

**Global Dialogue Forum on Decent Work in Local
Government Procurement for Infrastructure Provision**

Geneva
17–18 February 2009

Note for the participants

The Global Dialogue Forum on Decent Work in Local Government Procurement for Infrastructure Provision will be held from 17 to 18 February 2009 at the International Labour Office in Geneva. The opening sitting will start at 10.00 a.m.

The purpose of this *Note* is to assist participants in the meeting to familiarize themselves with the organization and procedures of the meeting so as to enable them to contribute effectively, from the outset, in its work.

Composition of the Forum

The Forum will be composed of delegates from all interested governments, six Employer representatives and six Worker representatives appointed by the Governing Body on the basis of nominations submitted by the Director-General after consultations with the Employers' and Workers' group, respectively.

In addition, representatives of certain international non-governmental organizations have been invited to attend the Forum.

Method of work

The Forum will consist of a series of round tables, each with one or two short presentations followed by a discussion. A wrap-up session will be held at the end of each day.

A suggested timetable for the Forum is given in Appendix I.

Participants are strongly advised to pick up the *Daily bulletin* when they first arrive each day before going to the various meetings. Extra copies of all documents can be obtained at the Distribution Service.

Miscellaneous information

Transport to the ILO building

Participants coming by private car are asked to use car park P1. Please do not park in front of the main entrance.

Public transport services link the railway station (Cornavin) (lines F and 8) and the airport (line 28) to the ILO building. The stop for the ILO is marked "BIT" and is located on Avenue Appia. From 7 a.m. to 7 p.m. the "8" bus runs every six to eight minutes; from 7 a.m. to 7.30 p.m. the "28" bus runs every 20–30 minutes; the "F" bus runs every half hour until 11 p.m. and at the weekend. Bus tickets valid for several journeys are on sale at the newsagent inside the ILO building on the R2 level (South).

Arrival at the ILO building

Participants arriving by car or by taxi (see map in Appendix II) should follow the signs from the main doors at the R3 level or the car park P1 to the visitors' entrance at R2 North, while participants arriving by bus (see map in Appendix II) should follow the signs from the bus stop to the visitors' entrance (R2 North). At the security desk, they can obtain their visitors' badge, and then proceed by stairs or lift to the Forum Registration Desk at R3 South.

Coat racks are placed at various points in the building, including near the meeting rooms. The coat racks are not guarded and property is left at the owner's risk.

Registration

Participants will find registration forms at the Registration and Information Desk. Every participant is requested to complete a registration form carefully, in block capitals, and to hand it in at the Registration and Information Desk immediately on the first day of the meeting in order that he/she may be officially registered.

Each participant will be issued with a badge bearing his/her name. Participants are requested to wear this badge whenever they are in the ILO building.

Meeting rooms

The round table sessions will be held in Room II, where seats are reserved in three separate blocks for Government, Employer and Worker participants, respectively. The seats for observers and advisers are located behind the delegates' seats.

All statements are made from the speakers' places. It is essential that speakers should speak into a microphone to permit simultaneous interpretation of their remarks. When a participant has been authorized by the Chairperson to speak, he/she should press the button on the microphone to ensure that it is switched on.

Seats are equipped with a simultaneous interpretation apparatus, by means of which statements can be heard in the original or in an interpretation into one or another of the languages. The apparatus consists of an earphone, two push buttons for regulating volume and two push buttons for selecting a number corresponding to a particular channel.

Secretariat offices

A list of members of the secretariat, with their office numbers, will be issued as document GDFIP/2009/2.

Travel agency

A branch of Carlson Wagonlit Travel is located on the R2 level (South). It is open from 9 a.m. to 5 p.m., Monday to Friday. *In order to avoid any problems with their return journey, participants who have not already done so should confirm their reservations at the travel agency immediately on arrival in Geneva.*

Financial matters

A note issued by the Budget and Finance Branch explaining how they can apply for advances and payment of their travel and subsistence allowances will be handed out to Employer and Worker members at the Registration and Information Desk.

Bank

A branch of the UBS is located at the north end of the building (R3 level), together with cash dispensers that accept Eurocards. Other cash dispensers are located on the R2 level near the newsagent. The bank is open from 9 a.m. to 12.30 p.m., Monday to Friday.

Postal and telephone services

There is a post office on the R2 level at the north end of the building near the restaurant. It is open from 10 a.m. to 11.30 a.m. and from 12.30 p.m. to 4.30 p.m., Monday to Friday. There are public telephone booths and letter boxes outside both the post office and the newsagent on the R2 level. Telephone cards for local or international calls are available from the newsagent on R2 level (South).

Long-distance or international calls can be made from the telephone booths near the post office. Local calls can be made from the telephone at the registration desk by first dialling 0 to get an outside line.

Restaurants and bar

A restaurant and a self-service cafeteria are located on the R2 level at the north end of the building. A snack bar is located on the R1 level at the north end as well. There is a bar in the meeting area that is open while meetings are in progress.

First aid

In case of need, participants may contact the Medical Service on the fifth floor (tel. 7134).

Mailing address for participants

Participants should ask their correspondents to have mail addressed to them in accordance with the following example:

Ms/Mr (Name of participant)
Global Dialogue Forum on Decent Work in Local Government Procurement
for Infrastructure Provision (17–18 February 2009)
Case postale 500
CH-1211 Genève 22
Switzerland

Telephone: (+41.22) 799.85.63

Fax: (+41.22) 799.72.96

Personal mail and messages will be held at the Registration and Information Desk.

Appendix I

Suggested timetable (revised)

Day 1

08.30 – 09.00	Registration
09.00 – 10.00	Group meetings: Government Group Room II Employers' Group Room III Workers' Group Room IV
10.00 – 10.30	Opening
10.30 – 12.30	Round table: ILO Labour Clauses (Public Contracts) Convention, 1949 (No. 94) and the Decent Work Agenda
12.30 – 14.00	Lunch
14.00 – 15.30	Round table: International Finance Corporation performance standards
15.30 – 16.00	Coffee break
16.00 – 17.00	Wrap-up discussion of the day

Day 2

09.00 – 10.30	Round table: The role of local authorities
10.30 – 11.00	Coffee break
11.00 – 12.30	Round table: The role of other actors
12.30 – 14.00	Lunch
14.00 – 15.30	Round table: World Bank procurement of work and the role of other multilateral development banks
15.30 – 16.00	Coffee break
16.00 – 17.00	Wrap-up discussion of the day

Appendix II

Bus and tram routes Plan des lignes d'autobus et de tramway Plano de las líneas de autobús y tranvía



