

# ***Conference guide***

---

***99th Session of the  
International Labour Conference  
Geneva, 2–18 June 2010***



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



# International Labour Organization

## 99th Session of the International Labour Conference Geneva, 2–18 June 2010

# CONFERENCE GUIDE

### Contents

	<i>Page</i>
1. Agenda of the Conference .....	1
Standing items .....	1
Items placed on the agenda by the Conference or the Governing Body .....	1
2. Rules of procedure of the Conference.....	2
3. Conference programme.....	2
4. Plenary .....	3
I(a) Reports of the Chairperson of the Governing Body and of the Director-General .....	3
I(b) Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work .....	3
5. Committees .....	5
II. Finance Committee of Government Representatives .....	5
III. Information and reports on the application of Conventions and Recommendations .....	5
IV. Decent work for domestic workers – <i>Standard setting, with a view to the         possible adoption of a Convention supplemented by a Recommendation</i> .....	6
V. HIV/AIDS and the world of work – <i>Standard setting, second discussion,         with a view to the adoption of an autonomous Recommendation</i> .....	6
VI. A discussion on the strategic objective of employment – <i>First in the         cycle of recurrent discussions to follow up on the ILO Declaration         on Social Justice for a Fair Globalization, 2008</i> .....	7
VII. Review of the follow-up to the 1998 ILO Declaration on Fundamental Principles and Rights at Work.....	7
Standing Orders Committee .....	8
Selection Committee .....	8
Credentials Committee.....	8
6. Resolutions .....	9
7. Events .....	9
8. Reports.....	9
Communication of reports .....	9
Publication of the <i>Provisional Records</i> .....	9
9. Interpretation.....	9
10. Participation.....	9
Composition of delegations.....	9
Credentials .....	11
Representation of non-metropolitan territories .....	11
Representation of international non-governmental organizations.....	11
11. Health and safety .....	11
12. Practical arrangements.....	11
Delegates with a disability .....	11
Accommodation for delegations in Geneva .....	12
Entry visas for Switzerland and France.....	12
Registration on arrival.....	14
Meeting room reservations.....	14
Visitors to the Conference.....	14
Other matters.....	14

---

## **Appendices**

	<i>Page</i>
I. Contact details.....	17
II. Representation of non-metropolitan territories .....	18
III. Representation of international non-governmental organizations at the International Labour Conference .....	19

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

---

# 99th Session (June 2010) of the International Labour Conference

**Dates:** Wednesday, 2 to Friday, 18 June 2010

**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, 1 June. These meetings will require the attendance of the tripartite members of national delegations.

For details concerning registration for the Conference, see sections 10 (Participation) and 12 (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 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, with a view to the possible adoption of a Convention supplemented by a Recommendation*)
- V. HIV/AIDS and the world of work (*standard setting, second discussion with a view to the adoption of an autonomous Recommendation*)
- VI. A discussion on the strategic objective of employment (*first in the cycle of recurrent discussions to follow up on the 2008 ILO Declaration on Social Justice for a Fair Globalization*)
- VII. Review of the follow-up to the 1998 ILO Declaration on Fundamental Principles and Rights at Work

<sup>1</sup> This year the Global Report will be on the effective abolition of child labour.

---

## 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 web site: [www.ilo.org](http://www.ilo.org). They may also be obtained in Geneva at the Document Distribution Service.

## 3. Conference programme

### ■ Tuesday, 1 June

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, 1 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 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, 2 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* start their work. Committee sittings continue until adoption of their reports at the end of the second, or beginning of the third week.

### ■ Friday, 11 June

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

---

- **Monday, 14 June–Friday, 18 June**

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

## **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, 2 June, it is not foreseen that the Conference will meet in plenary until **Friday, 11 June** 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, 14 June, at 10 a.m. through to Friday, 18 June**, as required. Committee reports and draft instruments will be submitted to plenary for discussion from **Tuesday, 15 June**. The closing ceremony will take place on **Friday, 18 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, 14 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 2009 to June 2010.

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. The Director-General will also submit a report on programme implementation and the results achieved by the Organization in 2009–10.

### **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 effective abolition of child labour**, both in member States that have, as well as those that have not yet, ratified the relevant fundamental ILO Conventions, that is, the Minimum Age Convention, 1973 (No. 138), and the Worst Forms of Child Labour Convention, 1999 (No. 182).

