



## Information note

### Meeting venue and address

Lisbon AIP Congress Centre  
Praça das Indústrias  
1300-307 Lisbon, Portugal  
Telephone: +351 21 365 2000/1  
Facsimile: +351 21 363 9450  
Web site: [www.lisboacc.pt](http://www.lisboacc.pt)

### Registration

To enter the AIP Congress Centre, participants will be required to present an official identification badge. These badges will be distributed at the registration desk at the Congress Centre. Participants at the *Eighth European Regional Meeting* must therefore collect their badges **in person**, equipped with a valid identity document, bearing a photo. Registration will be possible from 9 a.m. on Monday, 9 February. Please note that, in order to register, the credentials of national delegations must arrive at the office of the Legal Adviser of the ILO before **Monday, 26 January 2009** (see attached form).

### Group meetings

Governments and Workers will meet on Monday, 9 February, from 3 p.m. to 6 p.m., to elect their officers and discuss, should they so wish, issues dealt with in the Director-General's Reports. Further group meetings are provided for throughout the duration of the Meeting, including before the opening sitting on Tuesday, 10 February, when the Employers' group will meet.

### Organization of the Meeting (See also draft programme)

The opening session of the Meeting will be held from 10 a.m. to 11.15 a.m. on Tuesday, 10 February. The timetable is thereafter split between plenary discussion of the Director-General's Reports, and a number of parallel discussions led by tripartite panels on the themes of: economic context and employment situation; new wage challenges; fundamental rights at work; labour market policies to reconcile flexibility and security; social dialogue; quality of working life; and social protection. The Meeting will adopt its report, conclusions and possible resolutions as from 11.15 a.m. on Friday, 13 February, after which the closing ceremony will be held.

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## Special events

A Prime Ministers' panel session will be held from 11.15 a.m. to 1.15 p.m., and an informal Ministerial Meeting from 6 p.m. to 8 p.m., on Wednesday, 11 February, the latter taking place in the Belém Cultural Centre. Participation in the informal ministerial meeting is restricted to ministers and heads of delegations and selected Employers and Workers.

## Social events

The Director-General of the ILO will host a reception for participants from 7 p.m. to 9 p.m. on Tuesday, 10 February; a second reception will be hosted by the Government of Portugal in the evening of Thursday, 12 February.

## Lunch

In view of the relatively short breaks for the midday meal, and for the convenience of participants, the ILO has negotiated special rates at the AIP Congress Centre's restaurant. Participants are strongly encouraged to avail themselves of this facility for lunch.

## Procedure and rules

The *Rules for Regional Meetings* (2008) will govern the powers, functions and procedure of the Seventh European Regional Meeting. Revisions to the *Rules for Regional Meetings* were approved by the Governing Body at its 301st Session in March 2008 and confirmed by the 97th Session of the International Labour Conference (June 2008). The Introductory note will be reviewed by the Governing Body at its 303rd Session in November 2008. Copies of the revised *Rules* will be sent to the participants as soon as the published version is available. However, delegates' attention is drawn to a certain number of points.

## Composition of delegations

In accordance with article 1, paragraphs 1 and 4.1, of the *Rules*, each member State taking part in the Meeting is invited to send a tripartite delegation composed of two Government delegates, one Employers' delegate and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1, paragraph 2, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers in the State or territory concerned.

Furthermore, in accordance with the resolution concerning the strengthening of tripartism in the overall activities of the International Labour Organization, adopted by the International Labour Conference at its 56th Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another. Finally, the resolution concerning ILO action for women workers, adopted by the Conference at its 78th Session (1991), calls on governments and employers' and workers' organizations to include more women in their delegations to meetings of the ILO.

## Financial arrangements

The travel and subsistence expenses of the delegates and their advisers are to be borne by their respective governments (article 1 of the *Rules*).

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## Discussion in plenary

In plenary the order of speaking will be according to a list of speakers. It is essential for speakers to register on this list on the eve of the plenary sitting at which they wish to take the floor.

To allow as many speakers as possible to intervene, article 10, paragraph 7, of the *Rules* stipulates that except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes. Speakers are thus urged to make their interventions brief and to the point, reducing complimentary remarks to a strict minimum. Participants who have a typed copy of their speech are requested to supply one example to the secretariat of the Meeting for communication to the interpreters.

## Parallel discussion sessions

These are to be interactive, panel-led sessions; participants may intervene on recognition by the Chairperson.

## Interpretation

Simultaneous interpretation will be provided in English, French, Spanish, German and Russian, as well as in Portuguese.

## Documents

The Report of the Director-General which will serve as a basis for the debates will be published in English, French, Spanish, German, Portuguese and Russian. However, the report of the Meeting, the report of the Credentials Committee, the conclusions and resolutions which may be adopted, will be published at the Meeting itself only in English, French and Spanish.

## Practical information

### Travel arrangements and reservation of hotel rooms

Delegates are invited to make their own travel arrangements and to reserve hotel rooms as far in advance as possible in order to benefit from favourable conditions negotiated by the ILO with the STAR Travel Agency in Lisbon. For practical reasons, and so as to facilitate contacts, you are strongly encouraged to stay at one of the four hotels listed on the **enclosed reservation form**, and to return the form to the STAR Travel Agency as indicated in the instructions, no later than **15 December 2008**, after which date rooms and rates will be subject to availability. One night's deposit is required, and will be debited from credit cards one week before arrival. Cancellations must be addressed to the STAR Travel Agency before 31 January 2009, after which date **one night** will be debited from credit cards. **All nights booked** will be debited from credit cards in cases of no-shows. Delegates may of course reserve a hotel of their own choice should they so wish.

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## Transport

A shuttle service between the airport and the hotels, and between the hotels and the AIP Congress Centre, will be available for participants provided they book one of the four selected hotels through STAR. Delegates are requested carefully to indicate their **flight numbers, arrival and departure times** on the hotel booking form, to enable the STAR Travel Agency to ensure airport transfers. The airport-hotels shuttle will operate from 10 a.m. to 12 midnight on Sunday, 8 and Monday, 9 February; the shuttle from the hotels to the airport at the end of the Meeting will operate from 1 p.m. to 7 p.m. on Friday, 13 February. During the course of the Meeting the hotels-AIP Congress Centre shuttle will operate at appropriate hours in the morning and late afternoon and evening.

## Passports and visas

Participants are invited to consult the Portuguese Consulate in their own countries regarding the documents required and formalities to be fulfilled prior to entry into Portugal.

## Insurance

Participants are strongly advised to obtain insurance coverage, either at their own, their government's or their organization's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The Office neither supplies insurance coverage nor accepts any liability for a participant's claim arising from a medical disorder arising before, during or after the Meeting. Participants are kindly advised that they should only travel when in good health, and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

## Contact information

### ILO Regional Office for Europe and Central Asia

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### ILO Office, Lisbon

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## Internet site for the Eighth European Regional Meeting

Go to [www.ilo.org](http://www.ilo.org) and follow the links to the Eighth European Regional Meeting.