

Conference guide

***96th Session of the
International Labour Conference
Geneva, 30 May–15 June 2007***



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

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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
Registration of speakers	3
Time limit for speeches concerning the Reports of the Chairperson of the Governing Body and of the Director-General	4
Principles governing the discussion in plenary	4
5. Committees	5
II. Finance Committee of Government Representatives	5
III. Committee on the Application of Standards	5
IV. Work in the fishing sector – <i>Standard setting, single discussion, with a view to the adoption of a Convention and a Recommendation</i>	5
V. Strengthening the ILO’s capacity to assist its Members’ efforts to reach its objectives in the context of globalization – <i>General discussion</i> ...	6
VI. The promotion of sustainable enterprises – <i>General discussion</i>	7
Resolutions Committee	7
Standing Orders Committee	7
Selection Committee	8
Credentials Committee	8
Special committee of the Conference	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	10
Representation of non-metropolitan territories	11
Representation of international non-governmental organizations	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	13
Visitors to the Conference	13
Other matters	14
Appendices	
I. Contact details	15
II. Representation of non-metropolitan territories	16
III. Representation of international non-governmental organizations at the International Labour Conference	17

Conference guide

96th Session (May–June 2007) of the International Labour Conference

Dates: Wednesday, 30 May to Friday, 15 June 2007

Please note that important preparatory meetings will take place on Tuesday, 29 May. These meetings will require the attendance of the tripartite members of national delegations

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), and the *Explanatory note for national delegations on the submission of credentials* (annexed).

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 proposals for 2008–09 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. Work in the fishing sector – *Standard setting, with a view to the adoption of a Convention and a Recommendation*
- V. Strengthening the ILO's capacity to assist its Members' efforts to reach its objectives in the context of globalization – *General discussion*
- VI. The promotion of sustainable enterprises – *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.

¹ This year the Global Report will be on the elimination of discrimination in respect of employment and occupation.

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

■ Tuesday, 29 May

In order to allow the technical committees to begin their substantive work on the first day of the Conference, the Governing Body decided, at its 297th Session (November 2006), that group meetings would be held on **the day before the official opening sitting**. This means that on **Tuesday, 29 May**, in addition to the usual meetings of the Government, Employers' and Workers' groups, where the groups elect their Officers, make proposals relating to the composition of the different committees and become acquainted with Conference procedure, provision will also be made for *group planning meetings for committees*, to be held as deemed appropriate by each group. **The tripartite members of national delegations should therefore arrive in Geneva in sufficient time to be able to take part in these important meetings.**

The full group meetings will take place in the following rooms:

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

Employers' group: Governing Body room of the ILO

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

■ Wednesday, 30 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, set up the various committees and take other decisions as needed. 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* start their work. Committee sittings continue until adoption of their reports at the end of the second, or beginning of the third week.

■ Friday, 8 June

10 a.m. and 3 p.m.: Discussion in plenary of the Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work.

■ Monday, 11 June to Friday, 15 June

Plenary week, encompassing delegates' statements, high-level panels, special presentations, adoption of reports and voting on instruments.

4. Plenary

The plenary sittings of the Conference are held in the Assembly Hall on the third floor of the Assembly Building of the *Palais des Nations*.

After its opening sitting on Wednesday, 30 May, it is not foreseen that the Conference will meet in plenary until the end of the second week of its work. The second plenary sitting will be held on **Friday, 8 June, at 10 a.m.** for the discussion of the Global Report. Plenary sittings for the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General will be held daily throughout the third week, from **Monday, 11 June at 10 a.m., through to Friday, 15 June**, as required. Committee reports and draft instruments will be submitted to plenary for discussion from **Tuesday, 12 June**. Voting on draft instruments will take place on **Thursday, 14 June**, followed by the closing ceremony on **Friday, 15 June**. At all events, a plenary sitting of the Conference may be called at any other time if necessary.

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, 11 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 2006 to June 2007.

