

Conference guide

***92nd Session of the
International Labour Conference
Geneva, 1-17 June 2004***



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*92nd Session of the International Labour Conference
Geneva, 1-17 June 2004*

Contents

	<i>Page</i>
1. Agenda of the Conference	1
Standing items	1
Items placed on the agenda by the Conference or the Governing Body	1
2. Rules of procedure of the Conference	1
3. Conference programme	2
4. Plenary	3
I.(a) Reports of the Chairperson of the Governing Body and of the Director-General	3
I.(b) Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work.....	3
5. Committees	5
II. Finance Committee of Government Representatives (ILC Standing Orders, article 7bis and section H, article 55(3))	5
III. Committee on the Application of Standards (ILC Standing Orders, article 7 and section H)	5
IV. Committee on Human Resources Training and Development – Revision of the Human Resources Development Recommendation, 1975 (No. 150) (<i>standard setting, second discussion</i>).....	6
V. Committee on Work in the Fishing Sector – A discussion with a view to the adoption of a comprehensive standard (a Convention supplemented by a Recommendation) (<i>standard setting, first discussion</i>)	6
VI. Committee on Migrant Workers (<i>general discussion based on an integrated approach</i>).....	7
VII. Withdrawal of 16 Recommendations	7
Resolutions Committee	8
Standing Orders Committee (ILC Standing Orders, section H).....	8
Selection Committee (ILC Standing Orders, article 4 and section H, article 55(2))..	8
Credentials Committee (ILC Standing Orders, article 5 and section B)	8
6. Reports	9
Communication of reports	9
Publication of the <i>Provisional Records</i>	9
7. Interpretation	9
8. Participation	9
Composition of delegations.....	9
Credentials	11
9. Health and safety	11
10. Practical arrangements	11
Delegates with a disability	11
Accommodation for delegations in Geneva	11
Entry visas for Switzerland and France.....	12
Registration on arrival.....	12
 Appendices	
I. Contact numbers	13
II. Representation of non-metropolitan territories	14
III. Representation of non-governmental international organizations at the International Labour Conference	15

92nd Session (June 2004) of the International Labour Conference

Dates: Tuesday, 1 June to Thursday, 17 June 2004

Place: *Palais des Nations* and the headquarters of the
International Labour Office, Geneva

For details concerning registration for the Conference, see sections 8
(Participation) and 10 (Practical arrangements).

1. Agenda of the Conference

Standing items

- I. (a) Reports of the Chairperson 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.

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

- IV. Human resources development and training – Revision of the Human Resources Development Recommendation, 1975 (No. 150) (*standard setting, second discussion*).
- V. Work in the fishing sector – A discussion with a view to the adoption of a comprehensive standard (a Convention supplemented by a Recommendation) (*standard setting, first discussion*).
- VI. Migrant workers (*general discussion based on an integrated approach*).
- VII. Withdrawal of 16 Recommendations.

2. Rules of procedure of the Conference

The rules of procedure of the Conference are contained in the Constitution of the International Labour Organization and in the Standing Orders of the International Labour Conference.

These texts may be obtained in Geneva at the Document Distribution Service and can also be consulted on the ILO web site: www.ilo.org

3. Conference programme

■ **Monday, 31 May**

As needed, from 9 a.m.: *Preliminary meetings* for Government, Employer and Worker members may be fixed by their respective secretariats.

3 p.m.: The groups convene officially to elect their Officers, formulate their proposals relating to the composition of the different committees and become acquainted with Conference procedure. They will meet in the following rooms:

Government group: In the Assembly Hall of the *Palais des Nations*.

Employers' group: In the Governing Body room of the ILO.

Workers' group: In Room XIX of the *Palais des Nations*.

■ **Tuesday, 1 June**

10 a.m.: *Opening sitting* in the Assembly Hall of the *Palais des Nations*. At the opening sitting, delegations will be called on to elect the Officers of the Conference, and to set up the various committees. The *Selection Committee* will meet immediately after the opening sitting of the Conference to take decisions concerning arrangements for the Conference.

