

Revised version

# ***Conference guide***

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***93rd Session of the  
International Labour Conference  
Geneva, 31 May-16 June 2005***



[<www.ilo.org/english/standards/relm/ilc/ilc93/index.htm >](http://www.ilo.org/english/standards/relm/ilc/ilc93/index.htm)

*93rd Session of the International Labour Conference  
Geneva, 31 May-16 June 2005*

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**Conference guide**

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# 93rd Session (June 2005) of the International Labour Conference

**Dates:** Tuesday, 31 May to Thursday, 16 June 2005

**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.<sup>1</sup>
- II. Programme and Budget proposals for 2006-07 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. Occupational safety and health – *Development of a new instrument establishing a promotional framework in this area.*
- V. Work in the fishing sector – *Standard setting, second discussion, with a view to the adoption of a Convention supplemented by a Recommendation.*
- VI. Promoting youth employment – *General discussion based on an integrated approach.*

## 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](http://www.ilo.org).

<sup>1</sup> This year the Global Report will be on the elimination of forced and compulsory labour.

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### 3. Conference programme

#### ■ Monday, 30 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, 31 May

**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, 6 June

**10 a.m.:** Discussion begins in plenary, with a formal introductory session, of the reports of the Chairperson of the Governing Body and of the Director-General. The debates may continue until **Tuesday, 14 June** (see also section 4 below – Plenary). The Conference *Daily Bulletin* will provide precise information on the programme.

**3 p.m.:** As the three-year mandate (2002-05) of the Governing Body of the International Labour Office expires at this 93rd Session, the electoral colleges will meet to renew the Governing Body for another period of three years (2005-08). The electoral colleges will hold their elections in their usual meeting rooms (see above for these rooms, and pages 7 and 8 below for procedural details).

#### ■ Wednesday, 8 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 the elimination of forced and compulsory labour. The organization of the details of this plenary debate will be discussed by the Governing Body in March 2005, and a proposal will be submitted to the Conference for decision.

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- **Tuesday, 14 to Thursday, 16 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*.

After its opening sitting on Tuesday, 31 May, the Conference will not meet in plenary until the second week of its work. The second plenary sitting will therefore be held on **Monday, 6 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, 14 to Thursday, 16 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, 6 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 2004 to June 2005.

The main body of the Report which the Director-General of the International Labour Office will submit to the Conference this year will be devoted to a social policy theme of current interest, concentrating on developments in the world of work. The Report will also include an **annex on the situation of workers in the occupied Arab territories**.

##### **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 **the elimination of forced and compulsory labour**, both in member States that have, as well as those that have not yet, ratified the relevant fundamental ILO Conventions, that is, the Forced Labour Convention, 1930 (No. 29), and the Abolition of Forced Labour Convention, 1957 (No. 105).

#### ***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 2005**, by email (see Appendix I – Contact details). 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, 8 June at 6 p.m.**, subject to the decision of the Selection Committee. On

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the eve of the appointed sitting, written confirmation of the agreed speaking time will be placed in the relevant delegation's pigeon-hole at the *Palais des Nations*.

**(ii) Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work.** The precise arrangements to be followed by the Conference in discussing the Global Report are to be decided by the Governing Body at its 292nd (March 2005) Session, and more detailed information on the programme and procedure 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 international non-governmental 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 United Nations 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.

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## 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 Employers' and Workers' delegates, this is undertaken at the group meetings on Monday, 30 May, or by obtaining registration forms from the group secretariats; Government delegates may register during the Government group meeting on Monday, 30 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 Programme and Budget proposals for 2006-07 and to consider such other financial and administrative matters as the Governing Body may decide to bring to its attention. 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, 93rd Session, 2005), and submit a report on its work to the Conference.

At the 93rd Session, the *General Survey* of reports submitted under article 19 (Report III(IB)) will deal with the Hours of Work (Industry) Convention, 1919 (No. 1), and the Hours of Work (Commerce and Offices) Convention, 1930 (No. 30).

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 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. Occupational safety and health – *Development of a new instrument establishing a promotional framework in this area*

The protection of workers from disease and injury related to their work environment, as embodied in the Preamble to the Constitution of the ILO, has been a central issue for the ILO since 1919 and has been addressed by a number of international instruments in this field. In recent years, it has also been promoted within the Decent Work Agenda through the principle of “decent work must be safe work” in the context of globalization. Yet the world is facing a great challenge in the fight

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against the estimated 2 million fatalities caused annually by work-related injuries and diseases.