The Director-General of the International Labour Office will submit a report to the Conference which will invite participants to provide guidance to the ILO in shaping its action to best serve Members' needs, as the Organization approaches its 90th anniversary. It will 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 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 elimination of discrimination in respect of employment and occupation**, both in member States that have, as well as those that have not yet, ratified the relevant fundamental ILO Conventions, that is, the Equal Remuneration Convention, 1951 (No. 100), and the Discrimination (Employment and Occupation) Convention, 1958 (No. 111).

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 **2 April 2007**, by email, facsimile or telephone (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 **Friday, 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 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. Discussion of the Global Report is scheduled to take place in plenary, in two dedicated sittings, on **Friday, 8 June**. There will be no list of speakers.

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). This time limit will be strictly applied. For participants' information, this time allowance corresponds to approximately three typewritten double-spaced pages (or 1,000 words), read at a speed commensurate with accurate simultaneous interpretation.

It is therefore strongly recommended that delegates reduce courtesies to a minimum, so as to enter into the substantive elements of their statements without delay. 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

Registration in committees: For Employers' and Workers' delegates, this is undertaken at the group meetings on Tuesday, 29 May, or by obtaining registration forms from the group secretariats; Government delegates may register during the Government group meeting on Tuesday, 29 May.

Composition: Except when provided otherwise, the initial composition of committees is decided by the Conference at its opening sitting. Any modifications are carried out, for Employers' and Workers' delegates, through their respective groups and must be done before 6 p.m. to be effective the following day. Government delegates may make such modifications 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 and adopt the programme and budget of the ILO for the 2008–09 biennium and to consider such other financial and administrative matters as the Governing Body may decide to bring to its attention.

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, 96th Session, 2007), and submit a report on its work to the Conference.

At the 96th Session, the *General Survey* of reports submitted under article 19 (Report III(IB)) will deal with the Forced Labour Convention, 1930 (No. 29), and the Abolition of Forced Labour Convention, 1957 (No. 105).

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. Work in the fishing sector – *Standard setting, single discussion, with a view to the adoption of a Convention and a Recommendation*

It will be recalled that this item was included on the agenda of the 92nd and 93rd Sessions of the Conference, in 2004 and 2005, under the double-discussion procedure. However, at the latter session the Convention concerning work in the fishing sector was not adopted due to a lack of quorum when the text was submitted to vote. The accompanying Recommendation was adopted. The Conference then requested the Governing Body to place an item concerning work in the fishing sector on the agenda of the 96th Session of the Conference, based on the report of the

Committee on the Fishing Sector of the 93rd Session. The Legal Adviser considered that it would also be necessary to review the Recommendation that had been adopted.

Accordingly, at its 294th Session (November 2005), the Governing Body decided to include an item concerning work in the fishing sector on the agenda of the 96th Session of the Conference, with a view to the adoption of a Convention supplemented by a Recommendation. It also decided that the Conference should use the report of the Committee on the Fishing Sector of the 93rd Session as the basis for its discussion, as well as the outcome of further tripartite consultations. At its 295th Session (March 2006), the Governing Body decided that the question should be governed by the single-discussion procedure. The first report would include the report of the Committee on the Fishing Sector of the 93rd Session of the Conference, which would take the place of the summary report normally prepared for single discussion, and would be accompanied by a short questionnaire. On the basis of the replies to the questionnaire received from constituents, the Office would then draw up a final report to serve as the basis for the Conference discussion.

The Office has therefore prepared two reports for the discussion of this item. The first report (*Work in the fishing sector*, Report IV(1), International Labour Conference, 96th Session, 2007), contained the short questionnaire referred to above. The second report consists of two volumes: Report IV(2A), which includes the summaries of replies received and the summary of an Interregional Tripartite Round Table on Labour Standards for the Fishing Sector, held in December 2006; and Report IV(2B), which contains the proposed Convention and Recommendation to be submitted for discussion.

V. Strengthening the ILO's capacity to assist its Members' efforts to reach its objectives in the context of globalization – *General discussion*

At its 294th Session (November 2005), the Governing Body placed this item on the agenda of the 96th Session of the Conference for general discussion. A report (Report V) has been prepared by the Office in the light of preliminary discussions and consultations with the constituents, to provide a basis for the debates.

