

# ***Conference guide***

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***98th Session of the  
International Labour Conference  
Geneva, 3–19 June 2009***



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**CONFERENCE GUIDE**

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# 98th Session (June 2009) of the International Labour Conference

**Dates:** Wednesday, 3 June to Friday, 19 June 2009

**Please note that important preparatory meetings will take place on Tuesday, 2 June. These meetings will require the attendance of the tripartite members of national delegations**

**Place:** *Palais des Nations* and the headquarters of the International Labour Office, Geneva

**For details concerning registration for the Conference, see sections 8 (Participation) and 10 (Practical arrangements), and the *Explanatory note for national delegations on the submission of credentials* (attached).**

## 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 2010–11 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. Elaboration of an autonomous Recommendation on HIV/AIDS in the world of work – *Standard setting, double discussion*
- V. Employment and social protection in the new demographic context – *General discussion based on an integrated approach*
- VI. Gender equality at the heart of decent work – *General discussion*

## 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.

<sup>1</sup> This year the Global Report will be on the elimination of forced and compulsory labour.

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These texts, as well as a condensed version in a *Handbook for delegates* entitled “The Standing Orders at a glance”, may be obtained in Geneva at the Document Distribution Service and can also be consulted on the ILO web site: [www.ilo.org](http://www.ilo.org). The *Handbook* will also be placed on the ILC web site early in 2009.

### 3. Conference programme

#### ■ Tuesday, 2 June

In order to allow the technical committees to begin their substantive work on the first day of the Conference, group meetings will be held on **the day before the official opening sitting**. This means that on **Tuesday, 2 June**, 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 tripartite members of national delegations should therefore arrive in Geneva in sufficient time to be able to take part in these important meetings.**

The full group meetings will take place in the following rooms:

Government group:	Assembly Hall of the <i>Palais des Nations</i>
Employers’ group:	Governing Body room of the ILO
Workers’ group:	Room XIX of the <i>Palais des Nations</i>

#### ■ Wednesday, 3 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 a.m.:** *Committees* start their work. Committee sittings continue until adoption of their reports at the end of the second, or beginning of the third week.

#### ■ Friday, 12 June

**10 a.m. and 3 p.m.:** Discussion in plenary of the Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work.

#### ■ Monday, 15 June to Friday, 19 June

*Plenary week*, encompassing delegates’ statements, high-level panels, special presentations, adoption of reports and voting on instruments.

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## 4. Plenary

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

After the opening and first sitting on Wednesday, 3 June, it is not foreseen that the Conference will meet in plenary until the end of the second week of its work. The second plenary sitting will be held on **Friday, 12 June, at 10 a.m.** for the discussion of the Global Report. Plenary sittings for the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General will be held daily throughout the third week, from **Monday, 15 June at 10 a.m., through to Friday, 19 June**, as required. Committee reports and draft instruments will be submitted to plenary for discussion from **Tuesday, 16 June**. Voting on draft instruments will take place on **Thursday, 18 June**, followed by the closing ceremony on **Friday, 19 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 **Monday, 15 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 2008 to June 2009.

The Director-General of the International Labour Office will submit a report to the Conference which will invite participants to provide guidance to the ILO in shaping its action to best serve Members' needs, as the Organization approaches its 90th anniversary. 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 forced and compulsory labour**, both in member States that have, as well as those that have not yet, ratified the relevant fundamental ILO Conventions, that is, the Forced Labour Convention, 1930 (No. 29), and the Abolition of Forced Labour Convention, 1957 (No. 105).

### **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 **2 April 2009**, by email, facsimile or telephone (see Appendix I – Contact details). They may also do so during the Conference, as early as possible, at the office of the Clerk of the Conference. The list of speakers closes on **Thursday, 11 June, at 6 p.m.**, subject to the decision of the Selection Committee. While an exact speaking time may not be confirmed due to daily changes in the plenary programme, speakers will receive an indication of the approximate time of their address on the eve of the appointed sitting. A message to this effect will be placed in the relevant delegation's pigeonhole at the *Palais des Nations*.

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(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, in two dedicated sittings, on **Friday, 12 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.

To maintain the required decorum, participants are kindly requested to restrict their movements in the plenary hall during the debate.

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## 5. Committees

**Registration in committees:** For Employers' and Workers' delegates, this is undertaken at the group meetings on Tuesday, 2 June, or by obtaining registration forms from the group secretariats; Government delegates may register during the Government group meeting on Tuesday, 2 June.

**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 2010–11 biennium and to consider such other financial and administrative matters as the Governing Body may decide to bring to its attention.