### ***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 **29 March 2010**, by email, facsimile or telephone (see Appendix I – Contact details).

---

They may also do so during the Conference, as early as possible, at the registration of speakers office. The list of speakers closes on **Thursday, 10 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, 11 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.



---

## 5. Committees

**Registration in committees:** For Employers' and Workers' delegates, this is undertaken at the group meetings on Tuesday, 1 June, or by obtaining registration forms from the group secretariats; Government delegates may register during the Government group meeting on Tuesday, 1 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 such financial and administrative matters as the Governing Body may decide to bring to its attention, including matters related to the Organization's programme and budget.

### 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 agenda 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* (Report III (Part IA)), and submit a report on its work to the Conference.

In light of the Governing Body decision to place a discussion on the strategic objective of employment on the agenda of the 99th Session of the Conference, the first in the cycle of recurrent discussions to follow up on the 2008 ILO Declaration on Social Justice for a Fair Globalization, the General Survey of reports submitted to this session under article 19 (Report III (Part IB)) will deal with the following employment-related Conventions and Recommendations: the Employment Service Convention, 1948 (No. 88), the Employment Policy Convention, 1964 (No. 122), the Human Resources Development Convention, 1975 (No. 142), the Private Employment Agencies Convention, 1997 (No. 181), the Job Creation in Small and Medium-Sized Enterprises Recommendation, 1998 (No. 189), and the Promotion of Cooperatives Recommendation, 2002 (No. 193).

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

Domestic work is one of the oldest and most important occupations for millions of workers around the world, many of them women. In contemporary society, care work at home is vital for the economy outside the household to function and demand for it has increased everywhere in the past two decades. Domestic work, nonetheless, is undervalued and poorly regulated, and many domestic workers remain overworked, underpaid and unprotected. Domestic work remains virtually invisible as a form of employment in many countries.

Improving the conditions of domestic workers has been an ILO concern since its early days. As early as 1948, the ILO adopted a resolution concerning the conditions of employment of domestic workers. In 1965, it adopted a resolution calling for normative action in this area, while in 1970 the first survey ever published on the status of domestic workers across the world made its appearance. The Decent Work Agenda provides a new and promising avenue for ensuring visibility and respect for domestic workers. Standard setting on decent work for domestic workers will take the ILO beyond non-compliance and towards the provisions of meaningful guidance on how to regulate a category of workers in need of support.

At its 301st Session (March 2008), the ILO Governing Body agreed to place an item on decent work for domestic workers on the agenda of the 99th Session of the International Labour Conference (2010) with a view to the setting of labour standards. The Office has prepared two reports to serve as a basis for the first discussion. The preliminary report, *Decent work for domestic workers*, Report IV(1), was accompanied by a questionnaire to which governments were asked to give reasoned replies. These replies have been summarized in the second report (Report IV(2)), which also indicates the main points that the Conference may wish to consider.

#### **V. HIV/AIDS and the world of work – *Standard setting, second discussion, with a view to the adoption of an autonomous Recommendation***

At its 298th Session (March 2007), the Governing Body had decided to place the item entitled “Elaboration of an autonomous Recommendation on HIV/AIDS and the world of work” on the agenda of the 98th Session of the Conference. The 98th Session of the Conference decided, by a resolution adopted on 18 June 2009, to place on the agenda of its 99th Session an item entitled “HIV/AIDS and the world of work”, for a second discussion, with a view to adopting an autonomous Recommendation.

In accordance with article 39, paragraph 6, of the Standing Orders of the Conference, the Office communicated Report V(1), drawn up on the basis of the first discussion and containing a draft Recommendation, to the governments of all member States, asking them, after consultations with the most representative employers’ and workers’ organizations, to provide the Office with any proposals for amendments to, or comments on, the text.

At the 99th Session of the Conference, the Committee will have before it Report V(2A), *HIV/AIDS and the world of work*, drafted on the basis of the replies received from governments and from employers’ and workers’ organizations and containing essential points of their replies. The Committee will also have before it Report V(2B), which will be the focus of the Committee’s discussions, and contains the text of the proposed autonomous Recommendation.