11 a.m.: *Committees* may start their work (tripartite and group meetings). Committee sittings continue until adoption of their reports at the end of the second, or beginning of the third week.

■ **Monday, 7 June**

Discussion begins in plenary of the reports of the Chairperson of the Governing Body and of the Director-General. It opens with a formal introductory session at **10 a.m.** and may continue until **Tuesday, 15 June** (see also section 4 below – Plenary). The organization of the details of the plenary debate will be discussed by the Governing Body in March 2004. The Conference *Daily Bulletin* will provide precise information on the programme.

■ **Wednesday, 9 June (tentative)**

10 a.m.: A part of the plenary debate will be devoted to the discussion of the Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work, which this year will focus on freedom of association and effective recognition of the right to collective bargaining. This debate will take place according to modalities which will be proposed to the Conference.

■ **Tuesday, 15–Thursday, 17 June**

Submission and discussion of committee reports and voting.

4. Plenary

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 Nos. 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.

After its opening sitting on Tuesday, 1 June, the Conference will not meet in plenary until the second week of its work. The second plenary sitting will therefore be held on **Monday, 7 June at 10 a.m.** Plenary sittings will be held throughout the second week and part of the third week, as required, for the discussion of the reports of the Chairperson of the Governing Body and of the Director-General, as well as the Global Report. Committee reports, draft instruments and resolutions will be submitted to plenary for discussion and voting from **Tuesday, 15 to Thursday, 17 June.**

I.(a) Reports of the Chairperson of the Governing Body and of the Director-General

Discussion of these documents will begin in plenary sitting on **Monday, 7 June at 10 a.m.** The Chairperson of the Governing Body will submit a report to the Conference on the work carried out by the Governing Body from June 2003 to June 2004.

The Report which the Director-General of the International Labour Office will submit to the Conference this year will cover **programme implementation and the activities of the Organization in 2002-03** and will include an annex on **the situation of workers in the occupied Arab territories**. The Conference will also be called on to consider the implications of the **report of the World Commission on the Social Dimension of Globalization**.

I.(b) Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work

The follow-up to the Declaration on Fundamental Principles and Rights at Work, adopted by the International Labour Conference at its 86th (1998) Session, calls on the Director-General to issue an annual report providing a dynamic global picture relating to the implementation of one of the four categories of fundamental principles and rights. This year the Global Report will focus on **freedom of association and effective recognition of the right to collective bargaining**, in both member States that have, as well as those that have not yet, ratified the relevant fundamental ILO Conventions, that is, the Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87), and the Right to Organise and Collective Bargaining Convention, 1949 (No. 98).

Registration of speakers

(i) **Reports of the Chairperson of the Governing Body and of the Director-General.** This may be done in advance, as from **1 April 2004**, by telephone, facsimile or email (see Appendix I – Contact numbers). It may also be done during the Conference, as early as possible, at the office of the Clerk of the Conference. The list

of speakers closes on **Wednesday, 9 June at 6 p.m.**, subject to the decision of the Selection Committee.

(ii) Discussion on the implications of the report of the World Commission on the Social Dimension of Globalization. Precise details on the form that this debate will take will be submitted to the Conference, according to decisions made by the Governing Body at its 289th (March 2004) Session.

(iii) Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work. As above, the precise arrangements to be followed by the Conference in discussing the Global Report are to be decided by the Governing Body at its 289th (March 2004) Session, and a more detailed programme will be issued before the Conference.

Time limit for speeches concerning the reports of the Chairperson of the Governing Body and of the Director-General

To allow as many speakers as possible to take the floor, the time limit for speeches is set at a maximum of **five minutes** (ILC Standing Orders, article 14.6). Visiting ministers, delegates, observers and representatives of international organizations and non-governmental international organizations will wish to bear this in mind when preparing their speeches.

