



## Technical meeting on digitalization in the retail sector as an engine for economic recovery and decent work

Geneva, 25 - 29 September 2023

### ► Note for the participants

The technical meeting on digitalization in the retail sector as an engine for economic recovery and decent work will be held from 25 - 29 September 2023 in Geneva. The opening plenary sitting 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 technical meeting will discuss opportunities and challenges for the future of work in retail and commerce in the context of digitalization as a vehicle to ensure a human-centred economic recovery, including from the COVID-19 pandemic, with the aim of adopting conclusions, including recommendations for future action.

A report prepared by the Office (document [TMDRS/2023](#)) in English, French, and Spanish may serve as the basis for discussion at the meeting.

### Composition of the meeting

The meeting will bring together governments of ILO Member States, eight Employer representatives and eight Worker representatives nominated by the Employers' and Workers' groups of the Governing Body, as well as advisers and observers.

In accordance with the Standing Orders for technical meetings,<sup>1</sup> each government interested in attending the meeting may appoint one representative, who may be accompanied by one adviser. Alternatively, governments may participate as observers.

Selected official intergovernmental organizations, as well as international non-governmental organizations, will also be invited to participate in the meeting as observers.

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<sup>1</sup> *Standing Orders for technical meetings*, adopted by the Governing Body of the ILO at its 334th Session (October-November 2018).

## Standing Orders

The *Standing Orders for technical meetings*, adopted by the ILO Governing Body at its 334th meeting (October-November 2018), apply to the technical 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.

## Working of the groups

Arrangements have been made for government, employer and worker registered as representatives, advisers and observers to hold group meetings in the course of the meeting (see Appendix I).

Arrangements have been made for meetings of the groups on the opening day of the meeting are as follows:

09.00–11.00:	Government group	Room E – Zoom
	Employers' group	Room D – Zoom
	Workers' group	Room C – Zoom

## Documents

In order to enable participants to take a full part in the work of the meeting the following documents have been issued in English, French and Spanish:

1. the report for discussion (TMDRS/2023);
2. draft points for discussion (TMDRS/2023/1);
3. draft timetable (TMDRS/2023/2); and
4. the list of participants (provisional, TMDRS/2023/3).

Participants are strongly advised to check the [meeting web-page](#) for regular updates and relevant information about the meeting.

In the weeks following the meeting, the Office will send to all participants a summary record of the proceedings for comments. Please note that participants are given the opportunity to request corrections to statements made by or attributed to them.

## Registration

Participants joining remotely will receive registration links closer to the meeting. A brief on operating the online platform Zoom, is attached for ease of reference (see Appendix II).

## Meeting rooms

The times and places of the meetings to be held each day will be shown on the notice board next to the Information desk. The plenary sitting will be held in Room A (see appendix I).

## Financial matters

Participants, who are entitled to receive reimbursement of travel and payment of subsistence allowances by the ILO, will be given instructions about these payments at the registration desk.

## Harassment and violence

The ILO is committed to ensuring a safe and harassment-free working environment and a culture of mutual respect across the Organization. If you encounter any issues in this regard, please alert the meeting secretariat.

## People with disabilities

The ILO actively promotes the inclusion of people with disabilities. If you have special needs related to meeting facilities, kindly inform the meeting secretariat.