The International Labour Conference at its 91st (2003) Session held a general discussion based on an integrated approach to the ILO standards-related activities in the field of occupational safety and health and adopted *A global strategy on occupational safety and health*. One of the actions proposed in the strategy was the development of a new instrument establishing a promotional framework in the area of occupational safety and health.

The Governing Body decided at its 288th (November 2003) Session to place this item on the agenda of the 93rd (2005) Session of the International Labour Conference. The Office has prepared two reports to serve as a basis for the first discussion. The preliminary report, *Promotional framework for occupational safety and health*, Report IV(1), International Labour Conference, 93rd Session, 2005, was accompanied by a questionnaire to which governments were asked to give reasoned replies. These replies have been summarized in the second report (IV(2)) which also indicates the main points that the Conference may wish to consider.

## **V. Work in the fishing sector – *Standard setting, second discussion, with a view to the adoption of a Convention supplemented by a Recommendation***

The 92nd Session of the Conference decided, by a resolution adopted on 16 June 2004, to place on the agenda of its 93rd Session an item entitled *Work in the fishing sector*, for a second discussion, with a view to adopting a comprehensive standard (a Convention supplemented by a Recommendation).

In accordance with article 39, paragraph 6, of the Standing Orders of the Conference, the Office communicated Report V(1), drawn up on the basis of the first discussion and containing a draft Convention and Recommendation, to the governments of all member States, asking them, after consultations with the most representative employers' and workers' organizations, to make amendments to, or suggestions or comments on, the text. During its first discussion, the Committee agreed that further consultations should be held on the question of accommodation on board fishing vessels, as well as on other outstanding issues. Accordingly, the Governing Body of the ILO decided, at its 290th (June 2004) Session, that a Tripartite Meeting of Experts on the Fishing Sector would be held in Geneva from 13 to 17 December 2004.

At the 93rd Session of the Conference, the Committee will have before it Report V(2A), which has been drafted on the basis of the replies from governments and from employers' and workers' organizations, and also takes into account the outcome of the Tripartite Meeting of Experts on the Fishing Sector. Report V(2B), which will be the focus of the Committee's discussions, contains the texts of the proposed Convention and Recommendation.

## **VI. Promoting youth employment – *General discussion based on an integrated approach***

The increase of youth unemployment to record levels in recent years and the widespread prevalence of youth underemployment have heightened concern in countries around the world and in the international community. Despite some growth



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in the overall employment rate, an effective programme to promote decent work for young women and men is urgently required, through concerted action nationally and internationally, if the goals of poverty eradication, sustainable development and durable peace are to be achieved. The ILO has been called on to play a leading international role in this field, in the framework of the United Nations Secretary-General's Youth Employment Network, the 2002 United Nations General Assembly resolution on "Promoting youth employment" and the United Nations Millennium Development Goals.

In light of this, the Conference will hold a general discussion on promoting youth employment based on an integrated approach. In preparation for the general discussion, a Tripartite Meeting on Youth Employment – The Way Forward was organized in October 2004 to identify initial areas of agreement. The report and conclusions of this Meeting, together with its background document *Starting right – Decent work for young people*, and the 2004 General Survey of the Committee of Experts on the Application of Conventions and Recommendations on employment promotion, provide a framework for a more complete discussion of the issue at the Conference.

To complement and build on these documents, the Office has prepared a report: *Youth employment – Tackling the challenge* (Report VI, International Labour Conference, 93rd Session, 2005). Building on the conclusions of the Tripartite Meeting, and the analysis presented in *Starting right – Decent work for young people*, Report VI focuses on ILO action in conjunction with constituents and other international organizations to promote decent work opportunities for young persons, through its standard-setting, knowledge-building, advocacy and service activities. Looking forward, the report identifies strategies and tools which might be developed and applied in the ILO's future work on youth employment.

## **Resolutions Committee**

As the 2005 session precedes the beginning of a biennial financial period, and subject to the provisions of article 17, paragraph 2, of the Conference Standing Orders, **no resolution relating to a matter not included in an item placed on the agenda by the Conference of the Governing Body may be moved.**

## **Election of members of the Governing Body of the International Labour Office**

### ***Elections***

Article 7, paragraph 5 of the Constitution stipulates that the Governing Body's period of office is three years. As the last elections were held during the 90th Session (2002), elections will be held at the 93rd Session to select the Governments represented in the Governing Body and the Employer and Worker members of the Governing Body. The electoral colleges will meet for this purpose on the **afternoon of Monday, 6 June.**

Article 48 of the International Labour Conference Standing Orders establishes that the period of office of the Governing Body commences at the close of the session of the Conference at which the elections are held. Article 52 sets out the voting procedure. Some brief details on the composition of the Governing Body and its electoral procedure follow.

