

**Tripartite Meeting on Improving Employment
and Working Conditions in Health Services**Geneva
24-28 April 2017

Note for the participants

The Tripartite Meeting on Improving Employment and Working Conditions in Health Services will be held at the International Labour Office, in Geneva, from 24 to 28 April 2017. The opening plenary sitting, which will be held in the GB Room (R3 South) of the ILO building, will begin at 11.30 a.m.

The purpose of this *Note* is to assist participants in the meeting to familiarize themselves with the organization and procedures of the Meeting so as to enable them to take an effective part, from the outset, in its work.

Purpose of the Meeting

The purpose of the Meeting is to discuss decent work strategies that effectively address health workforce shortages, as a prerequisite to enable provision of equal access to health care for all in need, with a view to adopting conclusions on future programme development and to inform policy-making on the selected topic at the international, regional and national levels.

The Office has issued, in English, French, and Spanish, a report for discussion (document TMIEWHS/2017) which will serve as the basis for the Meeting's work. Print copies will be available at the ILO in Geneva.

Composition of the Meeting

All interested Governments have been invited to participate in the Meeting.

The Meeting will be composed of eight Employer participants and eight Worker participants appointed by the Governing Body on the basis of nominations submitted by the Director-General after consultations with the Employers' and the Workers' groups, respectively.

Representatives of certain intergovernmental organizations, and certain international non-governmental organizations have been invited to attend the Meeting as observers.

Standing Orders

Rules of procedure to govern the work of sectoral meetings are laid down in the Standing Orders, which were adopted by the Governing Body in November 1995.

The text of the Standing Orders is printed in a separate brochure (document SM/1996/SO), which is available in Arabic, Chinese, English, French, German, Russian and Spanish at the Distribution Service of the Office or the Meeting. A knowledge of the Standing Orders will enable participants to follow the work of the Meeting more easily and to take an active part in the discussions. The Standing Orders also explain the procedure to be followed by delegates who wish to make proposals or take part in votes. Abstracts of the Standing Orders can be found in Appendix II of this *Note*.

The text entitled “General characteristics of sectoral meetings” is intended in particular to indicate the place of meetings of this type within the framework of the International Labour Organization and to provide guidance in regard to the follow-up of the conclusions and resolutions adopted by these meetings. It is based on decisions of the Governing Body and on the practices that have become established in the course of time because they have been found to be the best way of carrying out the work connected with the meetings.

Working of the groups

Arrangements have been made for the Government, Employer and Worker representatives to hold separate consultation meetings in the course of the Meeting.

Arrangements have been made for official meetings of the groups on the opening day of the Meeting:

09.00–11.00:	Government group	GB Room
	Employers’ group	Room III
	Workers’ group	Room IV
14.30–15.30:	Government group	GB Room
	Employers’ group	Room III
	Workers’ group	Room IV

Documents

In order to enable participants to take a full part in the work of the Meeting the following documents will be issued in English, French and Spanish:

- (a) the report for discussion (TMIEWHS/2017); abstracts will be available in Arabic, Chinese, German and Russian;
- (b) the list of participants (provisional, TMIEWHS/2017/2);
- (c) the draft timetable (TMIEWHS/2017/3); and
- (d) proposed points for discussion (TMIEWHS/2017/4).

Participants are strongly advised to check the *official notice board* when they first arrive each day before going to the various meetings.

In the weeks following the Meeting, the Office will send to all participants a brief report of the discussion of the Meeting for comments.

Miscellaneous information

Transport to the ILO building

Participants coming by private car are asked to use car park P1. Please do not park in front of the main entrance.

Public transport services link the railway station (Cornavin) (lines F and 8) and the airport (line 28) to the ILO building. The stop for the ILO is marked “BIT” and is located on Avenue Appia. From 7 a.m. to 7 p.m. the “8” bus runs every six to eight minutes and every 15 to 20 minutes there-after; from 7 a.m. to 8.00 p.m. the “28” bus runs every 20–30 minutes and less frequently there-after; the “F” bus runs every 15-20 minutes during rush hour and hourly after 8 p.m. Bus tickets valid for several journeys are on sale at the news agent inside the ILO building on the R2 level (south).

Arrival at the ILO building

Please note that due to increased security procedures and on-going renovations of the ILO building, access to the ILO is restricted. Participants should bring with them valid identification (passport or national identity card).

Participants arriving by car should follow the signs to the visitors’ parking P1 and from there, the signs indicating “Door 4”. Participants arriving by taxi should request the taxi to deposit them to Door 4 of the ILO, while participants arriving by bus should follow the signs from the bus stop to the ILO and follow the signs to Door 4 (situated in R2 South) (see map in Appendix III).

