



Information leaflet

Order of business of the Meeting

(See also provisional programme)

Place and address of the Meeting

The Sixteenth American Regional Meeting will take place at the following conference centre:

Centro de Convenções Ulises Guimarães
Setor de Divulgação Cultural
SDC Eixo Monumental Lote 5
70070-350 Brasília – DF
BRAZIL
Telephone: +55 61 3429 7673 or 3223 6814

Organization of the Meeting

The Sixteenth American Regional Meeting will open at 10 a.m. on Wednesday, 3 May 2006. The groups will meet in the afternoon of 2 May at 5.30 p.m. and, if considered necessary, on Wednesday, 3 May, at 9 a.m., before the opening sitting. Group meetings will also be held on the following days, as the need arises.

The discussion of the Report of the Director-General will take the form of a series of panel-led debates in plenary, with open participation from the floor. There will also be special activities and events, the details of which will be communicated in due course.

The conclusions of the Meeting, as well as any possible resolutions, will be adopted on Friday, 5 May, after which there will be a closing ceremony. A report of the Meeting will also be produced.

Procedure of the Meeting

The enclosed *Rules for Regional Meetings* will govern the powers, functions and procedure of the Sixteenth American Regional Meeting. Delegates' attention is drawn to a number of points.

Composition of delegations

In accordance with article 1, paragraphs 1 and 2, of the abovementioned *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 thought necessary, bearing in mind that there is only one item on the agenda of the Meeting.

Article 1, paragraph 4, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, where such organizations exist, which are most representative of the employers and 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. In addition, 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 major ILO meetings.

Financial arrangements

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

Credentials

In accordance with article 9 of the *Rules*, the credentials of delegates and their advisers must be submitted to the International Labour Office by **17 April 2006** at the latest. However, in order to facilitate the organization of this Meeting, it would be greatly appreciated if credentials could be sent before that deadline.

Please find enclosed a **form for credentials** which must be completed by the Ministry concerned, and returned to the Office of the Legal Adviser, ILO Headquarters, Geneva (facsimile: +41 22 799 85 70). Questions may be sent to <credentials@ilo.org>.

Registration

Delegates may register in person at the Meeting site, where they may collect their badges as of 2 May, as from 10 a.m., provided the Office has received their credentials.

Interpretation

The official languages of the Meeting will be English and Spanish. Interpretation from and into Portuguese will be provided.

Documents

The Report of the Director-General, which will serve as a basis for the debates, will be published in English, French and Spanish. The documentation produced during the Meeting, as well as its conclusions and possible resolutions, will be made available in English and Spanish.

Practical information

Travel arrangements and reservation of hotel rooms

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 favourable conditions.

Delegates may consider it convenient to choose one of the hotels on the enclosed **list**, which are situated near to the convention centre, and with which the ILO has negotiated special rates. Delegations should make arrangements for their own reservations directly with the hotel of their choice, mentioning that they are attending the ILO American Regional Meeting. Even if delegates' names are not yet known, your delegation should reserve rooms as soon as possible, and in any event, before 15 April 2006.

There will be a minibus service between the convention centre and the hotels on the attached list.

Passports and visas

Participants should ensure that they have the necessary passports and/or visas for entry into Brazil and for any other country they have to transit.

They should also inquire about the health regulations for Brazil and other countries they have to pass through, and **should obtain the necessary vaccinations and certificates**.

Insurance

Participants are advised to obtain personal insurance either at their own, their organization's or their government's expense, against costs arising out of sickness, accident (including particularly the cost of medical attention), temporary or permanent disability, death and third-party risks, covering the entire duration of the Meeting and travel time. The Office neither supplies insurance cover nor accepts any liability for a participant's claim arising from a medical disorder arising before, during or after the Meeting. Participants are reminded 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.

Additional information

If you require further information on the Sixteenth American Regional Meeting or on Brazil, please apply to the following addresses:

Mr. Daniel Martínez
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