Principles governing the discussion in plenary

The following principles, set out in paragraphs 54-58 of the fourth report of the Working Party of the Governing Body of the International Labour Office on the Programme and Structure of the ILO (1967), form a useful background to the discussion of the reports in plenary:

- Freedom of speech is a pillar of the ILO: neither governments, nor employers or workers are immune from criticism within its walls.
- Freedom of speech includes freedom to reply – one point of view may be parried by another.
- Social justice contributes to lasting peace; all human beings have the right to pursue their material well-being and spiritual development in freedom and dignity. The breadth of these fundamental principles of the ILO makes it impossible to circumscribe debate in the International Labour Conference, and the ILO must focus on the objectives that derive from these principles, irrespective of political considerations.
- Nevertheless, the purpose and scope of debate in the International Labour Conference must not encroach on discussions proper to the United Nations Security Council and General Assembly, bodies entrusted by the Charter with responsibility for political decisions in the UN system.
- To uphold the values of human freedom and dignity enshrined in the ILO Constitution, in periods of acute political tension the Conference must strive towards the fullest possible continued cooperation in pursuit of the Organization's objectives. Every delegate has an obligation to keep these considerations in mind, and the President of the Conference to ensure they are preserved.

5. Committees

Composition: Except when provided otherwise, the initial composition of committees is decided by the Conference at its opening sitting. Any modifications are carried out through the respective groups and must be done before 6 p.m. to be effective the following day.

Registration in committees: For Employer and Worker delegates, this is undertaken at the group meetings on Monday, 31 May, or by obtaining registration forms from the group secretariats; Government delegates may register during the Government group meeting on Monday, 31 May, or subsequently at the Composition of Committees Office.

II. Finance Committee of Government Representatives (ILC Standing Orders, article 7bis and section H, article 55(3))

Under **agenda item II**, the Conference will be called on to examine information concerning such financial and administrative matters as the Governing Body may decide to bring to its attention, including matters related to the Organization's programme and budget. Committee membership is limited to Government representatives.

III. Committee on the Application of Standards (ILC Standing Orders, article 7 and section H)

This Committee is set up to deal with **agenda item III – Information and reports on the application of Conventions and Recommendations**. It will consider information and reports supplied by governments under articles 19, 22 and 35 of the Constitution on the effect given to Conventions and Recommendations, together with the *Report of the Committee of Experts on the Application of Conventions and Recommendations* (Report III(IA), International Labour Conference, 92nd Session, 2004), and submit a report on its work to the Conference.

At the 92nd Session, the *General Survey* of reports submitted under article 19 (Report III(IB)) will deal with the Employment Policy Convention, 1964 (No. 122), the Employment Policy (Supplementary Provisions) Recommendation, 1984 (No. 169), the Human Resources Development Convention, 1975 (No. 142), and the Job Creation in Small and Medium-Sized Enterprises Recommendation, 1998 (No. 189).

Pursuant to the resolution concerning the measures recommended by the Governing Body under article 33 of the ILO Constitution on the subject of *Myanmar*, adopted by the Conference at its 88th (2000) Session, the Committee will also hold a special sitting to discuss the effect given by the Government of Myanmar to the recommendations of the Commission of Inquiry set up to examine the observance of the Forced Labour Convention, 1930 (No. 29).

IV. Committee on Human Resources Training and Development – Revision of the Human Resources Development Recommendation, 1975 (No. 150)

(standard setting, second discussion)

At its 91st Session, the Conference decided to include this item on the agenda of the 92nd Session, for a second discussion, with a view to the adoption of a Recommendation.

In accordance with article 39, paragraph 6, of the Standing Orders of the Conference, the Office communicated the text of a proposed Recommendation to governments, asking them, after consulting the most representative employers' and workers' organizations, to make amendments to, or suggestions or comments on, the text (Report IV(1), International Labour Conference, 92nd Session, 2004). The final report consists of two volumes: Report IV(2A) includes summaries of replies received and Office commentaries and Report IV(2B) contains the proposed Recommendation to be submitted to the 92nd Session as a basis for discussion.

