

**13th Session of the Joint ILO/WHO
Committee on Occupational Health**Geneva
9-12 December 2003

Note for the participants

The 13th Session of the Joint ILO/WHO Committee on Occupational Health will be held at the International Labour Office, in Geneva, from 9 to 12 December 2003. The opening plenary sitting which will be held in Room VII (R.2 level) of the ILO building will begin at 10:00.

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 take an effective part, from the outset, in its work.

Agenda of the Meeting

After consultation with the World Health Organization, at its 285th Session (November 2002), the Governing Body of the International Labour Office decided that the 13th Session of the Joint ILO/WHO Committee on Occupational Health would be held from 9-12 December 2003 in Geneva.

The agenda of the meeting, as determined by the Governing Body of the ILO and with the agreement of the World Health Organization (WHO), is as follows:

1. Integrated approach to occupational safety and health;
2. Occupational safety and health management systems;
3. Advice on priority fields in occupational health.

The Office has issued, in English, three draft working documents on the three items of the agenda which, together with the working papers of the WHO, will serve as the basis for the Meeting's work.

Composition of the Meeting

In accordance with a decision taken by the Governing Body at its 286th (March 2003) Session and with the agreement of the WHO, a committee consisting of 15 members has been established, nine appointed by the ILO and six appointed by the WHO. Three ILO members have been nominated after consultations with governments, three after consultations with the Employers' group, and three after consultations with the Worker's group the Governing Body. The consultations with

governments resulted in nominations by the governments of Canada, China and the Russian Federation. The nine ILO members have been approved by the Governing Body.

Six experts have been nominated by WHO and they are from Colombia, Italy, Singapore, South Africa, Sweden and USA.

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

Officers of the Meeting

The Officers of the Meeting shall consist of a Chairperson, a Vice-Chairperson and a Rapporteur. The Chairperson shall direct the debates with the assistance of the joint ILO/WHO secretariat. The Officers shall arrange the programme of work of the Meeting and shall distribute among themselves the duties of presiding over the discussion.

Advisers and substitutes

Experts may be accompanied by advisers. Any adviser who has been authorized to do so by the expert to whom he/she is attached shall have the right to participate in the Meeting but not the right to vote or to appoint a substitute.

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 delegates.

Right to take part in the work of the Meeting

Representatives of official international organizations which have been invited by the Governing Body to be represented at the Meeting may participate in its proceedings without the right to vote.

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

Voting and quorum

As the Joint Committee is an advisory body to the ILO and WHO, it is expected that the work of the committee will be conducted based on consensus. On rare occasions when there is an absence of consensus duly ascertained and

announced by the Chairperson, decisions could be taken by a simple majority of the votes cast by the delegates to the Meeting who are present at the sitting and entitled to vote.

Working language of the meeting

The meeting will be conducted in English only.

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 18) to the ILO building. The stop for the ILO is marked “BIT” and is located on Avenue Appia. From 0700 to 1900 the “8” bus runs every six to eight minutes; the “F” and “18” buses run every half hour until 2300 and at the weekend. Bus tickets valid for several journeys are on sale at the newsagent (Naville) inside the ILO building on the R2 level (south).

Arrival at the ILO building

The main door (I) leads to a reception area on the R3 level. Participants arriving by car or bus will enter the building at the R2 or R1 levels respectively. Participants enter the building at R1 level should make their way by stairs or lift to the R2 level.

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

Registration

Participants are requested to register at the Registration and Information Desk on the first day of the Meeting.

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 room

The plenary sittings will be held in Room VII where seats are reserved for experts and observers.

All statements are made from the speakers' places. It is essential that speakers should speak into a microphone. When a participant has been authorized by the

Chairperson to speak, he should press the button on the microphone to ensure that it is switched on.

Secretariat offices

A list of members of the secretariat, with their office numbers, will be issued as document JCOH/XIII/6.

Travel agency

A branch of Carlson Wagonlit Travel is located on the R2 level (opposite to meeting room VII). It is open from 0900 to 1700, 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 the ILO Government, Employer and Worker experts at the Registration and Information Desk. WHO experts should contact the secretariat of WHO for their payment.

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 (Naville). The bank is open from 0900 to 1230, 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 1000 to 1130 and from 1230 to 1630, Monday to Friday. There are public telephone booths and letter boxes outside both the post office and the newsagent on the R2 level.

Long-distance or international calls can be made from the telephone booths in the post office. Local calls can be made from any telephone in the ILO building 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 (north). There is a bar on the R3 level (south) that is open while meetings are in progress.

First aid

In case of need, participants may contact the Medical Service on the 5th floor, south (Tel. 7134).

Mailing address for participants

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

Ms./Mr. ABC
13th Session of the Joint ILO/WHO Committee on Occupational Health
(SafeWork)
Case postale 500
CH-1211 Genève 22
Switzerland

Telephone: (41.22) 799.67.15
Fax: (41.22) 799.68.78

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