---

**VI. A discussion on the strategic objective of employment – *First in the cycle of recurrent discussions to follow up on the ILO Declaration on Social Justice for a Fair Globalization, 2008***

The ILO Declaration on Social Justice for a Fair Globalization was adopted by the International Labour Conference at its 97th Session in June 2008. In setting out follow-up actions, the annex to the Declaration 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” (article II(B)(i)). At its 303rd Session (November 2008), the Governing Body decided that the first recurrent item discussion would be on employment, for the 99th Session of the Conference in June 2010. The report of the Office (Report VI) provides background information for that discussion.

**VII. Review of the follow-up to the 1998 ILO Declaration on Fundamental Principles and Rights at Work**

The ILO Declaration on Fundamental Principles and Rights at Work and its Follow-up (the 1998 Declaration) was adopted by the 86th Session of the Conference in June 1998. Its annex, entitled “Follow-up to the Declaration”, outlined two reporting procedures. These aimed at encouraging the efforts made by the member States to promote the fundamental principles and rights at work. Recognizing the innovative and experimental nature of the reporting procedures, the annex foresaw that “(t)he Conference shall, in due course, review the operation of this follow-up in the light of the experience acquired to assess whether it has adequately fulfilled the overall purpose articulated in Part I” (of the annex).

Meanwhile, in June 2008, the 97th Session of the Conference adopted the ILO Declaration on Social Justice for a Fair Globalization (the 2008 Declaration). Fundamental principles and rights at work are specified in the 2008 Declaration as one of the four strategic objectives of the ILO, and are therefore also covered by the method of implementation of that Declaration and its follow-up provisions.

The follow-up to the 2008 Declaration, in section II(B) of its annex, provides that the Organization will introduce a scheme of recurrent discussions by the Conference, based on modalities agreed by the Governing Body, without duplicating the ILO’s supervisory mechanisms, so as to, inter alia, understand better the diverse realities and needs of the Members with respect to each of the strategic objectives.

Pursuant to a decision by the Governing Body in November 2008, tripartite consultations were held on the follow-up to the 2008 Declaration from 2 to 4 February 2009. A paper submitted for consultations outlined a number of possible modifications to the follow-up procedures of the 1998 Declaration. Various speakers expressed their views on the subject.

In the light of the above, the Governing Body decided to include the additional item on the agenda of this Conference to review the follow-up to the 1998 ILO Declaration on Fundamental Principles and Rights at Work. The proposals that will be

---

discussed by the Conference are aimed at both a review of the follow-up procedures as already foreseen in the annex to the 1998 Declaration as well as ensuring consistency and efficiency of the follow-up in view of the adoption of the ILO Declaration on Social Justice for a Fair Globalization.

This item could be considered by the Selection Committee or by a committee which has a similar composition to it.

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

This Committee will meet to examine the proposed amendments to articles 5 and 26ter of the Standing Orders of the International Labour Conference regarding representation of Employers' and Workers' delegates at the Conference. The Governing Body, at its 306th Session (November 2009) invited the Conference to adopt these amendments.

### **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) (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

Information regarding the submission of draft resolutions on items which are not included on the Conference agenda and the manner in which they will be addressed at the 99th Session of the Conference will be communicated in due course.

## 7. Events

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

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.

## 9. 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.

## 10. 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, VI and VII. Therefore, each Government, Employers' and Workers' delegate to the 99th Session of the International Labour Conference may be accompanied by up to ten 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 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

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. Given the United Nations target of increasing the proportion of women in decision- and policy-making bodies to at least 30 per cent, the Credentials Committee at the 98th Session was once again obliged to urge 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, 18 May 2010**. 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 2010. 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 11 February 2010.**

## 11. 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.

## 12. 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 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.



---

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 18 May 2010.**

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.

---

## 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, 31 May and Tuesday, 1 June from 9 a.m. to 6 p.m.**, and as from **Wednesday, 2 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 **Tuesday, 6 April 2010**, 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.

---

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.



---

## 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

---

## Appendix II

### Representation of non-metropolitan territories – deadline 23 February 2010

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 23 February 2010 to be submitted to the Governing Body for approval at its 307th Session (March 2010).**

---

## 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 11 February 2010.**

#### 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.