

INTERNATIONAL LABOUR CONFERENCE
90th Session (3-20 June 2002)

Handy guide

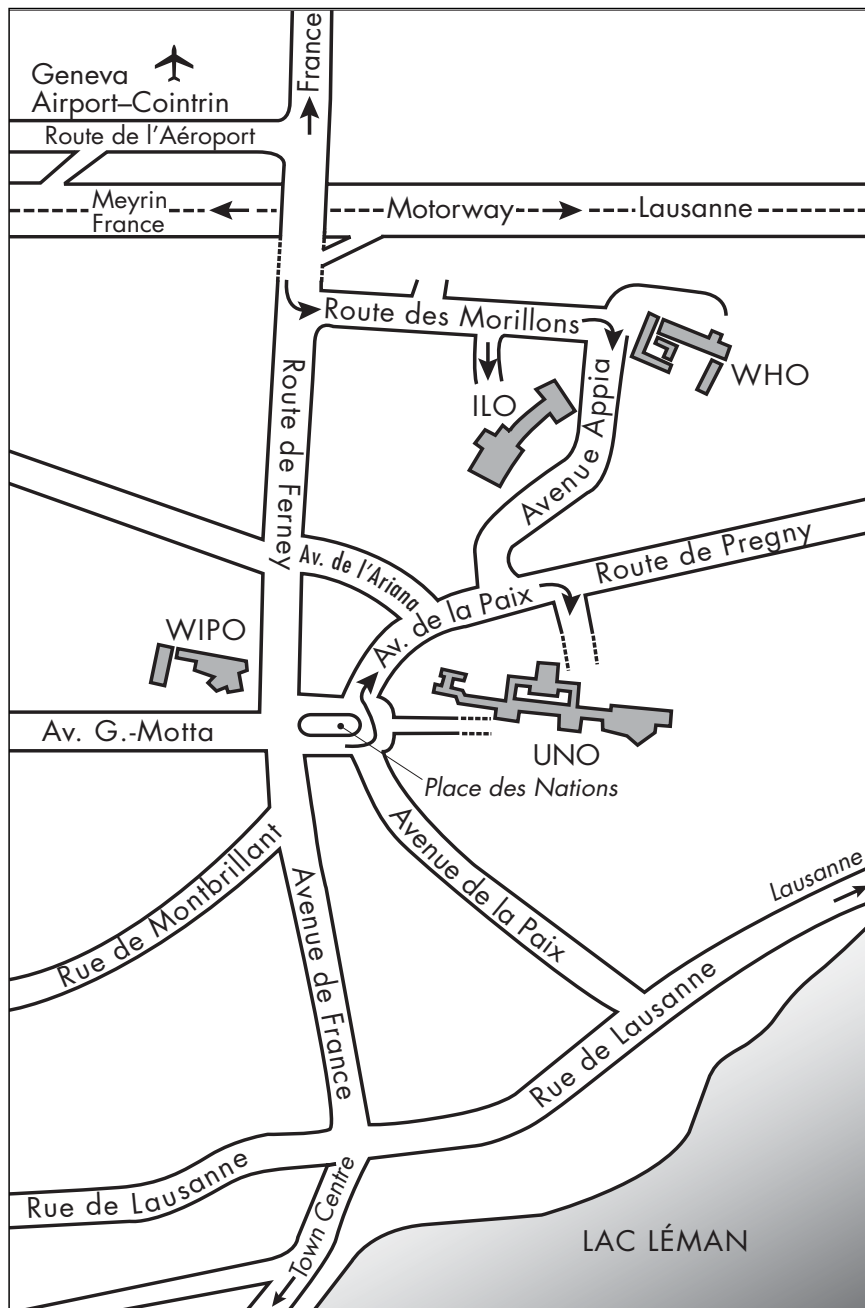
FOR DELEGATES

Official Relations Branch
International Labour Office
Geneva

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Road access map

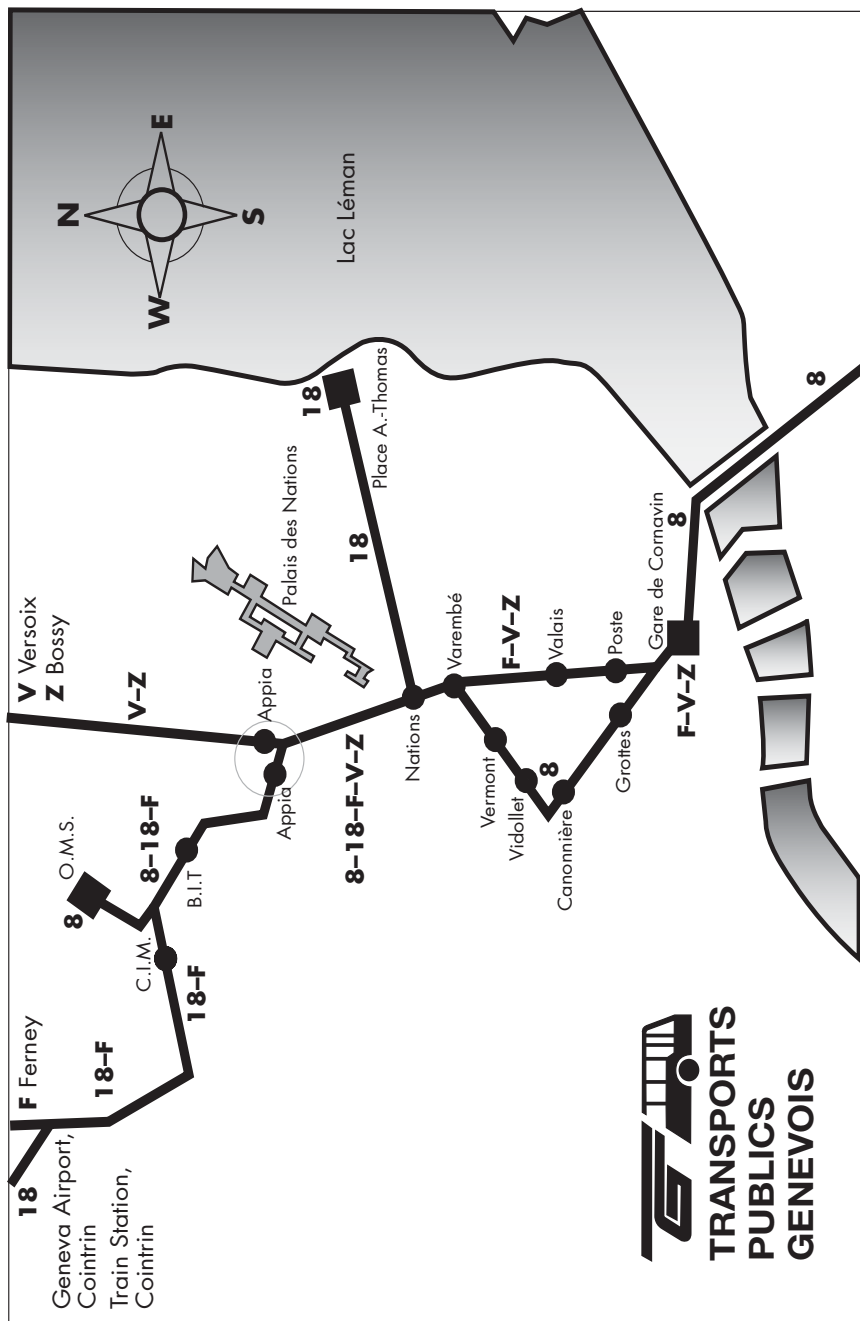




**Part I:
Practical information**



Bus route map



Date and place of the Conference

The 90th Session of the International Labour Conference will open in Geneva, at the *Palais des Nations*, on Monday, 3 June 2002 at 5.30 p.m. and will conclude its business on Thursday, 20 June 2002.

The plenary sittings of the Conference will be held in the Assembly Hall of the *Palais des Nations*. Its committees will meet in the *Palais des Nations* and in the ILO headquarters building, as indicated in the ***Daily Bulletin*** of the Conference.

Access to the *Palais des Nations* and the ILO

	<i>Palais des Nations</i> Pregny entrance	ILO building
By car (See road access map)	At the <i>Place des Nations</i> take <i>Avenue de la Paix</i> and the <i>Route de Pregny</i>	From the <i>Place des Nations</i> take the <i>Route de Ferney</i> or <i>Avenue Appia</i>
<i>Parking</i>	The only authorized car parks on the UN premises are those that are clearly indicated for this purpose	Follow the signs indicating the way to the underground car park (P.1)
<i>ILO sticker</i>	An ILO sticker, which may be obtained from the Conference Information Desk, must be placed on the windscreens of cars not registered in one of the "CD" series in Switzerland	
