is therefore strongly recommended that delegates reduce courtesies to a minimum, so as to enter into the substantive elements of their statements without delay. Visiting ministers, delegates, observers and representatives of international organizations and international non-governmental organizations will wish to bear this in mind when preparing their speeches.

### ***Principles governing the discussion in plenary***

The following principles, set out in paragraphs 54–58 of the fourth report of the Working Party of the Governing Body of the International Labour Office on the Programme and Structure of the ILO (1967), form a useful background to the discussion of the reports in plenary:

- Freedom of speech is a pillar of the ILO: neither governments, nor employers or workers are immune from criticism within its walls.
- Freedom of speech includes freedom to reply – one point of view may be parried by another.
- Social justice contributes to lasting peace; all human beings have the right to pursue their material well-being and spiritual development in freedom and dignity. The breadth of these fundamental principles of the ILO makes it impossible to circumscribe debate in the International Labour Conference, and the ILO must focus on the objectives that derive from these principles, irrespective of political considerations.
- Nevertheless, the purpose and scope of debate in the International Labour Conference must not encroach on discussions proper to the United Nations Security Council and General Assembly, bodies entrusted by the Charter with responsibility for political decisions in the United Nations system.
- To uphold the values of human freedom and dignity enshrined in the ILO Constitution, in periods of acute political tension the Conference must strive towards the fullest possible continued cooperation in pursuit of the Organization's objectives. Every delegate has an obligation to keep these considerations in mind, and the President of the Conference to ensure they are preserved.



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## 5. Committees

**Registration in committees:** For Employers' and Workers' delegates, this is undertaken at the group meetings on Tuesday, 31 May, or by obtaining registration forms from the group secretariats; Government delegates may register during the Government group meeting on Tuesday, 31 May.

**Composition:** Except when provided otherwise, the initial composition of committees is decided by the Conference at its opening sitting. Any modifications are carried out, for Employers' and Workers' delegates, through their respective groups and must be done before 6 p.m. to be effective the following day. Government delegates may make such modifications at the Composition of Committees Office.

### II. Finance Committee of Government Representatives (ILC Standing Orders, article 7bis and section H, article 55(3))

Under **agenda item II**, the Conference will be called on to examine and adopt the programme and budget of the ILO for the 2012–13 biennium, to consider and adopt the financial statements for the year ended 31 December 2010, and to consider such other financial and administrative matters as the Governing Body may decide to bring to its attention.

### III. Information and reports on the application of Conventions and Recommendations (ILC Standing Orders, article 7 and section H)

The Committee on the Application of Conventions and Recommendations is set up to deal with this item. It will consider information and reports supplied by governments under articles 19, 22 and 35 of the Constitution on the effect given to Conventions and Recommendations, together with the *Report of the Committee of Experts on the Application of Conventions and Recommendations* (ILC.100/III/1A), and submit a report on its work to the Conference.

In light of the Governing Body decision to place a recurrent discussion on the strategic objective of social protection (social security) on the agenda of the 100th Session of the Conference, under the follow-up to the 2008 ILO Declaration on Social Justice for a Fair Globalization, the General Survey of reports submitted to this session under article 19 (ILC.100/III/1B) will deal with the following social security-related Conventions and Recommendations: the Social Security (Minimum Standards) Convention, 1952 (No. 102), the Employment Promotion and Protection against Unemployment Convention, 1988 (No. 168), the Income Security Recommendation, 1944 (No. 67) and the Medical Care Recommendation, 1944 (No. 69).

Pursuant to the resolution concerning the measures recommended by the Governing Body under article 33 of the ILO Constitution on the subject of Myanmar, adopted by the Conference at its 88th Session (2000), the Committee will also hold a special sitting to discuss the effect given by the Government of Myanmar to the recommendations of the Commission of Inquiry set up to examine the observance of the Forced Labour Convention, 1930 (No. 29).

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#### **IV. Decent work for domestic workers – *Standard setting, second discussion, with a view to the adoption of a Convention supplemented by a Recommendation***

At its 301st Session (March 2008), the ILO Governing Body decided to place an item on the agenda of the 99th Session (2010) of the Conference with a view to setting standards on decent work for domestic workers. At its 99th Session, the Conference decided, by a resolution adopted on 16 June 2010, to place on the agenda of its 100th Session an item entitled *Decent work for domestic workers*, for second discussion, with a view to the adoption of a comprehensive standard (a Convention supplemented by a Recommendation).