V. Committee on Work in the Fishing Sector – A discussion with a view to the adoption of a comprehensive standard (a Convention supplemented by a Recommendation)

(standard setting, first discussion)

The nature of work in the fishing sector has called for, and continues to require, dedicated international labour standards. The ILO Governing Body approved the recommendation to revise the seven existing ILO standards concerning fishing (five Conventions and two Recommendations) adopted in 1920, 1959 and 1966. The rationale for this revision was to: reflect the changes in the sector which have occurred over the last 40 years; achieve more widespread ratification; reach, where possible, a greater portion of the world's fishers, particularly those working on smaller vessels; and address other critical issues, such as safety and health. This revision will complement the parallel ILO work to consolidate its standards for seafarers into a comprehensive new standard that will take into account differences in fishing operations, employment arrangements, methods of remuneration and other aspects.

At its 283rd (March 2002) Session, the Governing Body decided to include this item on the agenda of the 92nd (June 2004) Session of the International Labour Conference, as the first discussion under the double-discussion procedure. The Office has prepared two reports as the basis for the first discussion. The first report, *Conditions of work in the fishing sector*, Report V(1), International Labour Conference, 92nd Session, 2004, was accompanied by a questionnaire to which all governments were asked to give reasoned replies. These replies have been summarized in a second report, *Conditions of work in the fishing sector: The constituents' views*, Report V(2), which also indicates the main points the Conference may wish to consider. The report will include recent recommendations made by a Tripartite Meeting of Experts on Labour Standards for the Fishing Sector convened by the Governing Body and held in Geneva from 2 to 4 September 2003.

VI. Committee on Migrant Workers *(general discussion based on an integrated approach)*

An increasing number of countries throughout the world are concerned with international migration, as countries of origin, destination, transit or all three. Although globalization has been mainly associated with the opening of global markets for the movement of capital and goods, these processes have no doubt also had an impact on international migration. Cross-border mobility of workers is in fact rising with the growth of trade and investments, cheaper transport costs, widening differentials in incomes between developed and developing countries, and the segmentation of labour markets, which in many instances raises issues regarding the protection of migrant workers.

For this agenda item, the Conference will hold a general discussion under the integrated approach. The discussion will be organized around three main themes: international labour migration in the era of globalization; policies and structures for more orderly migration for employment; and improving migrant workers' protection.

To assist the debates, the Office has prepared a report entitled *Migrant workers*, Report VI, International Labour Conference, 92nd Session, 2004. In the light of current national and regional priorities, the report analyses the challenges and dominant features of labour migration, the conditions and treatment of migrant workers, the impact and consequences of migration, the impact of international standards on conditions of migrants and the role of tripartism and social dialogue for governance and labour migration policy. It will serve to provide new and appropriate responses to labour migration worldwide in a comprehensive and integrated manner.

A set of suggested points for discussion is included in the report.

VII. Withdrawal of 16 Recommendations

Under article 45bis of its Standing Orders, adopted in June 1997, the Conference may be called on to consider the withdrawal of obsolete Recommendations. The Governing Body, at its 283rd (March 2002) Session, decided to place on the agenda of the 92nd Session of the Conference an item concerning the withdrawal of 16 Recommendations which it considered obsolete. They include: the Reciprocity of Treatment Recommendation, 1919 (No. 2); the Maternity Protection (Agriculture) Recommendation, 1921 (No. 12); the Living-in Conditions (Agriculture) Recommendation, 1921 (No. 16); the Weekly Rest (Commerce) Recommendation, 1921 (No. 18); the Utilisation of Spare Time Recommendation, 1924 (No. 21); the Migration (Protection of Females at Sea) Recommendation, 1926 (No. 26); the Power-driven Machinery Recommendation, 1929 (No. 32); the Protection against Accidents (Dockers) Reciprocity Recommendation, 1929 (No. 33); the Protection against Accidents (Dockers) Consultation of Organisations Recommendation, 1929 (No. 34); the Forced Labour (Regulation) Recommendation, 1930 (No. 36); the Invalidity, Old-Age and Survivors' Insurance Recommendation, 1933 (No. 43); the Elimination of Recruiting Recommendation, 1936 (No. 46); the Contracts of Employment (Indigenous Workers) Recommendation, 1939 (No. 58); the Social Policy in Dependent Territories Recommendation, 1944 (No. 70); the Social Policy in Dependent Territories (Supplementary Provisions) Recommendation, 1945 (No. 74); and the Minimum Age (Coal Mines) Recommendation, 1953 (No. 96).