By bus (See bus route map)	The following Geneva bus routes may be taken from the <i>Cornavin</i> train station:	
	route F (<i>Appia</i> stop) route V (<i>Appia</i> stop) route Z (<i>Appia</i> stop) route no. 8 (Mondays through Fridays, <i>Appia</i> stop, and Saturdays, Sundays and holidays, <i>Nations stop</i>)	Routes F and no. 8 (<i>ILO</i> stop, access to the building through the R1 entrance) On Saturdays, Sundays and holidays, the terminus of route no. 8 is <i>Nations</i>
	<p style="text-align: center;"><i>Sale of special bus passes valid for the duration of the meeting and other bus cards</i></p> <p>Special bus passes covering either the period 3-21 June (70CHF) or 12-21 June (39CHF) are available only from the <i>Carlson Wagonlit Travel</i> Agency in the entrance hall of the Assembly Building. These passes entitle the holder to unlimited travel on all Geneva bus and tram routes, including route F, as far as Ferney-Voltaire town centre, in neighbouring France. Other bus cards may be purchased from the <i>Naville</i> outlets in the <i>Palais des Nations</i>, and in the ILO.</p>	
Minibuses	A minibus shuttle service will ply between the <i>Palais des Nations</i> (door 15) and the ILO building (door 1 – Main entrance – R3 South) from Monday through Friday (8 a.m. to 8 p.m.) and Saturday (8 a.m. to 1 p.m.)	

Registration of members of delegations – Quorum

On their arrival at the *Palais des Nations*, members of delegations should register without delay at the **Information Desk**, as this is essential for the calculation of the quorum by the Credentials Committee.

Registration begins on Saturday, 1 June 2002, at 10 a.m.