In accordance with article 39, paragraph 6, of the Standing Orders of the Conference, the Office communicated Report ILC.100/IV/1, drawn up on the basis of the first discussion and containing a draft Convention and Recommendation, to the governments of all member States. Governments were asked to provide the Office, after consultations with the most representative employers' and workers' organizations, with any proposals for amendments to, or comments on, the text.

At the 100th Session of the Conference, the Committee will have before it Report ILC.100/IV/2A, which has been drafted on the basis of the replies received from governments and from employers' and workers' organizations and contains the essential points of their replies. The Committee will also have before it Report ILC.100/IV/2B, which will be the focus of the Committee's discussions, and contains the draft texts of the proposed Convention and Recommendation.

#### **V. Labour administration and labour inspection – *General discussion***

At its 308th Session (June 2010), the Governing Body placed this item on the agenda of the 100th Session of the Conference. The Office has prepared a report (ILC.100/V) to provide a basis for the general discussion.

The report sets out how sound labour administration and inspection systems are fundamental for good labour market governance, equitable economic development and the effective implementation of international labour standards. It reviews how the operating environment for these institutions has fundamentally changed in recent decades owing to economic, social and technological developments or crises. This has led governments to reconsider the organization, role and operating models of labour administrations. The report argues that if labour ministries are to remain at the centre of larger economic and social debates they must strengthen their coordinating role over the elements of national labour policy. The report also discusses efforts by governments to increase the efficiency of labour administration through new management methods as well as the use of new technologies.

The report further focuses on labour inspection as an essential component of the labour administration system, exercising the fundamental function of labour law enforcement and compliance. It considers how labour inspectorates, particularly in developing and transition economies, face numerous recurring and new challenges in building and maintaining effective systems as a result of changes in the world of work. It explores how countries have adopted innovative approaches and strengthened national strategies that combine traditional and new labour inspection methods, working with other public authorities and the social partners, and that recognize the importance of building or reinforcing networks and horizontal cooperation.

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The report will inform the general discussion of which the intended outcomes are:

- to identify the new trends, challenges and future perspectives for systems of labour administration and inspection;
- to understand better the role of employers' and workers' organizations in relation to labour administration and inspection services; and
- to provide recommendations regarding the ILO's priorities for strengthening labour administration and inspection institutions in member States with a view to realizing the objectives of the Decent Work Agenda.

## **VI. A recurrent discussion on the strategic objective of social protection (social security) under the follow-up to the 2008 ILO Declaration on Social Justice for a Fair Globalization**

The ILO Declaration on Social Justice for a Fair Globalization was adopted by the International Labour Conference at its 97th Session in 2008. In setting out follow-up actions, it directed the Office to introduce a scheme of recurrent item discussions at the International Labour Conferences, taking up, in turn, each of the four strategic objectives, in order to “understand better the diverse realities and needs of its Members with respect to each of the strategic objectives, respond more effectively to them, using all the means of action at its disposal, including standards-related action, technical cooperation, and the technical and research capacity of the Office, and adjust its priorities and programmes of action accordingly”. At its 304th Session (March 2009), the Governing Body decided that the second recurrent discussion at the 100th Session of the Conference in 2011 would be dedicated to the strategic objective of social protection, and should specifically focus on social security. The Office report (ILC.100/VI) provides background information for that discussion.

The Conference has taken a number of critical decisions regarding social security over the past decade, prior to this discussion at the 100th Session. The resolution and conclusions concerning social security agreed at the 89th Session (2001) renewed the ILO's commitment to the extension of social security coverage and to the improvement of the governance of social security. Subsequently, the Global Campaign on Social Security and Coverage for All was launched at the 91st Session of the Conference in 2003. The Campaign now follows a two-dimensional strategy that was endorsed by a Tripartite Meeting of Experts on Strategies for the Extension of Social Security Coverage (Geneva, 2–4 September 2009) and a number of Regional Meetings, including the Second African Decent Work Symposium (Yaoundé, 6–8 October 2010). The first *horizontal* dimension comprises the extension of basic income security and access to essential health care to all in need. The second *vertical* dimension seeks fuller protection of living standards when people are faced with fundamental life contingencies as defined by international labour standards. The horizontal dimension is identical to the transfer component of the Social Protection Floor initiative of the UN Chief Executives Board for Coordination (UNCEB) led by the ILO, together with the World Health Organization and a number of collaborating agencies. At its 98th Session in 2009, the Conference endorsed the Social Protection Floor approach as part of the Global Jobs Pact.