At the security desk, participants will be welcomed by a staff member of the Secretariat, who will provide them with a visitor’s badge. This unmarked visitors’ badge contains a microchip and allows you to access and exit the building throughout the duration of the Meeting.

Once having entered, participants are asked to direct themselves to the Meeting registration desk at level R3 on the South side of the building.

Coat racks are placed at various points in the building, including near the meetings rooms. *The coat racks are not guarded and property is left at the owner’s risk.*

Upon their departure, participants are kindly requested to drop their unmarked visitors’ badges in a designated badge return box placed after the gates, so they can be reused.

Registration

Participants will find registration forms at the Registration and Information Desk. Every participant, whether expert, adviser, or observer, is requested to complete a registration form carefully, in block capitals, and to hand it in at the Registration and Information

Desk on R3 immediately on the first day of the Meeting, in order that he/she may be officially registered.

The Registration and Information Desk will be open during the following times:

24 April: 8.00 – 14.30 and 18.00 – 18.30
25 April: 8.30 – 14.30 and 18.00 – 19.00
26 April: 8.30 – 14.30 and 17.00 – 18.00
27 April: 8.30 – 14.30 and 18.00 – 19.00
28 April: 8.30 – 14.30 and 14.30 – 18.00

Each participant will be issued with a meeting badge bearing his/her name. Participants are requested to wear this badge whenever they are in the ILO building.

Meeting rooms

The times and places of the meetings to be held each day will be shown on the notice board next to the Registration and Information desk.

The plenary sittings will be held in the Governing Body Room, where seats are reserved in three separate blocks for Government, Employer and Worker representatives.

Participants will be given the opportunity to engage in a discussion. All of these statements are made from the speakers' places. It is essential that speakers should speak into a microphone to permit simultaneous interpretation of their remarks. When a participant has been authorized by the Chairperson to speak, he/she should press the button on the microphone to ensure that it is switched on.

The meeting rooms are equipped with a simultaneous interpretation apparatus, by means of which statements can be heard in the original or in an interpretation into one or another of the languages. The apparatus consists of an earphone, two push buttons for regulating volume and two push buttons for selecting a number corresponding to a particular interpretation channel.

Travel agency

A branch of Carlson Wagonlit Travel is located on the R2 level (south). It is open from 9 a.m. to 5 p.m., Monday to Friday. *In order to avoid any problems with their return journey, participants who have not yet confirmed their reservations should contact the travel agency without delay.*

Financial matters

Delegates, which are entitled to receive reimbursement of travel and payment of subsistence allowances by the ILO, will be given the instructions for these payments at the reception desk.

Bank

A branch of the UBS is located at the north end of the building (R3 level), together with cash dispensers (ATMs) that accept Euro cards. Another cash dispenser is located on the R2 level near the newsagent. The bank is open from 9 a.m. to 12.30 p.m., Monday to Friday for cash withdraws and currency exchange.

Postal and telephone services

There is a post office on the R2 level at the north end of the building near the restaurant. It is open from 10 a.m. to 11.30 a.m. and from 12.30 p.m. to 4.30 p.m., Monday to Friday.

Local calls can be made from any telephone in the ILO building, including the meeting rooms, by first dialling 0 to get an outside line.

Restaurants and bar

A restaurant, a self-service cafeteria and a snack bar are located on the R2 level at the north end of the building. There is a bar in the meeting area that is open while meetings are in progress.

Smoking

The ILO is a smoke-free environment. For this reason, smoking is not permitted indoors. Participants can, however, smoke outdoors on the balcony next to the Delegates' Bar on R3 South.

First aid

Where needed, participants may contact the Medical Service on the R3 level North (Tel. 7134).

Appendix I

Tripartite Meeting on Improving Employment and Working Conditions in Health Services (Geneva, 24-28 April 2017)