Coded badges

Members of delegations should obtain from the **Information Desk** coded badges, which must be visibly worn at all times. **Delegates who are duly authorized to vote should use their own badges when voting by electronic means** (see *description of electronic voting system in plenary* below).

Registration in committees

Delegates who wish to register in committees must do so at the preliminary meetings of the Government, Employers' and Workers' groups which will be held the day of the official opening of the Conference. Delegates who do not register at that time should request registration forms for this purpose from the Conference secretariat in the following offices:

Government delegates	A-575
Employer delegates	A-541
Worker delegates	E-3004

List of delegations

A provisional trilingual list of delegations is distributed at the beginning of the Conference. This list gives, in French alphabetical order, the names and designations of delegates and advisers, as indicated in the official credentials and the names of the representatives of the United Nations, specialized agencies and

other official international organizations, as well as registered observers of non-governmental international organizations. A revised provisional list and a final list of delegations is published at a later stage.

Programme of meetings

The complete programme for each day is published in the *Daily Bulletin*, which can be obtained every morning from 8 a.m. at the Document Distribution Service. It may also be consulted on the Conference web site.

The rooms and times of meetings are also indicated on the noticeboards in the entrance hall of the Assembly Building (*Palais des Nations*) and in the meeting area on the R3 level (South) in the ILO.

Delegates may obtain information about the following morning's programme of meetings, by dialling the telephone numbers indicated below each evening after 10 p.m.:

English: 022 917 69 82	French: 022 917 69 83	Spanish: 022 917 68 44
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Provisional Record

A *Provisional Record*, containing the texts of all the speeches delivered in plenary sittings, committee reports and other official documents of the Conference is published in English, French and Spanish. The issues reproducing the debates in plenary sittings may be published one or two working days after these debates have taken place.

As the *Provisional Record* is printed in limited numbers, participants are requested to take only one copy of each issue.

Information and services

In the entrance hall of the Assembly Building of the <i>Palais des Nations</i> , doors nos. 13 and 15	
Information Desk	<ul style="list-style-type: none"> ■ coded badges ■ car stickers ■ forms for requesting reports I to VII of the Conference at the Document Distribution Service, which will distribute only one copy of each report per delegate ■ visitors' badges to the diplomatic gallery – fifth floor, centre – (except special sittings) and the public galleries – sixth floor, side ■ admission cards to tax-free shop ■ lost property
Document Distribution Service	<ul style="list-style-type: none"> ■ all Conference documents ■ Daily Bulletin every day, from 8 a.m.
Noticeboard	<ul style="list-style-type: none"> ■ rooms and times of official meetings
Internet Service	<ul style="list-style-type: none"> ■ information about the Conference may be consulted on the following web site <www.ilo.org/ilc> ■ computers are available in office A-267
ILO Publications Stand (information and sales)	<ul style="list-style-type: none"> ■ open Mondays through Fridays from 8.30 a.m to 6 p.m.
Delegation boxes (one per delegation)	<ul style="list-style-type: none"> ■ for all official and personal correspondence ■ boxes should be checked at least twice a day
Carlson Wagonlit Travel Desk	
Manpower Desk	<ul style="list-style-type: none"> ■ electronic mail and text processing facilities in English, French, Spanish and German, provided for a fee (see also Text processing and secretarial services below)
Naville newspaper stand and bar	
Post Office (mail only)	<ul style="list-style-type: none"> ■ open Mondays through Fridays from 9 a.m. to 1 p.m. and 2 p.m. to 5 p.m., and Saturdays from 9 a.m. to 12 noon
Telephone booths (prepaid cards)	<ul style="list-style-type: none"> ■ prepaid cards (worth 10 and 20 Swiss francs) are available from card dispensing machines

Information and services

Services in other areas of the <i>Palais des Nations</i> – Monday through Friday –	
Banking services <i>UBS S.A.</i>	Door no. 6 Opening hours: 8.30 a.m. to 4.30 p.m. Door no. 41 Opening hours: 8.30 a.m. to 4.30 p.m.
Post Office (post and fax services)	Door no. 6 Opening hours: 8.30 a.m. to 5 p.m.

Services in the ILO	Location	Opening hours
Noticeboard (rooms and times of meetings)	R3 South	
Internet service	R3 South (computers)	
Post Office (telephone, telegraph and fax)	R2 North	10 a.m. to 11.30 a.m. and 12.30 p.m. to 4.30 p.m. (Monday through Friday)
ILO switchboard	R3 South	9.45 a.m. until the close of the meetings
Telephone booths (prepaid cards)	R2 South and R2 North	
Carlson Wagonlit Travel Agency	R2 South	9 a.m. to 5 p.m. (Monday through Friday)
UBS S.A.	R3 North	9 a.m. to 3 p.m. (tills and banking advice) 3 p.m. to 5 p.m. (banking advice only) (Monday through Friday)
ILO Publications Sales Service	R1 North, Salon du Personnel	9 a.m. to 6 p.m. (Monday through Friday)
Library	R2 South	10 a.m. to 5 p.m. (Monday through Friday)

Part I: Practical information

Services in the ILO	Location	Opening hours
Rest rooms for ladies for gentlemen	R2 North, room 20 R2 North, room 22	
Naville kiosk	R2 South	7.30 a.m. to 5 p.m. (Monday through Friday) 8.30 a.m. to 12 noon (Saturdays 8 and 15 June)

