

**Tripartite Expert Meeting to Adopt Guidelines on  
Flag State Inspections under the Maritime Labour  
Convention, 2006**Geneva  
15–19 September 2008

and

**Tripartite Expert Meeting to Develop Guidelines for  
Port State Control Officers Carrying out Inspections  
under the Maritime Labour Convention, 2006**Geneva  
22–26 September 2008**Note for the participants**

The Tripartite Expert Meeting to Adopt Guidelines on Flag State Inspections under the Maritime Labour Convention, 2006, will be held from 15 to 19 September 2008 and the Tripartite Expert Meeting to Develop Guidelines for Port State Control Officers Carrying out Inspections under the Maritime Labour Convention, 2006, from 22 to 26 September 2008. Both Meetings will be in the Governing Body room at the International Labour Office in Geneva and the opening sitting will start at 11.00 a.m.

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

**Purpose of the Meetings**

The 94th (Maritime) Session of the International Labour Conference, which adopted the Maritime Labour Convention, 2006, also adopted a number of resolutions. Resolution IV, concerning the development of guidelines for port State control, requested that the Director-General of the ILO convene a tripartite expert meeting to develop suitable guidance for port State control officers. Resolution XIII, concerning the development of guidelines for flag State inspection, requested that the Director-General convene a tripartite expert meeting to develop suitable guidance for flag State inspection.

The Office has issued the following documents, in English, French and Spanish, as the basis for the Meetings' work:

1. Proposal for guidelines for flag State inspections under the Maritime Labour Convention, 2006 (MEFS/2008).
2. Proposal for guidelines for port State control officers carrying out inspections under the Maritime Labour Convention, 2006 (MELCBS/2008).

The Meetings will adopt texts which will be submitted to the Governing Body of the ILO for final approval.

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## **Composition of the Meetings**

The following ten governments have been invited to nominate experts to participate in the Tripartite Expert Meeting to Adopt Guidelines on Flag State Inspections under the Maritime Labour Convention, 2006: Bahamas, Egypt, Greece, Japan, Republic of Korea, Marshall Islands, Panama, Philippines, Russian Federation and the United Kingdom.

The following ten governments have been invited to nominate experts to participate in the Tripartite Expert Meeting to Develop Guidelines for Port State Control Officers Carrying out Inspections under the Maritime Labour Convention, 2006: Argentina, Brazil, Canada, China, France, Germany, Liberia, Nigeria, Norway and South Africa.

In the light of the discussion held during the 94th (Maritime) Session of the International Labour Conference, the Governing Body of the ILO decided that, in addition to these experts, the governments of all ILO member States could attend either or both Meetings, at their own expense, as participating observers, if necessary accompanied by advisers.

For each of the two Meetings, ten experts have been appointed on the basis of nominations by the Shipowners' group of the Joint Maritime Commission.

Similarly, ten experts have been appointed on the basis of nominations by the Seafarers' group of the Joint Maritime Commission for each of the two meetings.

In addition, representatives of certain intergovernmental organizations and observers representing certain international non-governmental organizations have been invited to attend the Meetings.

## **Officers of the Meetings**

For each Meeting, the Officers shall consist of the Chairperson, and three Vice-Chairpersons, respectively elected from among the experts in each of the three groups. The Chairperson shall direct the debates. The Officers shall approve the programme of work of the Meetings.

## **Advisers and substitutes**

Experts may be accompanied by advisers.

An expert may, by notice in writing addressed to the Chairperson, appoint one of his/her advisers to act as his/her substitute. The notice shall specify the sitting or sittings at which the substitute will act for the expert. In that case, substitutes may take part in the debates and may vote under the same conditions as experts.

## **Right to take part in the work of the Meetings**

Representatives of official international organizations which have been invited to be represented at the Meetings may participate in the proceedings.

Participating observers also participate in the proceedings.

The Chairperson may, in agreement with the Vice-Chairpersons, permit representatives of non-governmental international organizations with which the

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International Labour Organization has established consultative relationships and representatives of other non-governmental international organizations which have been invited by the Governing Body to the Meetings to make or circulate statements for the information of the Meetings on matters included in the agenda.

## Method of work

The experts will reach their conclusions by consensus.

## Working of the groups

The Government experts, the Shipowner experts and the Seafarer experts constitute three distinct groups. Each group elects its own Officers. The groups hold separate meetings in the course of the Meetings. Some of these are official meetings, but unofficial meetings may also be held as and when required by each group.

Arrangements have been made for official meetings of the groups on the opening day of each Meeting:

*Tripartite Expert Meeting to Adopt Guidelines on Flag State Inspections under the Maritime Labour Convention, 2006*

09.30–11.00:	Government group	Governing Body room
	Shipowners' group	Room II
	Seafarers' group	Room V

*Tripartite Expert Meeting to Develop Guidelines for Port State Control Officers Carrying out Inspections under the Maritime Labour Convention, 2006*

09.30–11.00:	Government group	Governing Body room
	Shipowners' group	Room III
	Seafarers' group	Room IV

A suggested agenda for the Meetings 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.

The final texts of the guidelines adopted by the Meetings will be submitted for approval by the Governing Body of the ILO and published by the Office after final editing.

## Evaluation questionnaire

As part of a continuing evaluation of sectoral meetings, all participants will be provided with a questionnaire. The secretariat would be grateful if participants would complete it before leaving Geneva.

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## 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 III) 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 III) 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 Tripartite Meeting 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, whether expert or adviser, 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 times and places of the meetings to be held each day will be shown on the notice board outside the Governing Body room and in the *Daily bulletin*.

