



Information note (revised)

Order of business

(See also provisional programme)

Group meetings

The groups will meet on Tuesday, 29 August 2006, from 9 a.m. to 12 noon to elect their Officers and discuss, should they wish, issues dealt with in the Director-General's two Reports. Provisions are also made for group meetings on Monday, 28 August 2006, from 4 p.m. to 6 p.m. in the case of the Employers and from 4 p.m. to 9 p.m. in the case of the Workers, as well as throughout the duration of the Fourteenth Asian Regional Meeting.

Organization of the Meeting

The opening ceremony will take place on Tuesday, 29 August 2006, at 2 p.m. The work of the Meeting will consist of discussion of the two Reports of the Director-General. There will also be three special sessions: a panel session of Heads of State and Government, a special session of ministers of labour, and a panel session of heads of regional and international organizations and IOE and ICFTU representatives. The adoption of the report of the Meeting, the report of the Credentials Committee, the conclusions and possible resolutions of the Meeting will take place on Friday, 1 September 2006, and will be followed by the closing ceremony.

Cultural events

The Government of the Republic of Korea will provide information on cultural events taking place during the week of the Meeting. This information is available on the Government's official Fourteenth Asian Regional Meeting web site (for the address of this site, see Contact information below).

Procedure and organization of the Meeting

The enclosed *Rules for Regional Meetings* will govern the powers, functions and procedures of the Fourteenth Asian Regional Meeting. Delegates' attention is drawn to a number of points highlighted below.

Composition of delegations

In accordance with article 1, paragraphs 1 and 2, of the *Rules*, each member State taking part in the Meeting is invited to send a tripartite delegation composed of two

Government delegates, one Employers' delegate and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1, paragraph 4, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers in the State or territory concerned.

Furthermore, in accordance with the resolution concerning the strengthening of tripartism in the overall activities of the International Labour Organization, adopted by the International Labour Conference at its 56th Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another. Finally, the resolution concerning ILO action for women workers, adopted by the Conference at its 78th Session (1991), calls on governments and employers' and workers' organizations to include more women in their delegations to meetings of the ILO.

Financial arrangements

The travel and subsistence expenses of the delegates and their advisers are to be borne by their respective governments (article 1 of the *Rules*).

Registration

Delegates must collect their badges personally from the registration desk in the Busan Exhibition and Convention Centre (BEXCO). The registration desk will be open from 2 p.m. to 4.30 p.m. on Monday, 28 August 2006 and from 8 a.m. on Tuesday, 29 August 2006. **Registration may be delayed if delegations' credentials are not submitted before 14 August 2006.**

Discussions

Plenary

In plenary, the order of speaking will be according to a list of speakers. It is essential for speakers to register on this list *on the eve of the plenary sitting* at which they wish to take the floor, at the latest.

To allow as many speakers as possible to intervene, article 10, paragraph 6, of the *Rules* stipulates that, except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes. Speakers are thus urged to make their interventions brief and to the point, reducing complimentary remarks to a strict minimum. Participants who have a typed copy of their speech are requested to supply one example to the secretariat of the Meeting for communication to the interpreters.

Parallel sessions

The parallel sessions will be interactive. Delegates wishing to participate in the discussion should raise their name plates and will be called upon by the session Moderator. To ensure lively participation, the five-minute rule for each speech/comment will apply.

Interpretation

Simultaneous interpretation will be provided in Arabic, Chinese and English, as well as in Korean during plenary sittings and parallel discussion sessions.

Documents

The two Reports of the Director-General which will serve as a basis for the discussions will be published in Arabic, Chinese and English. The Reports will also be available in Korean. The report of the Meeting, the report of the Credentials Committee, and the conclusions and resolutions which may be adopted, will be published in the same languages.

Practical information

Travel arrangements

Delegates are invited to make their own travel arrangements and to reserve hotel rooms as far in advance as possible in order to benefit from the favourable conditions negotiated. There are some direct international flights to Busan Gimhae International Airport. Delegates can also choose to arrive at Seoul Incheon International Airport and take a domestic flight to Busan Gimhae International Airport (which may require a transfer from Incheon to Seoul Gimpo Domestic Airport). Delegates can also arrive at Incheon International Airport, transfer to Seoul Station by Airport Limousine bus and take the Korea Transit Express (KTX) train to Busan. There are about 48 train services per day, the journey takes under three hours and the fare is about 45,000 won economy and 65,000 won first class. Korean volunteers will be at the airports and train stations to assist delegates. For your information, this is a popular service at weekends, when seats can be scarce.

Reservation of hotel rooms

Delegates are encouraged to stay in one of the hotels on the attached list, in which the ILO has reserved rooms at a special rate. **To facilitate hotel reservation, participants are strongly advised to use the online hotel and tour reservation form posted on the following web site:**

<http://www.mol2006busan.org>

before 28 July 2006, at the latest. All hotel rooms will be assigned on a first-come, first-served basis. The reservation form may be returned by email, or the printed version attached may be sent by fax or by post. Full contact details are included under **section F (Contact)** of the reservation form and reproduced at the end of this Information note under Contact information – Accommodation Assistant Unit.

Complimentary and optional tours

Complimentary tour programmes have been arranged for delegates and accompanying spouses during the Meeting. Additional tours, for which a fee will be charged, will also be available. Details of the schedules and tour programmes, which include a visit of the host city, Busan, as well as other parts of the Republic of Korea, can be found in Annex A of the Korean Government's Internet site. The tours may be reserved using the hotel and tours reservation form (**section C, Tour programmes**).

Transport

A shuttle service (free of charge) or Airport Limousine bus (fare-charging service) according to different routes between the airport, train station and the listed hotels, as well as between the hotels and the Convention Centre, will be available for participants. Delegates are requested to use the hotel and tour reservation form to communicate the details of their flights, train schedule, their times of arrival and departure (**section D, Flight details**), and chosen hotel (**section B, Hotel reservation**) at their earliest convenience. For detailed information on transport services, please visit the web site below:

<http://www.mol2006busan.org/eng/info01.asp>

Passports and visas

Delegates are invited to consult the consular services of the Republic of Korea in their own countries regarding the documents required and formalities to be undertaken prior to entry into the Republic of Korea. The Korean Ministry of Foreign Affairs and Trade may also be consulted electronically, at the following URL:

http://www.mofat.go.kr/me_a006/me_b025/me06_01.jsp

Mobile telephones and Internet facilities

Participants from all countries (with the possible exception of Japan) are advised that since mobile telephones operate on a different system in the Republic of Korea, they will not be able to use their own mobile phones. Arrangements for a rental service for mobile phones are being made and should be available at BEXCO.

There will be some 30 computers with Internet facilities at BEXCO for the use of participants. Those wishing to bring their own laptops should ensure that they have the appropriate wireless network setups.

Insurance

Participants are strongly advised to obtain insurance coverage, either at their own, their government's or their organization's expense, against costs arising out of sickness, and third-party risks, for the entire duration of the Meeting, including travel time. The Office neither supplies insurance cover nor accepts any liability for a participant's claim concerning a medical disorder arising before, during or after the Meeting. Participants are kindly advised that they should only travel when in good health and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

Contact information

ILO Regional Office for Asia and the Pacific

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ILO Regional Office for the Arab States

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ILO Internet site for the Meeting

<http://www.ilo.org/public/english/standards/relm/rgmeet/asia.htm>

Government of the Republic of Korea

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Korean Government Internet site for the Meeting

<http://www.mol2006busan.org>

Accommodation Assistant Unit

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Meeting venue and address

Busan Exhibition and Convention Centre (BEXCO)
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