Telephone communications in Geneva

ILO and <i>Palais des Nations</i> } → Geneva	<ul style="list-style-type: none"> ■ the telephones in the <i>Palais des Nations</i> and the ILO may be used ■ to get a connection to the Geneva telephone system, dial 0+022+ the required number
<i>Palais des Nations</i> → ILO	<ul style="list-style-type: none"> ■ dial 63+ the extension (four digits) ■ if this direct line is engaged, dial 0+022+799+ the extension ■ if the extension is not known, go through the ILO switchboard: dial 63+111
ILO → <i>Palais des Nations</i>	<ul style="list-style-type: none"> ■ dial 2+7+ the extension (four digits) ■ if the extension is not known, call the UN: 0+022 907 12 34 or 917 12 34

Part I: Practical information

Medical service

<i>Palais des Nations</i>	Location and access	Telephone	Opening hours
Infirmery (Nurses)	Assembly Building, Office A-212	76519 74271	Mondays through Fridays, from 10 a.m. to 1 p.m. and from 1.30 p.m. to 6 p.m. Saturdays, from 10 a.m. to 12.30 p.m.
Infirmery (Nurses)	Building E, Office E-3053	75009	Mondays through Fridays, from 8.30 a.m. to 12.30 p.m. and from 1.30 p.m. to 5.30 p.m.
Infirmery for emergencies, Secretariat		72807 72520	Mondays through Fridays, from 8 a.m. to 5.30 p.m.

For urgent medical attention, dial 15

ILO	Location and access	Telephone	Opening hours
Medical service, consultations by appoint- ment	Fifth floor, South	7134	Mondays through Fridays, from 8 a.m. to 12.30 p.m. and from 1.30 p.m. to 5 p.m.

**Outside these hours, call the emergency service of the
Medical Association of the Canton of Geneva
at 022 322 20 20**

For extremely serious emergencies dial 144

Assembly Hall

The plenary sittings of the Conference are held in the Assembly Hall on the first floor of the Assembly Building of the *Palais des Nations*. Access is through doors 13 and 15, which lead to the entrance hall of the building, and then by staircases nos. 12, 13, 15 and 16 or lifts nos. 12, 13, 15, 16 and 29.

Seating arrangements for plenary sittings

Plan of the Assembly Hall

Screen displaying the results of electronic votes

Podium

Speakers' rostrum with three coloured lights:

- green light – the speaker may begin delivering his/her speech
- flashing orange light – the speaker has one minute and thirty seconds left
- flashing red light – the speaker has 30 seconds left

A buzzer indicates that the speaker's time is over

Floor

The delegations of member States represented at the Conference are seated in the main body of the hall and in the side galleries on the fifth floor, in French alphabetical order of country names, as indicated in the seating plans posted up on either side of the podium and at the back entrance of the Assembly Hall.

Each seat is equipped with a simultaneous interpretation device, which enables delegates to listen to the speeches delivered or to their interpretation into other languages. The device consists of an earphone, two buttons for regulating volume, and two buttons for selecting a particular interpretation circuit. Line no. 0 is the "direct line", which transmits the speeches in the original language.

Members of delegations wishing to take the floor or to obtain information about the Conference programme should contact the **Clerk of the Conference**, who is seated to the right of the President.

Seats without desks are reserved for advisers

Part I: Practical information***Fifth- and sixth-floor galleries***

Gallery	Occupants	Access
Fifth floor, side galleries	Some delegations of member States	By the staircases or lifts on either side of the main entrance of the Assembly Hall
Fifth and Sixth floors	Observers of non-member States and representatives of inter-governmental and non-governmental organizations	By the staircases or lifts on either side of the main entrance of the Assembly Hall
Fifth floor, centre, diplomatic gallery	Holders of admission cards (special sittings) or visitors' badges	By staircases or lifts nos. 13 and 15
Sixth floor	Press	By staircase no. 16 or lifts nos. 16 and 29
Sixth floor	Advisers and delegation secretariats	By staircases or lifts nos. 12 and 13
Sixth floor, public gallery	Holders of visitors' badges	By staircases or lifts nos. 13 and 15

Committee rooms

<i>Palais des Nations</i>	Access
Room VII	Take the South corridor from the <i>Galerie des pas perdus</i>
Rooms X, XI and XII	Take the North corridor from the <i>Galerie des pas perdus</i>
Room XVI	By staircases or lifts nos. 13 and 15
Rooms XVII, XIX, XX, XXIII and XXIV	By door no. 40 or by the gangway leading to Building E (turn left after Room XII)
ILO Building	
Rooms reserved on R2 and R3 South	By door no. 1 (main entrance) and by the door of the car park on P1 (South)

Reservation of meeting rooms

Conference participants who wish to reserve a meeting room in the *Palais des Nations* or at the ILO are requested to contact the Secretariat Services (Fifth floor, Office **A-577**, telephone **76974** and **76975**).

Text processing and secretarial services

The Secretariat of the Conference does not provide typing or secretarial services for members of delegations. Delegates wishing to have speeches, notes or private correspondence typed can call on *Manpower* (Geneva), which operates a text processing service in English, French, Spanish and German. **The *Manpower* Desk is located in the entrance hall of the Assembly Building in the *Palais des Nations*.**

Interpretation services

When speaking or listening to speakers through interpretation, proceed as follows:

To listen

- Switch the earphone to the required language channel; these are numbered on the dial to which the earphone is connected. “0” is usually the direct channel; the other numbers give access to interpretation.