The Office has prepared two reports on the withdrawal of these instruments: Report VII(1), International Labour Conference, 92nd Session (2004), contains a

questionnaire to which governments were asked to reply, stating reasons in each case. These replies are summarized in Report VII(2), which contains the final proposal submitted to the Conference on the subject. Under paragraph 3 of article 45bis mentioned above, the Conference may either decide to examine this report and the proposal it contains directly in plenary sitting, or refer it to its Selection Committee.

Resolutions Committee

Given that the 2004 Session does not precede the beginning of a biennial financial period, **resolutions which are not related to items IV, V, VI or VII on its agenda may be submitted to the Conference**, as specified in paragraph 1(1) of article 17 of the Conference Standing Orders.

The text of such resolutions should be submitted to the Director-General of the International Labour Office by a delegate duly accredited to the Conference at least 15 days before the opening of the session, that is by **Monday, 17 May 2004** at the latest.

Standing Orders Committee (ILC Standing Orders, section H)

This Committee may meet as required, if proposed amendments to the Standing Orders of the Conference are received.

Selection Committee (ILC Standing Orders, article 4 and section H, article 55(2))

The Selection Committee is composed of 28 members appointed by the Government group, 14 members appointed by the Employers', and 14 by the Workers' groups. Its responsibilities include arranging the programme of the Conference, fixing the time and agenda of its plenary sittings and acting on its behalf on any other routine question. Since the 1996 reforms to the Conference, most of these tasks have been delegated to the Officers of the Committee. Therefore, except where the Selection Committee is called on to consider specific issues, it normally holds only one sitting at the beginning of the Conference. The Conference may decide to delegate the examination of **agenda item VII – Withdrawal of 16 Recommendations**, to the Selection Committee.

Credentials Committee (ILC Standing Orders, article 5 and section B)

The Credentials Committee is composed of one Government, one Employers' and one Workers' delegate, appointed by the Conference. It meets in closed sittings.

Its responsibilities include:

- examining the credentials of delegates to the Conference and of their advisers (ILC Standing Orders, article 5(2));
- considering objections concerning the conformity of nominations of delegates and advisers with the provisions of article 3 of the Constitution (ILC Standing Orders, article 26(3) to (8));

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- considering complaints alleging non-compliance with article 13, paragraph 2(a), of the Constitution (payment of expenses of tripartite delegations) (ILC Standing Orders, article 26(9) to (11)).
 - determining the quorum required for the validity of votes taken by the Conference (ILC Standing Orders, article 20(1)).

6. Reports

Communication of reports

Reports for examination in technical committees will be communicated to member States at least two months before the session. Reports will be available in English, French, Spanish, Arabic, Chinese, German and Russian. They will also be placed, with this *Conference Guide*, on the ILO's website at the following address:

www.ilo.org/english/standards/relm/ilc/index.htm

To enable all participants to prepare fully for the discussions, governments are urged to distribute the reports sent to them in good time to Government delegates, as well as to those representing the Employers and Workers. Conference participants are encouraged to bring the documents thus received with them to Geneva, and to refrain, where possible, from requesting additional sets once on the Conference site.