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## **Composition of the Governing Body**

The composition of the Governing Body is regulated by article 7 of the Constitution and section G of the Conference Standing Orders. It consists of 56 Governments (28 regular members and 28 deputy members), 33 Employer members (14 regular members and 19 deputy members), and 33 Worker members (14 regular members and 19 deputy members).

## **Electoral colleges**

The Government electoral college, as set out in article 49 of the Conference Standing Orders, is composed of the Government delegates of all Members of the Organization, except those from the ten Members of chief industrial importance,<sup>2</sup> which have permanent regular membership of the Governing Body, and from governments disqualified from voting. It therefore elects 18 regular and 28 deputy Government members on the basis of geographical distribution.

The Employers' and Workers' electoral colleges consist of the Employers' and Workers' delegates to the Conference, respectively, excluding delegates of States disqualified from voting. They elect by name 14 persons as regular members and 19 as deputy members of the Governing Body (ILC Standing Orders, article 50).

## **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' group, and 14 by the Workers' group. 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.

<sup>2</sup> Brazil, China, France, Germany, India, Italy, Japan, Russian Federation, United Kingdom and United States.

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## **Credentials Committee**

(ILC Standing Orders, article 5 and section B. Please note that these provisions are now reflected in the interim provisions concerning verification of credentials, adopted by the Conference at its 92nd (2004) Session (*Provisional Record* No. 16, 92nd Session, Geneva, 2004). These interim provisions become effective as of the 93rd (June 2005) Session)

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, as well as any objection relating to the credentials, of delegates and their advisers, or relating to the failure to deposit credentials of an Employer or Worker delegate (ILC Standing Orders, article 5(2) and 26bis);
- considering complaints of non-observance of paragraph 2(a), of article 13 of the Constitution (payment of expenses of tripartite delegations) (ILC Standing Orders, article 26ter).
- monitoring of any situation with regard to the observance of the provisions of article 3 or article 13, paragraph 2(a), of the Constitution about which the Conference has requested a report (ILC Standing Orders, article 26quater);
- 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 web site at the following address:

[www.ilo.org/english/standards/relm/ilc/ilc93/index.htm](http://www.ilo.org/english/standards/relm/ilc/ilc93/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 are published in *Provisional Records* in English, French and Spanish, and may also be consulted on the ILO's web site. To facilitate the publication of interventions made in plenary, delegates are requested wherever possible to supply copies of their speeches on diskette in a

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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 and VI. Therefore, each Government, Employers' and Workers' delegate to the 93rd Session of the International Labour Conference may be accompanied by up to eight 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)).

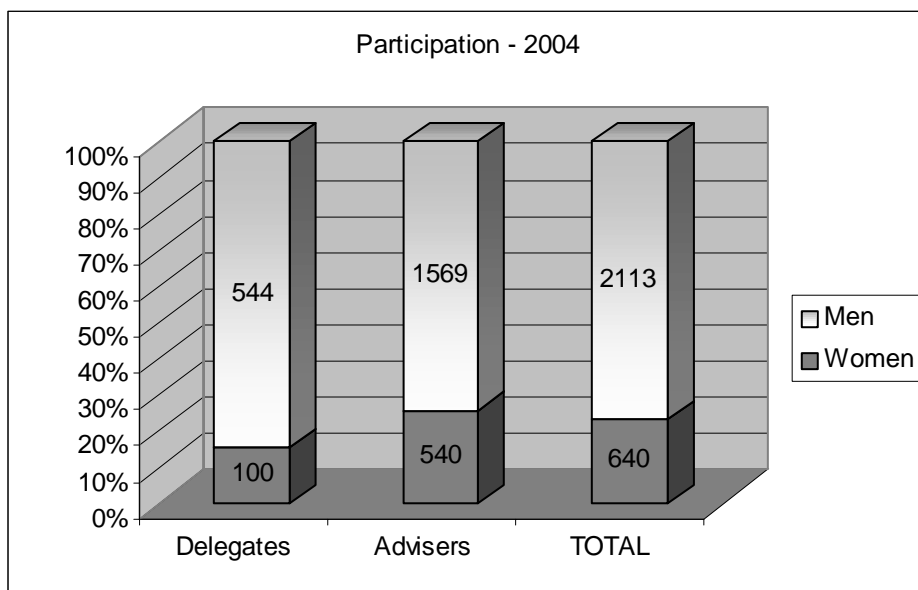
**Constituents are asked to remember that the success of the discussions depends on the competencies of participants.** It is therefore of critical importance that participants should be chosen not only for the technical expertise required, but also with a view to adopting a coordinated approach, involving action shared between 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 92nd (June 2004) Session of the Conference. In 2004, of the 2,753 delegates and

advisers at the Conference, 640 (23.24 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, but represents an increase of around 3 per cent over 2003.