To speak

- If you will be reading from a written text or have notes, please provide a copy in advance to the secretariat for immediate delivery to interpreters so they can prepare the interpretation of the speech to render it as accurately as possible.
- When taking the floor: **BEFORE** pressing the button to activate the microphone, remove the earphone and place it **in your lap**, to prevent potentially harmful interference.
- Avoid touching the microphone, shuffling papers, drumming fingers, typing, eating or making other noises close to an open microphone.
- Speak clearly and at a moderate pace, pausing for punctuation: other languages may require more words to convey the meaning. This is particularly important for the delivery of written statements, a copy of which must be supplied to interpreters well in advance.
- When referring to a passage in a document or quoting from a text, give the chapter and/or paragraph number concerned, **NOT the page number**, which may change with the language versions. Leave time for the other participants, and especially the interpreters, to find the passage to which reference is made.

Offices of the Conference in the *Palais des Nations* and the ILO

Offices	Floor	Number	Tel. ext.
President of the Conference	Sixth floor	A-652	76736
Secretary-General of the Conference	Sixth floor	A-650	76735
Chairman of the Governing Body of the ILO Secretariat	R3 South (ILO Building)	R3 - 95	8556 8557
Employers' group: Chairperson Secretariat	Fifth floor, staircase or lift no. 12	A-535 A-541	76808 76802
Workers' group: Chairperson Secretariat	Third floor, building E Third floor, building E	E-3008 E-3005	77331 77320
Legal Adviser Secretariat	Entrance Hall, Assembly building Entrance Hall, Assembly building	A-233 A-235	76550 76549
Credentials Committee Secretariat	Entrance Hall	A-241	76542
Clerk of the Conference	Fifth floor, staircase or lift no. 16	A-571	76828
Office of the Clerk of the Conference: Secretariat Registration of speakers Registration in committees (Government delegates)	Fifth floor, staircase or lift no. 16	A-573 A-573 A-575	76830 76831 76832
Director of Secretariat Services	Fifth floor, staircase or lift no. 16	A-577	76974 76975
Protocol Service	Fifth floor, staircase or lift no. 16	A-576	76850 76851
Press Service	Fifth floor, staircase no. 16 and lifts nos. 16 and 29	A-563 A-565	76820 76822
Press Distribution Service	Entrance Hall, Assembly Building	A-259	76507 76509

Restaurants, bars and cafeterias

<i>Palais des Nations</i>	Location and access	Opening hours
Restaurant	Assembly Building, eighth floor lifts nos. 12, 16 and 29	Mondays through Fridays, from 11.45 a.m. to 2.30 p.m.
Cafeteria	Assembly Building, ground floor, lift no. 20 or staircase no. 16	Mondays through Fridays, from 8.15 a.m. to 4.45 p.m.
Assembly Bar	Assembly Building, Entrance Hall Doors nos. 13 and 15	Mondays through Fridays, from 8 a.m. to 7 p.m. Saturdays, from 8 a.m. to 3 p.m.
<i>"Serpent Bar"</i>	Building E, first floor	Mondays through Fridays, from 9 a.m. to 5.30 p.m.

ILO	Location	Opening hours
Restaurant	R2 North	Mondays through Fridays, from 12 noon to 2 p.m.
Cafeteria (self-service)	R2 North	Mondays through Saturdays, from 11.45 a.m to 2 p.m.
Sandwich bar	R1 North	Mondays through Fridays, from 7.30 a.m. to 9.30 p.m.
<i>"Le Club"</i> tea room	R2 North	Mondays through Fridays, from 9 a.m. to 4.30 p.m.
<i>Delegates' Bar</i>	R3 South	Mondays through Saturdays, from 8 a.m. to 7 p.m., or until the end of night sittings
Bar	R2 South	Mondays through Fridays, from 8 a.m. to 5 p.m.

Sports

Beach...

Private beach

Members of delegations may use the private beach and restaurant facilities reserved for officials of the United Nations and specialized agencies.

How to get there
from the
Palais des Nations

Take *Avenue de la Paix* and, before arriving at the WTO building, turn left along the Route de Lausanne
The entrance to the beach is about 300 metres away on the lake side.

An entry card for the duration of the Conference can be purchased from the beach attendant.

... and tennis

International Tennis Club

Members of delegations may use the eight tennis courts at the tennis club which is located on *Chemin Eugène Rigot* (off *Avenue de la Paix*), close to the *Palais des Nations*.

**For information on the International Tennis Club, call 022 733 14 05
(restaurant: 022 734 83 86)**



**Part II:
Information on the proceedings
of the Conference**



Subjects to be discussed by the Conference

Agenda

Standing items

- I. (a) Reports of the Chairman 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.
- II. Programme and budget and other questions.
- III. Information and reports on the application of Conventions and Recommendations.

Note: With regard to the second item on the agenda, the Conference will examine Report II: **Information concerning the Programme and Budget 2002-03 and other financial and administrative questions**, as well as any further related matters that may be brought to its attention by the Governing Body.