The report addresses the multidimensional question of the ILO's capacity to promote its constitutional objectives efficiently in the radically changed environment of the twenty-first century. The relevance of these objectives is greater than ever, and the essence of the exercise is to enable Members to meet them in a coherent and integrated manner, as encapsulated by the Decent Work Agenda. Within this context, two main categories of questions can be distinguished. The first relates to the ILO's internal governance and possible improvements that could be introduced to a number of its *modus operandi*, with a view to obtaining a more coherent appreciation of trends and needs among its Members in respect of the strategic objectives; to promoting a better understanding of the synergies and interactions between those objectives; and to ensuring a more systematic coordination of the Organization's means of providing more effective assistance to Members, with a verifiable impact. The second category relates to the policy issue of the opportunities and possible ways to encourage Members better to direct their efforts towards the objectives, as part of an integrated social policy.

VI. The promotion of sustainable enterprises – General discussion

There is a wide-ranging international debate on the promotion of enterprises and a growing recognition of the central role of the private sector in addressing key development challenges, including employment creation. A report has been prepared as a basis for discussion at the International Labour Conference (Report VI) which takes stock of these developments and experiences from an ILO decent work perspective, with particular emphasis on the means of strengthening the contribution of enterprises to productive and equitable economic and employment growth. Report VI includes a review of contemporary thinking, experiences and emerging good practices in the promotion of enterprises, illustrating how trends and paradigms have evolved in recent times.

Emphasis is placed on the need for enabling conditions for enterprises to invest, do business and create wealth. The report explores the concept of sustainable enterprises in terms of factors both internal and external to the enterprise. It illustrates the opportunities and challenges incumbent on enterprises in ever more complex social and economic systems, where they are subject not only to commercial and economic factors but also to social and environmental pressures. It describes how the promotion of sustainable enterprises can contribute effectively to economic, social and environmental dimensions of sustainability and the Decent Work Agenda.

The report will inform the general discussion of which the intended outcomes are:

- A stocktaking of the international debate on the role of the private sector and sustainable enterprise in overall social and economic development, and an assessment of the relevance and implications of this trend for the implementation of the ILO's Decent Work Agenda.
- An ILO contribution, centred on the Decent Work Agenda, to the global debate on the role of the private sector in overall social and economic development.
- Recommendations for ILO work to enhance coherent policies and strategies that promote decent work through sustainable enterprise development.

Resolutions Committee

As the 2007 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 or the Governing Body may be moved.

Therefore, no Resolutions Committee will be established at the 96th Session of the Conference.

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. Alternatively, the Conference may decide to refer any such matters 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. While the Selection Committee may be called on at any time 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 Conference may be called upon to consider future application of the interim provisions.

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)).

Special committee of the Conference

At its 297th Session, the Governing Body evoked the possibility of establishing a special committee of the Conference in relation to the situation of forced labour in Myanmar. The Governing Body may address this issue at its March 2007 session.

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. All plenary activities will be webcast.

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 96th 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** (Constitution, article 13(2)(a)).

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.

It is essential that the tripartite balance of delegations be maintained throughout the duration of the Conference, for the purpose of voting, which takes place on the last days of the session.

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.

	Total delegates	No. of women	Percentage of total
2002	2 460	500	20.33
2003	2 642	540	20.44
2004	2 753	640	23.24
2005	2 684	597	22.20
2006	2 712	670	24.40

Since 2002, as the above table shows, there has been a trend of slight yearly improvement in the proportion of women participating in the Conference, with the exception of 2005, when the percentage fell back a point. The year 2006 again marked an overall increase, when women represented 24.4 per cent of the total number of participants accredited to the Conference. Nevertheless, the percentage remains low, and the Credentials Committee at the 95th Session strongly deplored this fact, recalling the United Nations target of increasing the proportion of women in decision- and policy-making bodies to at least 30 per cent. The Committee accordingly called on constituents to strive to meet this target.

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, 15 May 2007**. 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*.