### III. Committee on the Application of Conventions and Recommendations (ILC Standing Orders, article 7 and section H)

This Committee is set up to deal with **agenda item III – Information and reports on the application of Conventions and Recommendations**. 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* (Report III (Part IA), International Labour Conference, 98th Session, 2009), and submit a report on its work to the Conference.

At the 98th Session, the General Survey of reports submitted under article 19 (Report III (Part IB)) will deal with the Occupational Safety and Health Convention, 1981 (No. 155), the Occupational Safety and Health Recommendation, 1981 (No. 164), and the Protocol of 2002 to the Occupational Safety and Health Convention, 1981.

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).

### IV. Elaboration of an autonomous Recommendation on HIV/AIDS in the world of work – *Standard setting, double discussion*

The world of work is a vital front in the global struggle against HIV/AIDS. It experiences many of the deepest impacts of the epidemic and is also a key factor in the response, especially at country level. As States and employers' and workers' organizations have acquired hard-won experience, the ILO and its partner organizations have brought a rights-based approach to help shape responses and contribute to the UN "Delivering as One". Both the progress achieved and

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the limits on that progress, along with changes in the epidemiological situation, require that responses continue to be refined and strengthened.

At its 298th Session (March 2007), the Governing Body decided to place an item on HIV/AIDS in the world of work on the agenda of the 98th Session (2009) of the International Labour Conference, for a double discussion leading to the adoption of an autonomous Recommendation. It was decided that it was necessary to adopt an international labour standard on HIV/AIDS in order to increase the attention devoted to the subject at national and international level, to promote united action among the key actors on HIV/AIDS, and to increase the impact of the ILO code of practice on HIV/AIDS and the world of work, adopted in 2001.

The Office has prepared two reports to serve as a basis for the first discussion. The law and practice report, *HIV/AIDS and the world of work*, (Report IV(1), International Labour Conference, 98th Session, 2009) was accompanied by a questionnaire to which governments were asked to give replies in consultation with the organizations of employers and workers. Due to the broad scope of the subject, the report called on ministries of labour to consult other national ministries and institutions dealing with HIV/AIDS, and other relevant organizations, including organizations of people living with HIV (PLHIV). Summaries of these replies and draft conclusions are in the second Conference report (Report IV(2), International Labour Conference, 98th Session, 2009).

## **V. Employment and social protection in the new demographic context – *General discussion based on an integrated approach***

Increased life expectancy, resulting from progress in medical science and in access to health services, is one of the major achievements of the last decades. However, increased life expectancy combined with declining fertility rates is altering the world's population structure profoundly. Population ageing is already advanced in developed countries and progressing rapidly in developing ones. By 2050 almost 2 billion people will be aged 60 years or over; 80 per cent of them will live in developing countries. The average age of the labour force will be higher, and the volume of older workers is expected to increase to 268 million men and 193 million women by 2020. Labour force growth will be particularly strong in the less economically advanced countries. Both labour markets and social policies have to adjust to this new situation.

In low-income countries the combination of old age, poverty and exclusion is of great concern. Social security for the elderly only covers a minority in such countries and older people are thus obliged to continue working, often in the informal economy. In the industrialized countries, where social security coverage is higher, longer and healthier lives have not been accompanied by longer working careers owing to many social and economic factors. While there is much debate about the impact of ageing on social security financing, this discussion obscures a key issue: many older people cannot find or keep employment, while on the other hand a large number of younger women and men are unemployed, underemployed, inactive or work in the informal economy and thus have no chance to contribute to pension systems. The promotion of productive employment and decent work is the best way to ensure social protection for all, in both developed and developing countries.

The ILO and its tripartite constituents can play a key role in developing innovative strategies to meet the abovementioned challenges and to take advantage of the opportunities provided by an older workforce. The International Labour Conference will hold a general discussion on "Employment and social protection in the new demographic context" based on an integrated approach. The Office has prepared a report (Report V, International Labour Conference, 98th Session, 2009) as a basis for this discussion. The report focuses on progress



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and future policy directions related to the employment and social protection issues which are at the heart of the debate on ageing. It sets the Decent Work Agenda as the general framework within which a comprehensive strategy to meet the challenge of population ageing can be developed, to promote productive employment, decent work and social security for all. The report also seeks to respond to the resolutions adopted by the United Nations General Assembly regarding follow-up to the Second World Assembly on Ageing that request the United Nations system and the specialized agencies to integrate ageing into their work programmes.