Resolutions

The Conference will also be called on to consider resolutions not related to items on the agenda

Standing Orders Committee

The Governing Body has proposed a number of amendments to the Conference Standing Orders. A Standing Orders Committee may therefore be established at the 90th Session of the Conference to consider these modifications

Items placed on the agenda by the Conference or the Governing Body

- IV. Promotion of cooperatives (*second discussion*).
- V. Recording and notification of occupational accidents and diseases, including the possible revision of the list of occupational diseases, Schedule I to the Employment Injury Benefits Convention, 1964 (No. 121), including a mechanism for future updating of the list of occupational diseases (*standard setting, single discussion, with a view to the adoption of a Protocol and a Recommendation*).
- VI. The informal sector (*general discussion*).
- VII. Withdrawal of 20 Recommendations.

Governing Body Elections

Since the three-year mandate (1999-2002) of the Governing Body of the International Labour Office expires at this 90th Session, the electoral colleges will meet to renew the Governing Body for another period of three years (2002-2005).

Procedure of the Conference

The procedure of the Conference is governed by the Constitution of the International Labour Organization and by the Standing Orders of the International Labour Conference. These texts may be obtained at the Document Distribution Service and can also be consulted on the ILO's web site.

The Distribution Service can provide a very useful guide entitled *Handbook for Delegates – The Standing Orders at a glance*, which gives a clear and concise explanation of the different procedures that apply in plenary sittings and in committees.

Preliminary group meetings

The day of the official opening of the Conference the groups will meet as follows:

**The Government group,
in the Assembly Hall,
*Palais des Nations***

**The Employers' group,
in the Governing Body
Room, ILO Building**

**and the Workers' group,
in Room XIX,
*Palais des Nations***

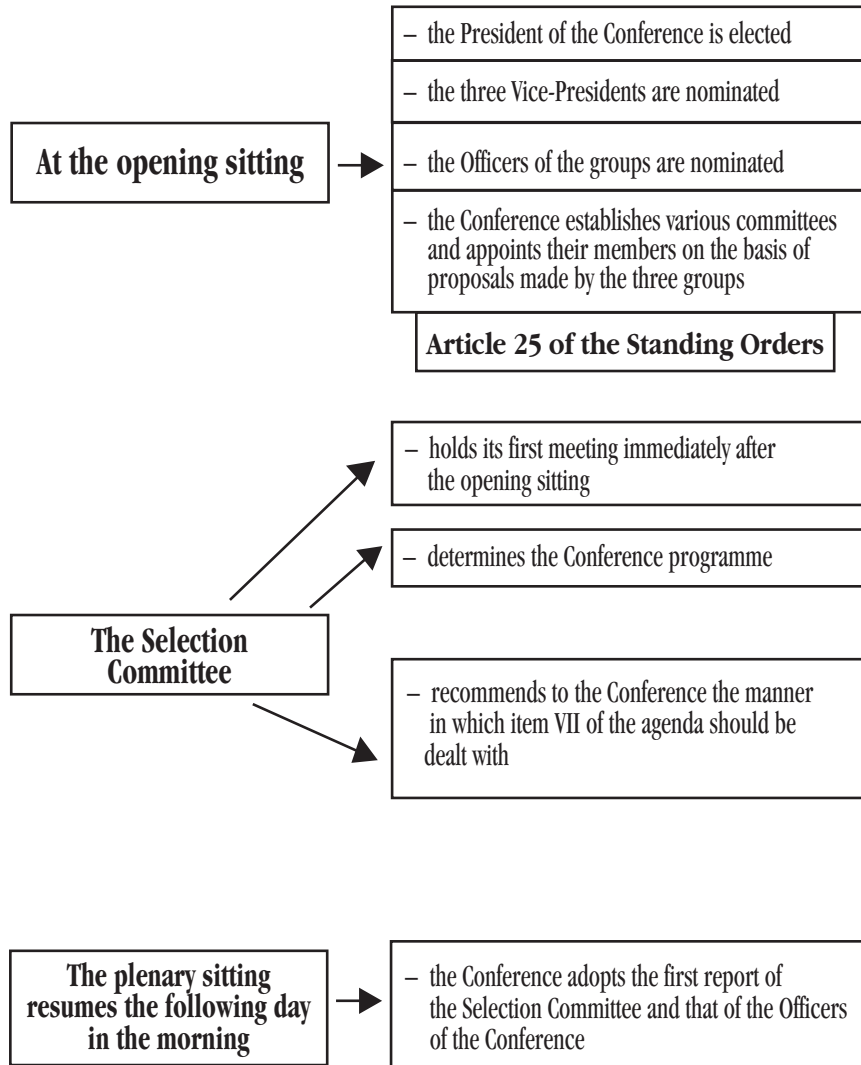
to :

- elect their respective Officers
 - make proposals for the nomination of :
 - the three Vice-Presidents of the Conference
 - the members of:
 - the Selection Committee
 - the Credentials Committee and
 - the various committees of the Conference
- for which only accredited delegates and their advisers may be nominated.

Each group will receive the necessary information concerning the manner in which these nominations should be made

Official opening of the Conference

The 90th Session of the International Labour Conference
will open on Monday, 3 June 2002 at 5.30 p.m.