Credentials may also be submitted electronically. Access codes will be sent to permanent missions in Geneva in early 2007. These codes allow the form for credentials to be downloaded from the Organization's web site, and returned electronically to the ILO after completion.

Representation of non-metropolitan territories

See Appendix II.

Representation of international non-governmental organizations

See Appendix III. **The deadline for applications this year is 8 February 2007.**

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

Practical information of use to delegates during their attendance at the Conference can be viewed online at the URL given below. This site is constantly updated as new information becomes available. It replaces the addendum to the *Conference guide*, which will not be available at the 96th Session.

http://www.ilo.org/public/english/standards/relm/info/meetings/meetings_info.htm.

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 main responsibility for obtaining entry visas for Switzerland lies with the governments of member States and the delegates included **by them** in the delegation's official credentials.

The Office may intervene with Swiss diplomatic representations only if the visa request **has been refused** by the Swiss diplomatic representations. Furthermore, the Office may intervene with Swiss diplomatic representations only on behalf of the following categories of participants: **delegates, persons formally designated as advisers, and persons designated in accordance with article 2, paragraph 3(i), of the Standing Orders of the Conference**. For all other participants ("other persons attending the Conference" and "support staff for the delegations"), member States should contact the Swiss representation in their country directly and arrange their visas without any ILO involvement.

In order for the Office to intervene in relation to a visa application as stated in the preceding paragraph, 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 within one of the categories of participants referred to above, as submitted to the International Labour Office by the government;
- the visa application **has already been processed by a Swiss diplomatic representation**;
- 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 the Swiss authorities regarding exceptional requests for a visa to be issued on arrival, if the applicant is included in the official credentials of the delegation, and the request reaches 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.

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 the categories of participants indicated above if their credentials have been received in Geneva by Tuesday, 15 May 2007.

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 **Friday, 25 May, from 9 a.m. to 6 p.m.**, and as from **Monday, 28 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 photograph, to gain access to the *Palais des Nations* complex. Badges must be worn visibly at all times.

Visitors to the Conference

Visitors to the Conference may be issued with special visitors' badges on presentation, at the ILO Pavilion, of a national identity document bearing a photograph. Visitors' badges are valid for access to the *Palais des Nations* only if they are accompanied by the aforementioned national ID, which may be kept as security on a daily basis.

For access to the *Palais des Nations*, a dedicated visitors' shuttle bus (specially marked) will depart from the ILO and visitors will be required to alight upon arrival at the main *Palais des Nations* gate to undergo UN security service scrutiny, prior to admission to UN premises.

Visitors shall adhere at all times to instructions as may be issued by security staff. They may observe public sittings only from the public gallery of the relevant meeting room and are not permitted to sit in the main body of the hall. Visitors are requested to ensure that they in no way interfere with the orderly conduct of meetings.

Other matters

A shuttle-bus service will be available to transport participants between the ILO headquarters building and the *Palais des Nations* (five- to ten-minute ride).

Car parking space at the *Palais des Nations* will be limited, and participants are consequently encouraged to use public transport, or ILO car parks and the shuttle-bus service.

Appendix I

Contact details

ILO web site: www.ilo.org/ilc

	email address	Fax number	Telephone
Credentials			
By post to: Office of the Legal Adviser ILO CH-1211 Geneva 22	credentials@ilo.org	+41 22 799 84 70	
Registration of speakers	orateurs@ilo.org	+41 22 799 89 44	+41 22 799 77 30
Official Relations and Documentation Branch (for general inquiries)	RELOFF@ilo.org	+41 22 799 89 44	+41 22 799 77 32
Documentation	DISTR@ilo.org	+41 22 799 63 61	+41 22 799 80 40

Appendix II

Representation of non-metropolitan territories – deadline 22 February 2007

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 22 February 2007 to be submitted to the Governing Body for approval at its 298th Session (March 2007).

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 Governing Body preceding the session of the Conference,¹ i.e. by 8 February 2007.**

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;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 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.

Any request submitted less than one month before the opening of the session of the Governing Body preceding 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).

¹ ILC Standing Orders, article 2(4).

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

³ 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.