

Conference guide

***95th Session of the
International Labour Conference
Geneva, 31 May-16 June 2006***



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

*95th Session of the International Labour Conference
Geneva, 31 May-16 June 2006*

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95th Session (May-June 2006) of the International Labour Conference

Dates: Wednesday, 31 May to Friday, 16 June 2006

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.¹
- 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. Occupational safety and health – *Standard setting, second discussion, with a view to the adoption of a Convention and a Recommendation.*
- V. The employment relationship – *Standard setting, single discussion, with a view to the adoption of a Recommendation.*
- VI. The role of the ILO in technical cooperation – *General discussion.*

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.

¹ This year the Global Report will be on the effective abolition of child labour.

3. Conference programme

■ Tuesday, 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*.

■ Wednesday, 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, 5 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 **Wednesday, 14 June** (see also section 4 below – Plenary). The Conference *Daily Bulletin* will provide precise information on the programme.

■ Wednesday, 14 to Friday, 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 Wednesday, 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, 5 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 **Wednesday, 14 to Friday, 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, 5 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 2005 to June 2006.

The Director-General of the International Labour Office will submit two reports to this session of the Conference: a report on programme implementation and the activities of the Organization in 2004-05, which will include an **annex on the situation of workers in the occupied Arab territories**; and a report on the subject of changing patterns in the world of work.

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 Session (1998), calls on the Director-General to issue a report each year providing a dynamic global picture relating to one of the four categories of fundamental principles and rights. This year the Global Report will focus on **the effective abolition of child labour**, both in member States that have, as well as those that have not yet, ratified the relevant fundamental ILO Conventions, that is, the Minimum Age Convention, 1973 (No. 138), and the Worst Forms of Child Labour Convention, 1999 (No. 182).

Registration of speakers

(i) Reports of the Chairperson of the Governing Body and of the Director-General. Persons wishing to speak may register in advance, as from **3 April 2006**, by email or by facsimile (see Appendix I – Contact details). They may also do so during the Conference, as early as possible, at the office of the Clerk of the Conference. The list of speakers closes on **Thursday, 8 June, at 6 p.m.**, subject to the decision of the Selection Committee. On 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 295th Session (March 2006), 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.

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 Tuesday, 30 May, or by obtaining registration forms from the group secretariats; Government delegates may register during the Government group meeting on Tuesday, 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 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, 95th Session, 2006), and submit a report on its work to the Conference.

At the 95th Session, the *General Survey* of reports submitted under article 19 (Report III(IB)) will deal with the Labour Inspection Convention, 1947 (No. 81), the Protocol of 1995 to the Labour Inspection Convention, 1947, the Labour Inspection Recommendation, 1947 (No. 81), the Labour Inspection (Mining and Transport) Recommendation, 1947 (No. 82), the Labour Inspection (Agriculture) Convention, 1969 (No. 129), and the Labour Inspection (Agriculture) Recommendation, 1969 (No. 133).

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 Session (2000), 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 – Standard setting, second discussion, with a view to the adoption of a Convention and a Recommendation

The 93rd Session of the Conference decided, by a resolution adopted on 15 June 2005, to place on the agenda of its 95th Session an item entitled “Occupational safety and health”, for a second discussion, with a view to adopting a Convention and a Recommendation. At its 288th (November 2003) Session, the Governing Body had decided to place the item entitled “A new instrument establishing a promotional framework in the area of occupational safety and health” on the agenda of the current session of the Conference.

In accordance with article 39, paragraph 6, of the Standing Orders of the Conference, the Office communicated Report IV(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 provide the Office with any proposals for amendments to, or comments on, the text.

At the 95th Session of the Conference, the Committee will have before it Report IV(2A), *Promotional framework for occupational safety and health*, which has been drafted on the basis of the replies from governments and from employers’ and workers’ organizations and contains essential points of their replies. Report IV(2B), which will be the focus of the Committee’s discussions, contains the texts of the proposed Convention and Recommendation.

V. The employment relationship – *Standard setting, single discussion, with a view to the adoption of a Recommendation*

The Conference is returning to this important subject for the second time in three years, to examine the increasingly frequent situations in which it is difficult to establish the existence of an employment relationship. This time, the Conference will consider the possible adoption of an international labour Recommendation, on the basis of a draft of which the main lines are drawn from the debate, conclusions and general discussion on the employment relationship, which took place at the 91st Session (2003) of the International Labour Conference. The draft proposes to member States the formulation and adoption, in consultation with the social partners, of a national policy that aims at guaranteeing effective protection for workers carrying out their work in the context of an employment relationship.

The Office has prepared two reports as a basis for this item, which will be dealt with under the single discussion procedure. The first report (*The employment relationship*, Report V(1), International Labour Conference, 95th Session, 2006), contains a general presentation and a comparative analysis of the question, as well as a questionnaire to which governments were asked to give reasoned replies, in consultation with the most representative organizations of employers and workers. The second report consists of two volumes: Report V(2A) includes summaries of replies received and Office commentaries, and Report V(2B) contains the proposed Recommendation to be submitted for discussion.

VI. The role of the ILO in technical cooperation – *General discussion*

A resolution adopted at the 73rd Session (1987) of the International Labour Conference concluded that it would be desirable for the Conference to review the technical cooperation programme regularly, at least every five years. The Conference reiterated its stance in 1993 when it undertook a comprehensive review of the programme. The last discussion at the Conference was held in 1999.

Since 1999, significant changes have taken place in the approach and modalities for development and implementation of ILO programmes and activities. The 2006 report to the Conference documents how the recent changes have affected ILO technical cooperation, and outlines the current developments in international development policies and programmes with a view to assisting the Conference to make known its views on the role of technical cooperation in promoting the ILO Decent Work Agenda.