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## **Standing Orders Committee** (ILC Standing Orders, section H)

This Committee may meet as required, if proposed amendments to the Standing Orders of the Conference are received. Alternatively, the Conference may decide to refer any such matters to the Selection Committee.

## **Selection Committee** (ILC Standing Orders, article 4 and section H, article 55(2))

The Selection Committee is composed of 28 members appointed by the Government group, 14 members appointed by the Employers' group, and 14 by the Workers' group. Its responsibilities include arranging the programme of the Conference, fixing the time and agenda of its plenary sittings and acting on its behalf on any other routine question. Since the 1996 reforms to the Conference, most of these tasks have been delegated to the Officers of the Committee. The Selection Committee may be called on at any time to consider specific issues.

## **Credentials Committee** (ILC Standing Orders, article 5 and section B)

The Credentials Committee is composed of one Government, one Employers' and one Workers' delegate, appointed by the Conference. It meets in closed sittings.

Its responsibilities include:

- examining the credentials, as well as any objection relating to the credentials, of delegates and their advisers, or relating to the failure to deposit credentials of an Employers' or Workers' delegate (ILC Standing Orders, article 5(2) and 26bis);
- considering complaints of non-observance of article 13, paragraph 2(a), of the Constitution (payment of expenses of tripartite delegations) or concerning delegates or advisers prevented from attending (ILC Standing Orders, article 26ter);
- monitoring of any situation with regard to the observance of the provisions of article 3 or article 13, paragraph 2(a), of the Constitution, about which the Conference has requested a report (ILC Standing Orders, article 26quater);
- determining the quorum required for the validity of votes taken by the Conference (ILC Standing Orders, article 20(1)).

## **6. Resolutions**

The submission of draft resolutions on items which are not included on the Conference agenda will be addressed at the 100th Session of the Conference in accordance with articles 15 and 17 of the Standing Orders of the Conference, unless the Conference determines otherwise in conformity with article 76.

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## 7. Events

The Managing Director of the International Monetary Fund (IMF), Mr Dominique Strauss-Kahn, will address the Conference in a special sitting. Further information on events taking place at the Conference will be communicated to participants subsequently.

## 8. Reports

### Communication of reports

Reports for examination in technical committees will be communicated to member States at least two months before the session. Reports will be available in English, French, Spanish, Arabic, Chinese, German and Russian. They will also be accessible electronically, with this *Conference guide*, by visiting the ILO's website ([www.ilo.org/ilc](http://www.ilo.org/ilc)).

To enable all participants to prepare fully for the discussions, governments are urged to distribute the reports sent to them in good time to Government delegates, as well as to those representing the Employers and Workers. Conference participants are encouraged to bring the documents thus received with them to Geneva, and to refrain, where possible, from requesting additional sets once on the Conference site.

### Publication of the *Provisional Records*

During the session, the decisions of the Conference and the record of proceedings in plenary are published in *Provisional Records* in English, French and Spanish, and may also be consulted on the ILO's website. Speeches delivered in plenary by delegates as part of the discussion of the reports of the Chairperson of the Governing Body and of the Director-General will be recorded electronically. All plenary activities will be webcast.

## 9. Governing Body of the International Labour Office

### Election of members of the Governing Body

Article 7, paragraph 5, of the Constitution stipulates that the Governing Body's period of office is three years. As the last elections were held during the 97th Session (2008), elections will be held at the 100th Session to select the Governments represented in the Governing Body and the Employer and Worker members of the Governing Body. The date at which the electoral colleges will meet for this purpose has been **tentatively** scheduled for the **afternoon of Monday, 6 June**.

Article 52 of the Standing Orders of the Conference sets out the voting procedure. Some brief details on the composition of the Governing Body and its electoral procedure follow.

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## **Composition of the Governing Body**

The composition of the Governing Body is regulated by article 7 of the Constitution and section G of the Conference Standing Orders. It consists of 56 Governments (28 regular members and 28 deputy members), 33 Employer members (14 regular members and 19 deputy members), and 33 Worker members (14 regular members and 19 deputy members).