## 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 International Labour Conference Standing Orders. The closing date for deposit of the credentials of all delegates and advisers is therefore **Monday, 16 May 2005**.

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 details 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 international non-governmental organizations

See Appendix III.

## 9. Health and safety

**The ILO does not provide health insurance cover for participants.** All persons attending the Conference are reminded of their responsibility to have

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**appropriate travel and health insurance** for the period of their attendance, including cover for pre-existing medical conditions, where necessary.

**Participants should only travel when in good health**, and are encouraged to pay serious attention to such medical procedures as may be applied 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. Delegations are therefore requested to make reservations well in advance. As 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**  
**Case postale 1602**  
**CH-1211 Genève 1**

**Telephone: +41 22 909 70 00**  
**Facsimile: +41 22 909 70 11**  
**Internet site: [www.geneve-tourisme.ch](http://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.

The Office may intervene with Swiss diplomatic representations on behalf of **delegates and their advisers** in certain specific situations. In order for the Office to support a visa application, the following conditions must be met:

- the **first and last names** of the person concerned must be included in the official credentials of the delegation, as submitted to the International Labour Office by the government;
- the request for intervention must reach the Office **at least a week before the departure date**, indicating the Swiss representation to which the visa application is being made.

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Delegates may wish to note that visas are issued upon arrival at the airport in Geneva **only in exceptional circumstances**. When such circumstances so warrant (in particular where there is no Swiss representation in the country of origin), the Swiss authorities may authorize the issuance of a visa upon arrival in Switzerland, provided that the request is made sufficiently in advance of the departure date.

The Office may intervene with Swiss authorities regarding exceptional requests for a visa to be issued on arrival, if the above two conditions are met (i.e. the applicant's inclusion in the official credentials of the delegation, and the request reaching the Office at least one week before departure). The following additional information must also be provided:

- first and last name of the person concerned;
- date of birth;
- type and number of the passport and its issuance and expiry dates.

As the Office does not have the capacity to handle each request individually, it will transmit directly to the competent Swiss authorities its support for any visa application within 24 hours of receipt of the request.

Your attention is drawn to the fact that **no request will be handled** for persons who travel without having first obtained a visa or the necessary authorization to obtain it upon arrival in Switzerland. Any person who travels to Switzerland without meeting these requirements may be denied entry at the point of immigration.

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, 16 May 2005.**

## 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, 28 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, 30 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* (five- to ten-minute ride).

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

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## Appendix I

### Contact details

**ILO web site: [www.ilo.org/ilc](http://www.ilo.org/ilc)**

	<b>Email address</b>	<b>Fax number</b>
<b>Credentials</b>		
By post to: Office of the Legal Adviser ILO CH-1211 Geneva 22	<a href="mailto:credentials@ilo.org">credentials@ilo.org</a>	+41 22 799 85 70
<b>Registration of speakers</b>	<a href="mailto:adamo@ilo.org">adamo@ilo.org</a>	
<b>Official Relations Branch</b> (for general inquiries)	<a href="mailto:cerutti@ilo.org">cerutti@ilo.org</a>	+41 22 799 89 44
<b>Documentation</b>	<a href="mailto:donati@ilo.org">donati@ilo.org</a>	+41 22 799 63 61



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## 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 292nd (March 2005) Session.**

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## Appendix III

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

#### 1. *Conditions to be met*

Any international non-governmental organization (INGO) 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.**<sup>1</sup>

#### 2. *Documents and information to be submitted*

In order for the Office to verify that the conditions set out in subparagraphs 1(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;<sup>2</sup>
- 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.<sup>3</sup>

Organizations having regional consultative status, those on the ILO special list of INGOs, those invited to previous sessions of the General Conference, as well as organizations which enjoy consultative status with ECOSOC in its general and special categories are considered to have satisfied the conditions set out in subparagraphs (a) and (b) and are exempt from submitting once again the documents and information indicated above.

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

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

<sup>2</sup> In English, French and Spanish, if these versions exist.

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

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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 INGOs 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).