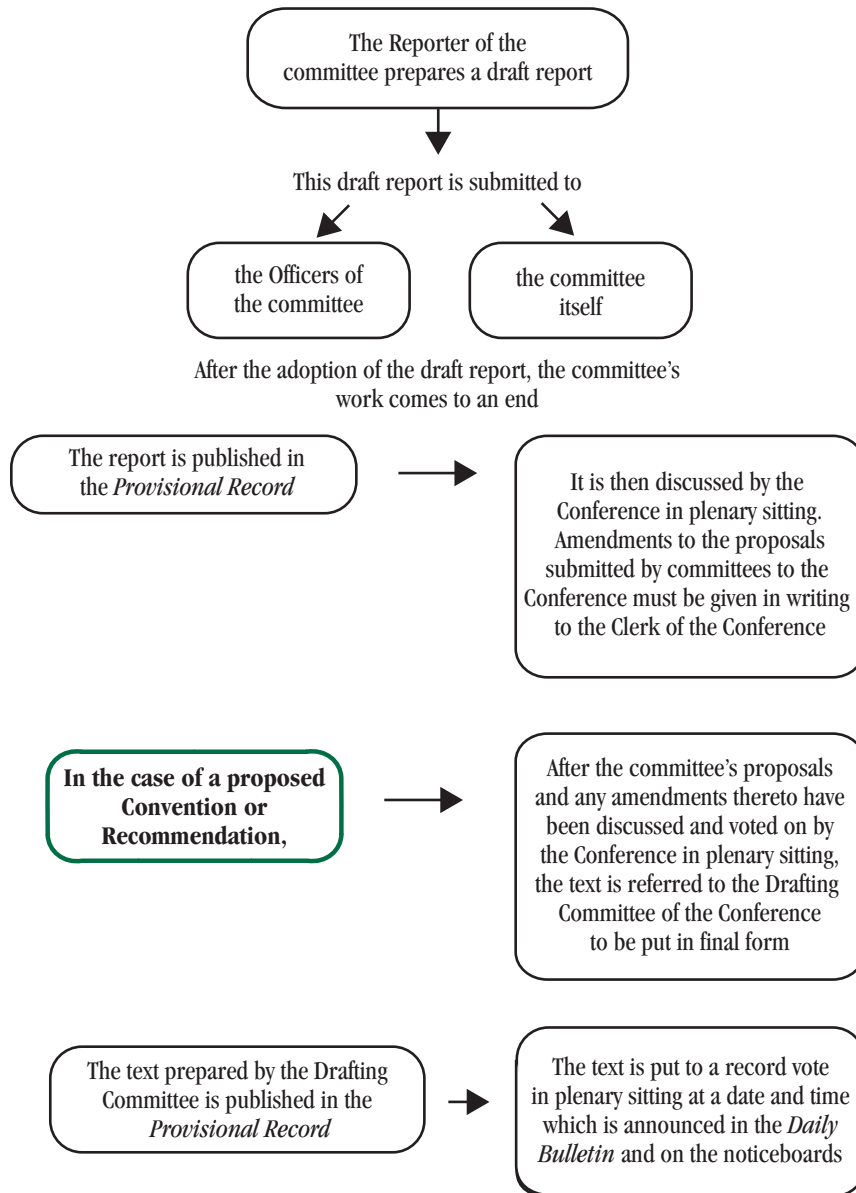


Work of the committees

The committees (tripartite and group meetings) will begin their work on Tuesday, 4 June, in the morning or afternoon, in the rooms reserved for this purpose.

Procedure	The procedure of committees is governed by Section H of the Standing Orders of the International Labour Conference
Representation of groups	The Government group, the Employers' group and the Workers' group have equal representation, based on a weighting system
Appointment of the Officers	At its first sitting each committee elects its Chairperson and two Vice-Chairpersons, one from each of the other two groups
Appointment of the Reporter and the members of the Drafting Committee	This is done either at the beginning of the Committee's work or at a later sitting
Right to speak	<ul style="list-style-type: none"> ■ Members of delegations wishing to speak at committee meetings should communicate their names to the Chairperson or secretariat of the committee ■ Speakers are called on in the order in which their names are received ■ Statements should be as brief as possible ■ All speeches made in English, French, or Spanish will be interpreted into the other two languages; if necessary, and subject to the relevant provisions of the Standing Orders, interpretation facilities into Arabic, Chinese, German and Russian are also provided ■ representatives of international non-governmental organizations may only take the floor after obtaining the formal authorization of the Officers
Seating	To facilitate the work of committee secretariats, delegates are requested always to sit in the same places
Amendments to texts	These have to be communicated to the secretariat in writing
Attendance of members of the public	Space permitting, the public is admitted to committee meetings unless a committee decides otherwise or if it is contrary to the Standing Orders

Committee reports



Discussion in plenary sitting

Discussion of the Reports of the Chairman of the Governing Body and of the Director-General

Monday 10- Tuesday 18 June	Report on the work carried out by the Governing Body of the International Labour Office during the preceding year, submitted by the Chairman of the Governing Body
	Report of the Director-General of the ILO entitled: <i>ILO Programme Implementation 2000-01</i>
	Report of the Director-General on the situation of workers in the occupied Arab territories