## **Electoral colleges**

The Government electoral college, as set out in article 49 of the Conference Standing Orders, is composed of the Government delegates of all Members of the Organization, except those from the ten Members of chief industrial importance<sup>2</sup> (which have permanent regular membership of the Governing Body), and from governments disqualified from voting. It therefore elects 18 regular and 28 deputy Government members on the basis of geographical distribution.

The Employers' and Workers' electoral colleges consist of the Employers' and Workers' delegates to the Conference, respectively, excluding delegates of States disqualified from voting. They elect by name 14 persons as regular members and 19 as deputy members of the Governing Body (ILC Standing Orders, article 50).

## **10. Interpretation**

Interpretation services at Conference meetings are provided in English, French, Spanish, Arabic, Chinese, German, Russian and, in certain cases, Japanese. Interpretation **from** Portuguese is also available in tripartite meetings.

## **11. Participation**

### **Composition of delegations**

Delegations to the International Labour Conference are composed of **four** delegates: **two** Government delegates, **one** delegate representing the Employers and **one** delegate representing the Workers (Constitution, article 3(1)).

Each delegate may be accompanied by advisers, who shall not exceed two for each item on the Conference agenda (Constitution, article 3(2)). **At the present session, this concerns items III, IV, V and VI. Therefore, each Government, Employers' and Workers' delegate to the 100th Session of the International Labour Conference may be accompanied by up to eight advisers.** Effective participation in the work of the Conference and its committees depends on the presence of advisers in the delegations. In order to allow for a full and equal participation of Government and Employer and Worker representatives, in line with the principles of tripartism, there should be no imbalance as between the number of advisers accompanying each of the delegates. Accordingly, the Employers' and Workers' delegates should, as far as possible, have an equal number of advisers, and the number of advisers accompanying each of the Government delegates should not be higher than

<sup>2</sup> Brazil, China, France, Germany, India, Italy, Japan, Russian Federation, United Kingdom and United States.

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that number. **Travel and living expenses of delegates and their advisers are to be borne by their respective States** (Constitution, article 13(2)(a)).

Under the Constitution, member States shall ensure that their delegations are fully tripartite, and that the delegates are able to act in full independence of one another. They are required to nominate non-government delegates chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of employers or workpeople in their respective countries (Constitution, article 3(5)).

**Constituents are asked to remember that the success of the discussions depends on the competencies of participants.** It is therefore of critical importance that participants should be chosen not only for the technical expertise required, but also with a view to adopting a coordinated approach, involving action shared between different government administrations.

It is essential that the tripartite balance of delegations be maintained throughout the duration of the Conference, for the purpose of voting, which takes place on the last days of the session.

**Governments are also asked to bear in mind the resolution adopted at the 78th Session (1991) of the Conference, which calls on governments, employers' and workers' organizations to include more women in their delegations to the International Labour Conference.**

	Total delegates and advisers	No. of women	Percentage of total
2002	2 460	500	20.33
2003	2 642	540	20.44
2004	2 753	640	23.24
2005	2 684	597	22.20
2006	2 712	670	24.40
2007	2 813	678	24.10
2008	2 834	728	25.70
2009	2 599	741	28.50
2010	2 967	822	27.70

Since 2002, as the above table shows, there has been a trend of slight yearly improvement in the proportion of women participating in the Conference. However, 2005 and 2007 both represent a decrease on the preceding year, as does 2010. The Credentials Committee noted that the participation of women as delegates, rather than substitutes, in the Conference improved last year, but regretted the fall in overall participation. It noted that the ILO Director-General's letter of convocation to the 99th Session of the Conference urged member States "to make every effort to achieve a gender balance in delegations".

**Governments, employers' and workers' organizations are therefore strongly urged to include a higher percentage of women in delegations to the International Labour Conference, with a view to obtaining equitable representation at an early date.**

## Credentials

Credentials of delegates and their advisers must be deposited with the International Labour Office **at least 15 days** before the date fixed for the opening sitting, in line with article 26, paragraph 1, of the International Labour Conference

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Standing Orders. The closing date for deposit of the credentials of all delegates and advisers is therefore **Tuesday, 17 May 2011**. Participants cannot register for the Conference unless their credentials have been previously deposited.