Publication of the *Provisional Records*

During the session, the proceedings of the Conference will be published in *Provisional Records* in English, French and Spanish, and may also be consulted on the ILO's web site. To facilitate this publication, delegates are requested wherever possible to supply copies of their speeches on diskette in a format that is compatible with the Word text processing system. These diskettes are to be handed in to the secretariat of the Clerk of the Conference. **It is essential that they should be clearly labelled with the name of the speaker and the date of his or her intervention in plenary.**

7. Interpretation

Interpretation services at Conference meetings will be provided in English, French, Spanish, Arabic, Chinese, German, Russian and, in certain cases, Japanese. Interpretation **from** Portuguese will also operate in tripartite meetings.

8. Participation

Composition of delegations

Delegations to the International Labour Conference are composed of **four** delegates: **two** Government delegates, **one** delegate representing the Employers and **one** delegate representing the Workers (Constitution, article 3(1)).

Each delegate may be accompanied by advisers, who shall not exceed two for each item on the Conference agenda (Constitution, article 3(2)). **At the present**

session, this concerns items III, IV, V, VI and VII. Therefore, each Government, Employers' and Workers' delegate to the 92nd Session of the International Labour Conference may be accompanied by up to ten advisers. To guarantee the required balance of Government, Employer and Worker representatives, governments should ensure that an equal number of Employers' and Workers' advisers are appointed to each delegation. **Travel and living expenses of delegates and their advisers are to be borne by their respective member States.**

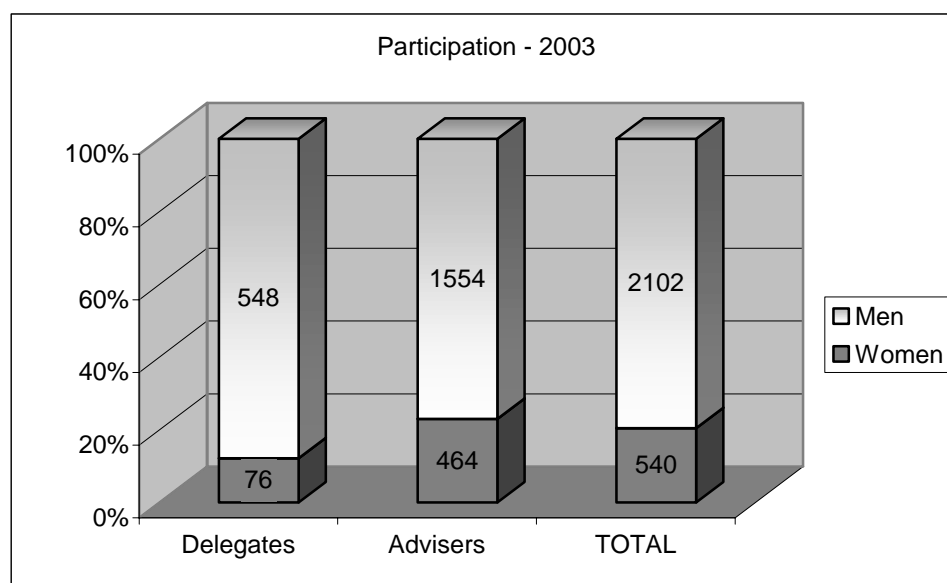
Under the Constitution, member States must ensure that their delegations are fully tripartite, and that the delegates are able to act in full independence of one another. They are required to nominate non-Government delegates chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of employers or workpeople in their respective countries (Constitution, article 3(5)).

Constituents are asked to remember that the success of the discussions depends on the competencies of participants. It is therefore of critical importance that participants should be chosen not only for the technical expertise required, but also with a view to adopting a coordinated approach, involving action shared between several different government administrations.

The Governing Body of the ILO requests governments to remind delegates and advisers that **acceptance of their appointment implies an obligation to be available in Geneva for the entire work of the Conference**, including the last days, when important votes, such as the final votes on the adoption of international labour Conventions and Recommendations, are held.