The report deals first with trends in technical cooperation, reviews the substantive work conducted under each of the Strategic Objectives and by the Turin Centre, and raises the cross-cutting issues of mainstreaming tripartism and gender equality. Subsequently, in reviewing the programming framework for technical cooperation, the report describes the integration of technical cooperation into the system of strategic planning and budgeting, discusses reforms in the United Nations system aimed at harmonizing activities and creating synergies and partnerships, assesses the needs of constituents, and describes Decent Work Country Programmes. Recent trends in partnerships are then reviewed as an innovative vehicle for delivering technical cooperation within the United Nations system and elsewhere, presenting both benefits and challenges. There is examination of potential new forms of implementation based more extensively on the support of the ILO's tripartite constituents. A further section outlines capacity-building requirements of both ILO constituents and staff with a view

to the provision of quality services and rapid response. The concluding chapter summarizes the main themes and invites the Conference to focus its discussion on some suggested issues.

Resolutions Committee

It is foreseen that the Conference will decide not to constitute a Resolutions Committee, in light of the adoption by the International Labour Conference at its 93rd (2005) Session of the Programme and Budget for the 2006-07 biennium, which provided that funds would not be available for the work of this Committee at the 95th Session.

Further information regarding the submission of resolutions and the manner in which the Conference will address them at its 95th Session will be communicated in due course.

Standing Orders Committee (ILC Standing Orders, section H)

The Conference may establish a Standing Orders Committee to consider a proposed amendment to article 2(4) of its Standing Orders, put forward by the Governing Body (GB.292/17/2, paragraph 9) in relation to the deadline for requests from non-governmental organizations for an invitation to be represented at the International Labour Conference. Alternatively, the Conference may decide to refer this matter to the Selection Committee.

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.

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 Session (2004) (*Provisional Record* No. 16, 92nd Session, Geneva, 2004))

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 Employers' or Workers' delegate (ILC Standing Orders, article 5(2) and 26bis);
- considering complaints of non-observance of article 13, paragraph 2(a), 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/public/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 decisions of the Conference are published in *Provisional Records* in English, French and Spanish, and may also be consulted on the ILO's web site. Speeches delivered in plenary by delegates as part of the discussion of the reports of the Chairperson of the Governing Body and of the Director-General will be recorded electronically.

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 95th 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 shall 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 Session (1991) of the Conference, which calls on governments, employers' and workers' organizations to include more women in their delegations to the International Labour Conference.

Between 2001 and 2004, there was a trend of slight yearly improvement in the proportion of women participating in the Conference; the figure rose from 20.09 per cent in 2001 to 23.24 per cent in 2004. It should be stressed that these figures fall far short of the 30 per cent set by the Director-General as an initial objective, before targeting the final goal of parity. It is therefore all the more regrettable that the Credentials Committee noted and deplored a reduction in the percentage of women participants from 2004 to 2005, when the figure fell to 22.2 per cent. **Governments, employers' and workers' organizations are therefore strongly urged to include a higher percentage of women in delegations to the International Labour Conference, with a view to obtaining equitable representation at an early date.**

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 **Tuesday, 16 May 2006**. Participants cannot register for the Conference unless their credentials have been previously deposited.

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 International Labour Office will do all possible to safeguard participants' health and safety during the Conference. Conference participants are requested to report to the secretariat any situation they believe to be a health or safety hazard. During the Conference full medical services are available, but all participants must be aware that the ILO does not provide insurance cover for accident or illness whilst journeying to or from Geneva or during the period of the Conference. All participants must therefore ensure that they have adequate insurance coverage in respect of illness and accident.

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

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.

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 Office may only intervene with Swiss diplomatic representations on behalf of delegates and their advisers if their credentials have been received in Geneva by Tuesday, 16 May 2006.

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.

Registration on arrival

Delegates will be able to register and collect their badges at the **ILO Pavilion, at the entry to the International Labour Office (headquarters building)**, provided that the Office has received their credentials. The registration desk will be open on **Saturday, 27 May, from 10 a.m. to 4 p.m.**, and as from **Monday, 29 May**, daily from **8 a.m. to 6.30 p.m.**, excluding Sundays. Registration is essential for the calculation of the quorum for each vote.

During the Conference all participants must be in possession of a personalized badge issued by the ILO, and of an appropriate identity document, containing a photo, to gain access to the *Palais des Nations* complex. Badges must be worn visibly at all times.

Other matters

A mini-bus service will be available to transport participants between the ILO headquarters building and 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.

Appendix I

Contact details

ILO web site: www.ilo.org/ilc

| | Email address | Fax number |
|--|--|-------------------|
| Credentials | | |
| By post to: Office of the Legal Adviser ILO CH-1211 Geneva 22 | credentials@ilo.org | +41 22 799 85 70 |
| Registration of speakers | adamo@ilo.org | +41 22 799 89 44 |
| Official Relations Branch (for general inquiries) | cerutti@ilo.org | +41 22 799 89 44 |
| Documentation | 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 by 1 March 2006 to be submitted to the Governing Body for approval at its 295th Session (March 2006).

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.**¹ Nevertheless, in light of the recent adoption by the Governing Body of new rules² regarding requests of INGOs to be invited to the Conference, such organizations are invited to submit their requests by 16 February 2006.

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;³
- 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.⁴

Organizations having regional consultative status, those on the ILO special list of INGOs, those invited to previous sessions of the General Conference 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.

¹ ILC Standing Orders, article 2(4).

² Time limit decided by the Governing Body at its 292nd Session (March 2005).

³ In English, French and Spanish, if these versions exist.

⁴ At its 256th Session (May 1993), the Governing Body delegated to its Officers the authority to invite INGOs wishing to be represented at sessions of the General Conference.

Any request submitted less than one month prior to the opening of the session 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 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).