The form for the submission of credentials, attached to the letter of convocation, is accompanied by an *Explanatory note for national delegations* on the importance of depositing credentials with the secretariat, giving details on the various categories of participants at the Conference, and the roles that they play. Contact details are given both in the *Explanatory note*, and in Appendix I to this *Conference guide*.

Credentials may also be submitted electronically. Access codes will be sent to permanent missions in Geneva in early 2011. These codes allow the form for credentials to be downloaded from the Organization's website, and returned electronically to the ILO after completion.

## **Representation of non-metropolitan territories**

See Appendix II.

## **Representation of international non-governmental organizations**

See Appendix III. **The deadline for applications this year is 3 February 2011.**

## **12. Health and safety**

The International Labour Office will do all possible to safeguard participants' health and safety during the Conference. Conference participants are requested to report to the secretariat any situation they believe to be a health or safety hazard. During the Conference, full medical services are available, but all participants must be aware that the ILO does not provide insurance cover for accident or illness whilst journeying to or from Geneva or during the period of the Conference. All participants must therefore ensure that they have adequate insurance coverage in respect of illness and accident.

## **13. Practical arrangements**

Practical information of use to delegates during their attendance at the Conference can be viewed online by visiting the ILO website ([www.ilo.org/ilc](http://www.ilo.org/ilc)) and following the link to "Practical information for delegates". Further information concerning the day-to-day running of the Conference can be obtained by following the link to the *Daily Bulletin*.

## **Delegates with a disability**

The Conference premises are fully accessible to persons with a disability.



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## Accommodation for delegations in Geneva

There is constant pressure for accommodation in Geneva in the month of June. Delegations are therefore requested to make reservations well in advance. As the International Labour Office **does not have a hotel reservation service**, delegations to the Conference should request the diplomatic representations of member States in Geneva, or where applicable, in Berne, to make the necessary reservations with hotels in the Geneva area. Reservations may also be made through the:

**Office du tourisme de Genève**  
**18, rue du Mont Blanc**  
**Case postale 1602**  
**CH-1211 Genève 1**

**Telephone: +41 22 909 70 00**  
**Facsimile: +41 22 909 70 11**  
**Internet site: [www.geneve-tourisme.ch](http://www.geneve-tourisme.ch)**

## Entry visas for Switzerland and France

**Entry visas for Switzerland** are issued primarily by Swiss diplomatic representations abroad. Delegates to the Conference who require an entry visa should submit a request, well in advance, to the Swiss embassy or consulate in their country of residence.

**VERY IMPORTANT: Please note that Switzerland now applies the European Schengen regulations concerning the issuance of visas. This has several practical implications for the delegations at the Conference, that can be summarized as follows:**

- **The time for processing visa requests** may vary from case to case and may be **longer** than previously. Delegations are strongly encouraged to communicate their credentials to the Office as early as possible and to take the necessary steps for visa application well in advance (but at the earliest **three months** before the departure date), so that the visa can be issued in a timely manner.
- The members of the delegation **must submit** the following documents:
  - a travel document the validity of which exceeds that of the stay, and covers the period necessary for the return journey;
  - a visa application form, together with **two photos**;
  - supporting documents concerning the purpose of the journey, e.g. a *note verbale* from the Government duly initialled together with an order to perform the mission, a copy of credentials, an invitation to the Conference, etc.;
  - any other document that the representation considers necessary.
- Except for holders of diplomatic or service passports, the Swiss authorities may require that member States provide proof of sufficient travel insurance.

The visa issued will be valid for entering the territory of all States belonging to the Schengen area. Likewise, persons already holding Schengen visas issued by other Schengen States will be permitted to enter Switzerland.

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The main responsibility for obtaining entry visas for Switzerland lies with the governments of member States for all delegates included **by them** in the delegation's official credentials.