Draft Timetable

Monday, 24 April	Tuesday, 25 April	Wednesday, 26 April	Thursday, 27 April	Friday, 28 April
08:30 – 09:00 Registration 09:00 – 11:00 Group meetings (G, E, W) 11:30 – 13:00 Opening plenary <ul style="list-style-type: none"> - Opening speeches - Election of Vice-Chairpersons - Agreement on points for discussion and the draft Timetable - Presentation of ILO report - General statements 	09:00 – 10:30 Group meetings (G, E, W) 10:30– 12:30 Plenary Point for discussion 2 12:30 – 13:30 Side event Information session: High-level Commission on Health Employment and Economic Growth	09:00 – 10:30 Group meetings (G, E, W) 10:30 – 13:00 Plenary Point for discussion 3 (contd.) Point for discussion 4	09:00 – 10:30 Group meetings (G, E, W) 10:30 – 13:00 Working Party on Conclusions Consideration of tentative conclusions of Points for discussion 1 – 3	09:00 – 10:30 Group meetings (G, E, W) 10:30 – 13:00 Plenary Consideration and adoption of draft conclusions / resolutions
14:30 – 15:30 Group meetings (G, E, W) 15:30 – 17:30 Plenary session Point for discussion 1 18:00 Deadline for submission of draft resolution(s)	14:30 – 16:30 Group meetings (G, E, W) 16:30 – 18:30 Plenary Point for discussion 2 (contd.) Point for discussion 3 19:00 – 21:00 Working party on Resolutions (<i>if necessary</i>) Receivability of draft resolution(s)	14:30 – 15:30 Group meetings (G, E, W) 15:30 – 17:30 Plenary Point for discussion 4 (cont.) 18:00 – 21:00 Working Party on Resolutions (<i>if necessary</i>) Consideration of draft resolution(s)	14:30 – 15:30 Group meetings (G, E, W) 15:30 – 18:30 Working Party on Conclusions Consideration of tentative conclusions of Points for discussion 1 – 3 (contd.) Consideration of tentative conclusions of Points for discussion 4	14:30 – 17:30 Plenary <ul style="list-style-type: none"> - consideration and adoption of draft conclusions / resolutions (contd.) - closing statements

Appendix II

Standing Orders for Sectoral Meetings

Governing Body representation

(Paragraphs 28–29 of the General characteristics and article 5 of the Standing Orders)

The Governing Body shall be represented at the Meeting by a single representative who will act as Chairperson of the Meeting. The representative of the Governing Body is entitled to participate fully in all the proceedings of the Meeting, but without the right to vote or to appoint substitutes. The representative of the Governing Body will seek to ensure that the work of the Meeting is carried out in accordance with the general policies of the Organization as a whole.

Officers of the Meeting

(Paragraph 30 of the General characteristics and articles 6 and 7 of the Standing Orders)

The Officers of the Meeting shall consist of the Chairperson, appointed by the Governing Body, and three Vice-Chairpersons, respectively elected from among the delegates or their advisers in each of the three groups. The Chairperson shall direct the debates, maintain order and ensure the observance of the Standing Orders. The Officers shall arrange the programme of work of the Meeting and shall distribute among themselves the duties of presiding over the discussion of the agenda item and over the subsidiary bodies of the Meeting as well as moderating the panel discussions that will be organized within the framework of the Meeting.

Subsidiary body

(Article 13(2), 13(3) and 13(4) of the Standing Orders)

The Meeting shall set up a Working Party [which is called “Drafting Group Meeting” for this Meeting] consisting of not more than five representatives from each group to draw up draft conclusions to be submitted to the Meeting by its Chairperson with a view to their adoption.

As it considers necessary, the Meeting may set up other subsidiary bodies which shall consist of equal numbers of representatives appointed by each of the groups.

Advisers and substitutes

(Article 4(5) of the Standing Orders)

Delegates may be accompanied by advisers. Any adviser who has been authorized to do so by the delegate to whom he/she is attached shall have the right to participate in the Meeting but not the right to vote or to appoint a substitute.

A delegate may, by notice in writing addressed to the Chairperson, appoint one of his/her advisers to act as his/her substitute. The notice shall specify the sitting or sittings at which the substitute will act for the delegate. In that case, substitutes may take part in the debates and may vote under the same conditions as delegates.

Right to take part in the work of the Meeting

(Article 9 of the Standing Orders)

Representatives of official international organizations which have been invited to be represented at the Meeting may participate in its proceedings without the right to vote.

The Chairperson may, in agreement with the Vice-Chairpersons, permit representatives of non-governmental international organizations with which the International Labour Organization has established consultative relationships and representatives of other non-governmental international organizations which have been invited by the Governing Body to the Meeting to make or circulate statements for the information of the Meeting on matters included in its agenda.

Voting and quorum

(Articles 7(1), 7(3) and 12 of the Standing Orders)

In the absence of consensus duly ascertained and announced by the Chairperson, decisions shall be taken by a simple majority of the votes cast by the delegates to the Meeting who are present at the sitting and entitled to vote. No resolution, conclusion, amendment or motion shall be adopted if the number of votes cast for and the number of votes cast against are equal. The Chairperson does not have the right to vote. The Vice-Chairpersons, however, retain their voting rights when chairing a sitting.

According to article 12, paragraph 3, of the Standing Orders, a vote is not valid if the number of votes cast for and against is less than half the total number of delegates registered and entitled to vote.