The plenary sittings will be held in the Governing Body room, where seats are reserved in three separate blocks for Government, Shipowner and Seafarer experts, respectively. Within the Government block, the seats are arranged in French alphabetical order of the countries present. The seats for observers and advisers are located behind the members’ 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.

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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 MEFS/2008/2 (15–19 September 2008) or MELCBS/2008/2 (22–26 September 2008).

### ***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 yet confirmed their reservations should contact the travel agency without delay.

### ***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 Shipowner and Seafarer 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).

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### ***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)  
Tripartite Meetings of Experts to Adopt Guidelines under the  
Maritime Labour Convention, 2006 (Geneva, 15–26 September 2008)  
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.

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## **Appendix I**

### **Suggested agenda for group discussions scheduled on the opening day of the Meetings**

#### ***Government group***

1. Appointment of the Officers of the group
2. Selection of a candidate for the post of Vice-Chairperson of the Meeting
3. Any other business

#### ***Shipowners' group and Seafarers' group***

1. Appointment of the Officers of the group: Chairperson, at least one Vice-Chairperson, Secretary
2. Selection of a candidate for the post of Vice-Chairperson of the Meeting
3. Preliminary discussion
4. Any other business

## Appendix II

### Tripartite Expert Meeting to Adopt Guidelines on Flag State Inspections under the Maritime Labour Convention, 2006 (Geneva, 15–19 September 2008)

#### Draft timetable

Monday, 15 September	Tuesday, 16 September	Wednesday, 17 September	Thursday, 18 September	Friday, 19 September
<p><b>09.00–09.30</b> Registration</p> <p><b>09.30–11.00</b> Group discussions (G, Sh, Sf)</p> <p><b>11.00–13.00</b> <b>Opening plenary</b></p> <ul style="list-style-type: none"> <li>– Opening speeches</li> <li>– Presentation of the draft guidelines</li> <li>– Adoption of draft timetable</li> <li>– General statements</li> </ul> <p><b>15.00–18.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 1</p> <p><b>18.00–19.45</b> <i>Reception offered by the Secretary-General of the Meeting (French Restaurant (R2))</i></p>	<p><b>09.00–11.00</b> Group discussions (G, Sh, Sf)</p> <p><b>11.00–13.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 2</p> <p><b>15.00–18.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapters 2 (cont.) to 3</p> <p><b>19.00–21.00</b> <b>Plenary</b></p>	<p><b>09.00–11.00</b> Group discussions (G, Sh, Sf)</p> <p><b>11.00–13.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 3 (cont.)</p> <p><b>15.00–18.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 4</p> <p><b>19.00–21.00</b> <b>Plenary</b></p>	<p><b>09.00–11.00</b> Group discussions (G, Sh, Sf)</p> <p><b>11.00–13.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 4 (cont.)</p> <p><b>15.00–18.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 4 (cont.) Any other matters</p> <p><b>19.00–21.00</b> <b>Plenary</b> (if necessary)</p>	<p><b>10.00–12.30</b> <b>Plenary</b> Other matters (if any)</p> <p><b>14.30–16.00</b> Group discussions (G, Sh, Sf)</p> <p><b>16.00–18.30</b> <b>Plenary</b> Adoption of draft guidelines</p>
Abbreviations: G = Government group; Sh = Shipowners; Sf = Seafarers				

**Triplicate Expert Meeting to Develop Guidelines for Port State Control Officers  
Carrying out Inspections under the Maritime Labour Convention, 2006  
(Geneva, 22–26 September 2008)**

**Draft timetable**

<b>Monday, 22 September</b>	<b>Tuesday, 23 September</b>	<b>Wednesday, 24 September</b>	<b>Thursday, 25 September</b>	<b>Friday, 26 September</b>
<b>09.00–09.30</b> Registration	<b>09.00–11.00</b> Group discussions (G, Sh, Sf)	<b>09.00–11.00</b> Group discussions (G, Sh, Sf)	<b>09.00–11.00</b> Group discussions (G, Sh, Sf)	
<b>09.30–11.00</b> Group discussions (G, Sh, Sf)	<b>11.00–13.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 3	<b>11.00–13.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 4 ( <i>cont.</i> )	<b>11.00–13.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 5	<b>10.00–12.30</b> <b>Plenary</b> Other matters ( <i>if any</i> )
<b>11.00–13.00</b> <b>Opening plenary</b> <ul style="list-style-type: none"> <li>– Opening speeches</li> <li>– Presentation of the draft guidelines</li> <li>– Adoption of draft timetable</li> <li>– General statements</li> </ul>				
<b>15.00–18.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapters 1 to 2	<b>15.00–18.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapters 3 ( <i>cont.</i> ) to 4	<b>15.00–18.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 4 ( <i>cont.</i> )	<b>15.00–18.00</b> <b>Plenary</b> Consideration of draft guidelines: Chapter 6 Any other matters	<b>14.30–16.00</b> Group discussions (G, Sh, Sf)
<b>18.00–19.45</b> <i>Reception offered by the Secretary-General of the Meeting (French Restaurant (R2))</i>	<b>19.00–21.00</b> <b>Plenary</b>	<b>19.00–21.00</b> <b>Plenary</b>	<b>19.00–21.00</b> <b>Plenary</b> ( <i>if necessary</i> )	<b>16.00–18.30</b> <b>Plenary</b> Adoption of draft guidelines
Abbreviations: G = Government group; Sh = Shipowners; Sf = Seafarers				

## Appendix III

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