The Office can only intervene with Swiss diplomatic representations if a visa request **has been refused** by them. Such interventions may be made only on behalf of the following categories of participants: **delegates, persons formally designated as advisers, and persons designated in accordance with article 2, paragraph 3(i), of the Standing Orders of the Conference.** For all other participants ("other persons attending the Conference" and "support staff for the delegations"), member States should contact the Swiss representation in their country directly and arrange their visas without any ILO involvement. **Please note that for the Office to intervene with Swiss diplomatic representations on behalf of the categories of participants noted above, their credentials must have been received in Geneva by 17 May 2011.**

In order for the Office to intervene in relation to a visa application as stated in the preceding paragraph, the following conditions must be met:

- the **first and last names** of the person concerned must be included in the official credentials of the delegation within one of the categories of participants referred to above, as submitted to the International Labour Office by the Government;
- the visa application **must have already been processed by a Swiss diplomatic representation;**
- the request for intervention must reach the Office **at least a week before the departure date**, indicating the Swiss representation to which the visa application is being made.

Delegates may wish to note that visas are issued upon arrival at the airport in Geneva **only in exceptional circumstances.** When such circumstances so warrant (in particular where there is no Swiss representation in the country of origin), the Swiss authorities may authorize the issuance of a visa upon arrival in Switzerland, provided that the request is made sufficiently in advance of the departure date. The Office may intervene with the Swiss authorities regarding exceptional requests for a visa to be issued on arrival, if the applicant is included in the official credentials of the delegation, and the request reaches the Office at least one week before departure. The following additional information must also be provided:

- first and last name of the person concerned;
- date of birth;
- type and number of the passport and its issuance and expiry dates.

As the Office does not have the capacity to handle each request individually, it will, where appropriate, transmit directly to the competent Swiss authorities its support for any visa application within 24 hours of receipt of the request.

**No request will be handled** for persons who travel without having first obtained a visa, or the necessary authorization to obtain it upon arrival in Switzerland. Any person who travels to Switzerland without meeting these requirements may be denied entry at the point of immigration.

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## Registration on arrival

Delegates will be able to register and collect their badges at the **ILO Pavilion, at the entry to the International Labour Office (headquarters building)**, provided that the Office has received their credentials. The registration desk will be open on **Monday, 30 and Tuesday, 31 May from 9 a.m. to 6 p.m.**, and as from **Wednesday, 1 June**, daily from **8 a.m. to 6.30 p.m.**, and Saturdays as necessary, excluding Sundays.

Since the registration of delegates is the basis for calculating the quorum for votes, only delegates who are actually attending the Conference should be registered. Delegates are therefore encouraged to register in person upon their arrival and requested to **give timely notice of their departure if they leave before the end of the Conference**. Moreover, the Governing Body has requested the Office to restrict the practice of allowing permanent missions to collect Conference badges for the whole delegation of the member State. Permanent missions will in particular no longer be allowed to collect badges for Employer and Worker representatives, unless they have been specifically authorized in writing by the Employers and Workers concerned.

During the Conference all participants must be in possession of a personalized badge issued by the ILO, and of an appropriate identity document, containing a photograph, to gain access to the *Palais des Nations* complex. Badges must be worn visibly at all times.

## Meeting room reservations

Participants wishing to reserve rooms for the purpose of bilateral, multilateral or group meetings on matters related to International Labour Conference business may do so in advance by email, as of **Monday, 4 April 2011**, to the following address: [ilcrooms@ilo.org](mailto:ilcrooms@ilo.org).

## Visitors to the Conference

Visitors to the Conference may be issued with special visitors' badges on presentation, at the ILO Pavilion, of a national identity document bearing a photograph. Visitors' badges are valid for access to the *Palais des Nations* only if they are accompanied by the aforementioned national ID, which may be kept as security on a daily basis.

For access to the *Palais des Nations*, a dedicated visitors' shuttle bus (specially marked) will depart from the ILO and visitors will be required to alight upon arrival at the main *Palais des Nations* gate to undergo UN security service scrutiny, prior to admission to UN premises.

Visitors shall adhere at all times to instructions as may be issued by security staff. They may observe public sittings only from the public gallery of the relevant meeting room and are not permitted to sit in the main body of the hall. Visitors are requested to ensure that they in no way interfere with the orderly conduct of meetings.

## Other matters

A shuttle-bus service will be available to transport participants between the ILO headquarters building and the *Palais des Nations*. The journey takes five to ten minutes.

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Car parking space at the *Palais des Nations* will be limited, and participants are consequently encouraged to use public transport, or ILO car parks and the shuttle-bus service.