Registration of speakers	This should be done as quickly as possible at the Office of the Clerk of the Conference (office A-573, telephone nos. 76830 and 76831). The closing date for the list of speakers will be fixed by the Selection Committee at its first sitting
Delivery of speeches to the Secretariat	At least one day before they are scheduled to speak, delegates are requested to hand in to the Clerk's Office eight copies of their speeches for the use of the interpreters and the Conference Record Service; a ninth copy is requested from delegates who wish their speeches to be made available to the press and radio
Publication of speeches in the <i>Provisional Record</i>	Delegates are encouraged to submit the text of their speeches on diskette in a format that is compatible with the Word text processing system
Duration of speeches	As a derogation from the Standing Orders of the Conference, the time-limit for speeches has for the past few years been set at five minutes
Freedom of speech	The resolution concerning freedom of speech of non-governmental delegates at ILO meetings, adopted by the Conference at its 54th Session (June 1970) reaffirms the importance of guaranteeing the right of Employer and Worker delegates attending the Conference to express themselves freely on matters which fall within the Organization's mandate (in accordance with article 40 of the ILO Constitution)
Corrections to the texts of the speeches	Delegates who wish to have corrections made to the printed text of their speeches must communicate these corrections in writing to the International Labour Office (Conference Record Service) within 10 days of the close of the Conference

Discussion of the Global Report on the effective abolition of child labour

The discussion of the Global Report on the effective abolition of child labour, submitted under the Follow-up to the ILO Declaration on Fundamental Principles and Rights at Work, will take place in plenary sitting on **12 June 2002**.

Procedure for the discussion of the Global Report

On a recommendation adopted by the Governing Body at its 283rd Session (March 2002), article 12.3 of the Conference Standing Orders concerning the number of statements by each speaker in plenary, and article 14.6 concerning the time-limit for speeches will not be applied to this discussion. Furthermore, exchanges of views on the suggested points for thematic discussion should not be subject to the restrictions laid down in article 14, paragraph 2, concerning the order in which speakers are called.

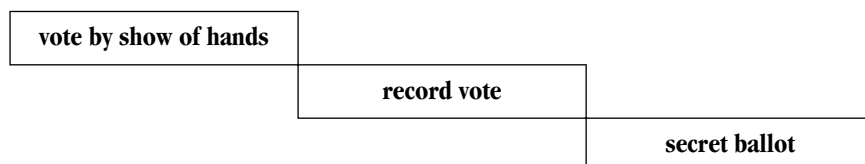
These provisions should therefore be suspended, in accordance with article 76 of the Standing Orders, to the extent necessary for the discussion of the Global Report.

Organization of the discussion of the Global Report

Subject to the approval of the Officers of the Conference, the time available will be divided into general and thematic discussion periods. A general discussion, with opening statements by spokespersons of non-governmental and regional groups, and delegates' statements, should take place in a first period, according to the arrangements agreed upon for the previous discussions. A second period should take the form of a thematic discussion, for a limited period of time. The general discussion should then resume with statements that could not be made during the first period.

Electronic voting system in plenary

The electronic voting system may be used for the three voting procedures foreseen in the Standing Orders:



How to vote

The voting stations are equipped with a screen and a keyboard.

Delegates should insert their **coded badge** which identifies the person who is voting and indicates the language used by that person.

At the beginning of the vote, the subject of the vote as well as an indication of whether the vote is secret or not appear on the screen of the voting station.

Usually, it is titular delegates or their substitutes who are authorized to vote. If they are unable to vote, they may delegate their right to an adviser. Members of delegations thus appointed should use their own coded badges.

Delegations of vote should be submitted to the secretariat of the Credentials Committee, preferably the day before the vote and, in any event, not later than one hour before voting begins.

Forms for delegation of authority to vote may be obtained from the Information Desk or from the secretariat of the Credentials Committee. They may also be requested from the Office of the Clerk of the Conference.

Vote by show of hands

This does not mean that there will be an actual "show of hands"; this vote differs from the record vote in that **no record is published** as to how each delegate voted. Once all the votes have been registered, the final voting figures will be immediately displayed and subsequently published with the following indications:

- total number of votes in favour
- total number of votes against
- total number of abstentions
- the quorum
- the majority required

Record vote

Once all the votes have been registered, the final voting figures will be immediately displayed and subsequently published with the following indications:

- total number of votes in favour
- total number of votes against
- total number of abstentions
- the quorum
- the majority required

These indications will subsequently be published in the ***Provisional Record***, together with a list of delegates who have voted, showing how they have voted.

Secret ballot

Once all the votes have been registered, the final voting figures will be immediately displayed and subsequently published with the following indications:

- total number of votes in favour
- total number of votes against
- total number of abstentions
- the quorum
- the majority required

There will be no access possible to individual votes (a plastic cover ensures the secrecy of the vote) and there will be no record of how the delegates have voted.

Address of the Conference

Correspondence for delegates must be sent to the following address:

**International Labour Conference
CH-1211 Genève 22
Switzerland**

Telegraphic address : **INTERLAB GENEVE**
Telephone number*: **(+41 22) 907 12 34 or 917 12 34**
Fax number*: **(+41 22) 798 86 85**
E-mail: **ilo@ilo.org**

*Inside Switzerland: add the code (022) to the seven digit telephone and fax numbers

Members of delegations are requested to advise their correspondents to indicate their address as follows:

LETTERS	First name and surname
	Delegation of (Country)
		International Labour Conference CH-1211 Genève 22 Switzerland
TELEGRAMS	First name and surname
	Delegation of (Country)
		INTERLAB GENEVE