Governments are also asked to bear in mind the resolution adopted at the 78th (1991) Session of the Conference, which calls on governments, employers' and workers' organizations to include more women in their delegations to the International Labour Conference.

The graph below shows participation by women in comparison with that of men at the 91st (June 2003) Session of the Conference. Out of 2,642 delegates and advisers at the Conference, only 540 (20 per cent) were women. This remains far from the 30 per cent participation by women taken by the Organization as a preliminary objective, before targeting the final goal of parity.



Credentials

Credentials of delegates and their advisers must be deposited with the International Labour Office **at least 15 days** before the date fixed for the opening sitting, in line with article 26, paragraph 1, of the ILC Standing Orders. The closing date for deposit of the credentials of all delegates and advisers is therefore **Monday, 17 May 2004**.

The form for the submission of credentials, attached to the letter of convocation, is accompanied by an *Explanatory note for national delegations* on the importance of depositing credentials with the secretariat, giving details on the various categories of participants at the Conference, and the roles that they play. Contact addresses are given both in the *Explanatory note*, and in Appendix I to this *Conference guide*.

Representation of non-metropolitan territories

See Appendix II.

Representation of non-governmental international organizations

See Appendix III.

9. Health and safety

All persons attending the Conference are reminded of their responsibility to have **appropriate travel and health insurance** for the period of their attendance.

Participants 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.

Whilst every effort will be made to ensure a safe and healthy Conference environment, delegates are requested to raise any concerns they may have in these areas with the secretariat. Medical support services will be available to delegates throughout the Conference.

10. Practical arrangements

Delegates with a disability

The Conference premises are fully accessible to persons with a disability.

Accommodation for delegations in Geneva

There is constant pressure for accommodation in Geneva in the month of June. You are therefore requested to make reservations well in advance. Since the International Labour Office **does not have a hotel reservation service**, delegations to the Conference should request the diplomatic representations of member States in Geneva or, where applicable, in Berne, to make the necessary reservations with hotels in the Geneva area. Reservations may also be made through the:

**Office du tourisme de Genève
18, rue du Mont Blanc
P.O. Box 1602
CH-1211 Genève 1**

Telephone: +41 22 909 70 00

Facsimile: +41 22 909 70 11

Internet site: www.geneve-tourisme.ch

Entry visas for Switzerland and France

Entry visas for Switzerland are issued primarily by Swiss diplomatic representations abroad. Delegates to the Conference who require an entry visa should submit, well in advance, a personal request to the Swiss embassy or consulate in their country of residence. Delegates may wish to note that visas are issued upon arrival at the airport in Geneva only in **exceptional** circumstances.

The French Consulate in Geneva is not authorized to issue entry visas for France to temporary visitors to Switzerland without first referring the application to the French embassy or consulate in the applicant's home country. Consequently, members of delegations wishing to visit or stay in France during the session should obtain the necessary single or multiple entry visas for France in their own country before leaving for Switzerland.

The Office may only intervene with Swiss diplomatic representations on behalf of delegates and their advisers if their credentials have been received in Geneva by Monday, 17 May 2004.

Registration on arrival

Delegates will be required to register personally at the **International Labour Office (headquarters building)**, where they can pick up their badges from **Saturday, 29 May, from 10 a.m. to 4 p.m.**, provided that the Office has received their credentials. This registration is essential for the calculation of the quota for each vote. From Monday, 31 May the registration desk will be open from **8 a.m. to 6.30 p.m.**

All delegates must be in possession of a personalized badge to gain access to the *Palais des Nations* complex. Badges must be worn visibly at all times; they are also used for the purposes of voting by duly authorized delegates.

A mini-bus service will be available to ferry participants from the ILO headquarters building to the *Palais des Nations* (5-10 minute ride).

Please note that **Monday, 31 May**, is a public holiday in Geneva; public transportation will be operating according to the Sunday timetable, i.e. with lower frequency.

Additional information, giving greater detail on practical arrangements, will be at the disposal of delegates when they arrive in Geneva.