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## Appendix I

### Contact details

**ILO website: [www.ilo.org/ilc](http://www.ilo.org/ilc)**

	<b>email address</b>	<b>Fax number</b>	<b>Telephone</b>
<b>Credentials</b>			
By post to: Office of the Legal Adviser ILO CH-1211 Geneva 22	<a href="mailto:credentials@ilo.org">credentials@ilo.org</a>	+41 22 799 84 70	
<b>Registration of speakers</b>	<a href="mailto:orateurs@ilo.org">orateurs@ilo.org</a>	+41 22 799 89 44	+41 22 799 77 30
<b>Meeting room reservations</b>	<a href="mailto:ilcrooms@ilo.org">ilcrooms@ilo.org</a>		
<b>Official Relations Branch</b> (for general inquiries)	<a href="mailto:RELOFF@ilo.org">RELOFF@ilo.org</a>	+41 22 799 89 44	+41 22 799 77 32
<b>Documentation</b>	<a href="mailto:DISTR@ilo.org">DISTR@ilo.org</a>	+41 22 799 63 61	+41 22 799 80 40

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## Appendix II

### Representation of non-metropolitan territories – Deadline 22 February 2011

Under article 3, paragraph 3, of the Constitution:

Each Member which is responsible for the international relations of non-metropolitan territories may appoint as additional advisers to each of its delegates:

- (a) persons nominated by it as representatives of any such territory in regard to matters within the self-governing powers of that territory; and
- (b) persons nominated by it to advise its delegates in regard to matters concerning non-self-governing territories.

In line with the constitutional, political, economic and social development of any non-metropolitan territory for which a member State is responsible, the non-metropolitan territory in question may be invited, through the member State concerned, to participate by means of a tripartite observer delegation in sessions of the Conference, with the rights and status accorded to observers under the Standing Orders of the Conference.

**Requests for invitations of non-metropolitan territories must reach the Office by 22 February 2011 to be submitted to the Governing Body for approval at its 310th Session (March 2011).**

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## Appendix III

### Representation of international non-governmental organizations at the International Labour Conference

#### 1. *Conditions to be met*

Any international non-governmental organization (INGO) wishing to be invited to be represented at the Conference should meet the following conditions. It should:

- (a) demonstrate the international nature of its composition and activities by proving that it is represented or has affiliates in a considerable number of countries and that it is active in those countries;
- (b) have aims and objectives that are in harmony with the spirit, aims and principles of the Constitution of the ILO and the Declaration of Philadelphia;
- (c) formally express a clearly defined interest, supported by its statutes and by explicit reference to its own activities, in at least one of the items on the agenda of the Conference session to which it requests to be invited;
- (d) **submit its request, in writing, to the Director-General of the International Labour Office as soon as possible and at least one month before the opening of the session of the Governing Body preceding the session of the Conference,<sup>1</sup> i.e. by 3 February 2011.**

#### 2. *Documents and information to be submitted*

In order for the Office to verify that the conditions set out in subparagraphs 1(a), (b) and (c) above are met by the organization submitting the request, the latter must send with its request:

- a copy of its statutes;<sup>2</sup>
- the names and titles of its Officers;
- a description of its composition and the aggregate membership of the national organizations affiliated to it;
- a copy of its latest report;
- detailed and verifiable information about its sources of financing.

If, following the examination of the documents and information, the Office considers that the organization submitting the request meets the prescribed conditions, its request will be submitted to the Officers of the Governing Body for decision.<sup>3</sup>

Organizations having regional consultative status, those on the ILO special list of INGOs, those invited to previous sessions of the General Conference are considered to have satisfied the conditions set out in subparagraphs (a) and (b) and are exempt from submitting once again the documents and information indicated above.

**Any request submitted less than one month before the opening of the session of the Governing Body preceding the session of the Conference will not be examined.**

Organizations which have been invited to be represented at the Conference may appoint one representative only for each of the agenda items in which they have expressed a particular interest. The participation of INGOs in the work of the Conference committees dealing with the technical items in which they have expressed a particular interest is subject to a decision of the Selection Committee (article 56.9 of the Standing Orders of the Conference).

<sup>1</sup> ILC Standing Orders, article 2(4).

<sup>2</sup> In English, French and Spanish, if these versions exist.

<sup>3</sup> At its 256th Session (May 1993), the Governing Body delegated to its Officers the authority to invite INGOs wishing to be represented at sessions of the General Conference.