## **VI. Gender equality at the heart of decent work – *General discussion***

At its 298th Session (March 2007), the Governing Body placed an item on “Gender equality at the heart of decent work” on the agenda of the 98th Session of the International Labour Conference (2009) for general discussion. The last time gender equality featured as a stand-alone item at the Conference was over 20 years ago, in 1985. The follow-up to that general discussion resulted in many positive developments that advanced equality of opportunity and treatment for women and men throughout the world of work. Yet numerous equality issues have not been adequately dealt with over the years, and important gaps identified by the 1985 discussion persist in the context of globalization. The 2008 *Declaration on Social Justice for a Fair Globalization* reiterated the importance of gender equality as a cross-cutting issue in the ILO’s Decent Work Agenda. Indeed, gender mainstreaming is a process that can bear results in relation to both economic efficiency and social justice.

The conceptual framework chosen for the report, *Gender equality at the heart of decent work* (Report VI, International Labour Conference, 98th Session, 2009) aims to provide a user-friendly and logical structure in which readers can recognize their own daily lives and those of their families, colleagues and societies through access to opportunities for decent work. The ILO role in supporting constituents’ efforts for the empowerment of women in achieving equality in the world of work is emphasized throughout the report, as this is an integral part of its mandate. At the same time, the role of men in the gender discourse is also addressed. The report analyses the different pressures on both working women and men. It canvasses thoroughly research and data that rebut the perception that gender is a purely female issue.

In chapters addressing the different stages of the life cycle, the report assesses progress in ILO action according to the four pillars of Decent Work. It identifies current gaps and highlights good practices in overcoming gender equality deficits with regard to access to rights, employment opportunities, social protection and social dialogue. The methodology is based on research, policy recommendations, technical services (including technical cooperation), partnerships and the advocacy efforts of the ILO. Each chapter is supported by the most up to date available data and balanced analysis pertaining to the topic. The cumulative effects of lifelong discrimination against women will be presented, and note is taken of areas in which attention might be paid to equality for men.

## **Resolutions**

As the 2009 session precedes the beginning of a biennial financial period, and subject to the provisions of article 17, paragraph 2, of the Conference Standing Orders, no resolution relating to a matter not included in an item placed on the agenda by the Conference or the Governing Body may be moved.

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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. While the Selection Committee may be called on at any time to consider specific issues, it normally holds only one sitting at the beginning of the Conference.

## **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) (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. 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 web site ([www.ilo.org](http://www.ilo.org)), and following the link for the "International Labour Conference".

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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 web site. 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.

## 7. Interpretation

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

## 8. 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 98th Session of the International Labour Conference may be accompanied by up to eight advisers.** To guarantee the required balance of Government, Employer and Worker representatives, governments should ensure that an equal number of Employers' and Workers' advisers are appointed to each delegation. **Travel and living expenses of delegates and their advisers are to be borne by their respective member 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.

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**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.**

	<b>Total delegates and advisers</b>	<b>No. of women</b>	<b>Percentage of total</b>
<b>2002</b>	2 460	500	20.33
<b>2003</b>	2 642	540	20.44
<b>2004</b>	2 753	640	23.24
<b>2005</b>	2 684	597	22.20
<b>2006</b>	2 712	670	24.40
<b>2007</b>	2 813	678	24.10
<b>2008</b>	2 834	728	25.70

Since 2002, as the above table shows, there has been an overall trend of slight yearly improvement in the proportion of women participating in the Conference, attaining a level of 25.7 per cent in 2008. Nevertheless, the percentage remains low, and the Credentials Committee at the 97th Session deplored this fact, recalling the United Nations target of increasing the proportion of women in decision- and policy-making bodies to at least 30 per cent. The Committee accordingly called on constituents to strive to meet this target.

**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 Standing Orders. The closing date for deposit of the credentials of all delegates and advisers is therefore **Tuesday, 19 May 2009**. 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 2009. These codes allow the form for credentials to be downloaded from the Organization's web site, 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 4 February 2009.**

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## 9. 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.

## 10. Practical arrangements

Practical information of use to delegates during their attendance at the Conference can be viewed online by visiting the ILO web site ([www.ilo.org](http://www.ilo.org)) and following the link to the "International Labour Conference", and then 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.

### 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 as of 12 December 2008, Switzerland 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:**

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- **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.

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 19 May 2009.**

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 **has 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

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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.

## 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, 1 June and Tuesday, 2 June from 9 a.m. to 6 p.m.**, and as from **Wednesday, 3 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 6 April 2009, 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

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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* (five- to ten-minute ride).

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 web site: [www.ilo.org](http://www.ilo.org)**

	<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 17 February 2009

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.

Alternatively, 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 17 February 2009 to be submitted to the Governing Body for approval at its 304th Session (March 2009).**

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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 4 February 2009.**

#### 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.