Appendix I

Contact numbers

ILO web site: www.ilo.org/ilc

	Contact person and Tel. No.	Email address	Fax number
Credentials			
By post to: Office of the Legal Adviser ILO CH-1211 Geneva 22	Ms. Plantard +41 22 799 65 25	credentials@ilo.org	+41 22 799 85 70
Registration of speakers	Ms. Adamo +41 22 799 77 30	adamo@ilo.org	+41 22 799 89 44
Official Relations Branch (for general inquiries)	Ms. Cerutti +41 22 799 77 32	cerutti@ilo.org	+41 22 799 89 44
Documentation	Mr. Donati +41 22 799 80 40	donati@ilo.org	+41 22 799 63 61

Appendix II

Representation of non-metropolitan territories

Under article 3, paragraph 3, of the Constitution:

Each Member which is responsible for the international relations of non-metropolitan territories may appoint as additional advisers to each of its delegates:

- (a) persons nominated by it as representatives of any such territory in regard to matters within the self-governing powers of that territory; and
- (b) persons nominated by it to advise its delegates in regard to matters concerning non-self-governing territories.

In line with the constitutional, political, economic and social development of any non-metropolitan territory for which a member State is responsible, the non-metropolitan territory in question may be invited, through the member State concerned, to participate by means of a tripartite observer delegation in sessions of the Conference, with the rights and status accorded to observers under the Standing Orders of the Conference.

Requests for invitations of non-metropolitan territories must reach the Office in sufficient time to be submitted to the Governing Body for approval at its 289th (March 2004) Session.

Appendix III

Representation of non-governmental international organizations at the International Labour Conference

1. *Conditions to be met*

Any non-governmental international organization (NGIO) wishing to be invited to be represented at the Conference should meet the following conditions. It should:

- (a) demonstrate the international nature of its composition and activities by proving that it is represented or has affiliates in a considerable number of countries and that it is active in those countries;
- (b) have aims and objectives that are in harmony with the spirit, aims and principles of the Constitution of the ILO and the Declaration of Philadelphia;
- (c) formally express a clearly defined interest, supported by its statutes and by explicit reference to its own activities, in at least one of the items on the agenda of the Conference session to which it requests to be invited;
- (d) **submit its request, in writing, to the Director-General of the International Labour Office as soon as possible and at least one month before the opening of the session of the Conference.**¹

2. *Documents and information to be submitted*

In order for the Office to verify that the conditions set out in paragraphs (a), (b) and (c) above are met by the organization submitting the request, the latter must send with its request:

- a copy of its statutes;²
- the names and titles of its Officers;
- a description of its composition and the aggregate membership of the national organizations affiliated to it;
- a copy of its latest report;
- detailed and verifiable information about its sources of financing.

If, following the examination of the documents and information, the Office considers that the organization submitting the request meets the prescribed conditions, its request will be submitted to the Officers of the Governing Body for decision.³

Organizations having regional consultative status, those on the ILO special list of NGIOs, those invited to previous sessions of the General Conference, as well as organizations which

¹ Time limit prescribed by article 2(4) of the Standing Orders of the Conference.

² In English, French and Spanish, if these versions exist.

³ At its 256th (May 1993) Session, the Governing Body delegated to its Officers the authority to invite NGIOs wishing to be represented at sessions of the General Conference.

enjoy consultative status with ECOSOC in its general and special categories are considered to have satisfied the conditions set out in paragraphs (a) and (b) and are exempt from submitting once again the documents and information indicated in paragraph 2 above.

Any request submitted less than one month prior to the opening of the Conference will not be examined.

Organizations which have been invited to be represented at the Conference may appoint one representative only for each of the agenda items in which they have expressed a particular interest. The participation of NNGOs in the work of the Conference committees dealing with the technical items in which they have expressed a particular interest is subject to a decision of the Selection Committee (article 56.9 of the Standing Orders of the Conference).