## Appendix I. Draft Timetable

► 25 – 29 September				
Monday	Tuesday	Wednesday	Thursday	Friday
08:30 – 09:00 <b>Registration</b>	09:00 – 10:30 <b>Group meetings</b> (G, E, W)	10:00 – 13:00 <b>Group meetings</b> (G, E, W)	09:00 – 10:00 <b>Group meetings</b> (G, E, W)	09:00 – 10:30 <b>Group meetings</b> (G, E, W)
09:00 – 11:00 <b>Group meetings</b> (G, E, W)	10:30 – 13:00 <b>Plenary</b> Point for discussion 1 (cont.)		10:00 – 13:00 <b>Working Party on Conclusions</b> Consideration of tentative conclusions with drafting proposals	10:30 – 13:00 <b>Plenary</b> Consideration and adoption of draft conclusions
11:30 – 13:00 <b>Plenary session</b> - Opening of the meeting - Opening speeches - General statements	Point for discussion 2			
14:30 – 15:30 <b>Group meetings</b> (G, E, W)	14:30 – 15:30 <b>Group meetings</b> (G, E, W)	15:00 – 18:00 <b>Working Party on Conclusions</b> Introduction of drafting proposals to the tentative conclusions	14:30 – 15:30 <b>Group meetings</b> (G, E, W)	14:30 – 17:30 <b>Plenary</b> Consideration and adoption of draft conclusions/ recommendations for future action
15:30 – 18:30 <b>Plenary</b> Point for discussion 1	15:30 – 18:30 <b>Plenary</b> Point for discussion 2 (cont.)  Point for discussion 3		15:30 – 18:30 <b>Working Party on Conclusions</b> Consideration of tentative conclusions with drafting proposals  Extended sitting <i>(if required)</i>	Closing statements  Extended sitting <i>(if required)</i>

Abbreviations: G= Government Group (Room E); E= Employers Group (Room D); W= Workers Group (Room C); Plenary (Room A)

## Appendix II. Quick guide for remote participation in a technical meeting

### Access to zoom platform

- The platform used to enable remote participation in a technical meeting is **Zoom, preferably the latest version and as a minimum version 5.14.8.**
- You will receive **two different invitations** from “Sectormeetings (no-reply@zoom.us)” in the email provided with your accreditation to the meeting: one to participate in the meetings of your group (government, employers’ or workers’ group) and a different invitation to participate in the plenary sittings of the meeting. **Please note that these invitations will be valid throughout the meeting, including** the group meeting before the opening plenary sitting.

**Please make sure that before connecting to your group meeting or plenary sitting you have closed all browsers or the Zoom link/application of previous meetings you might have attended, as otherwise your ID\_naming will not display correctly.**

- For group meetings, please note that the links will remain active, allowing groups to meet any time beyond the scheduled times indicated in the draft timetable. These unscheduled meetings will be without interpretation. Any changes to or cancellation of scheduled group meetings should be communicated by the group coordinator to [sectormeetings@ilo.org](mailto:sectormeetings@ilo.org).
- If you organize a group meeting outside of the hours foreseen for your meeting in the draft timetable, please advise as soon as possible [sectormeetings@ilo.org](mailto:sectormeetings@ilo.org) to be sure that your Zoom group meeting is open and active.
- The invitation link to **plenary sittings** will also be the same throughout the duration of the session for all public sittings. A separate link will be sent in due course to authorized participants to take part in any private sitting.
- These links should not be shared or forwarded. Please do not rename yourself as we have used a pre-established naming protocol for each constituent and observer to facilitate your identification in the platform.
- If your group or country has sent credentials for you but you have not received an invitation from “Sectormeetings (no-reply@zoom.us)”, **please check first your spam** and, if necessary, contact [sectormeetings@ilo.org](mailto:sectormeetings@ilo.org) with details of the group or entity you represent and your name.

### Practical information for the use of zoom

- **Requests for the floor at plenary sittings**

Requests for the floor for the debate after all registered speakers have intervened, can be made either by raising your virtual hand in Zoom, or sending a request to the Coordinator of the meeting (named SECTOR\_Coordinator in the list of Zoom participants) through the **chat function**.

- **Microphone and camera**

It is important to mute your microphone and de-activate the camera when you are not speaking. **You should activate them only when you are given the floor.**

You should make sure to connect, preferably with a PC or laptop, from a quiet place with good connectivity. Headsets with incorporated microphones are highly recommended for better sound quality.

- **Technical issues**

If you face technical difficulties with Zoom during a group meeting or plenary sitting, you can indicate the problem to the “host” of the meeting using the chat function.

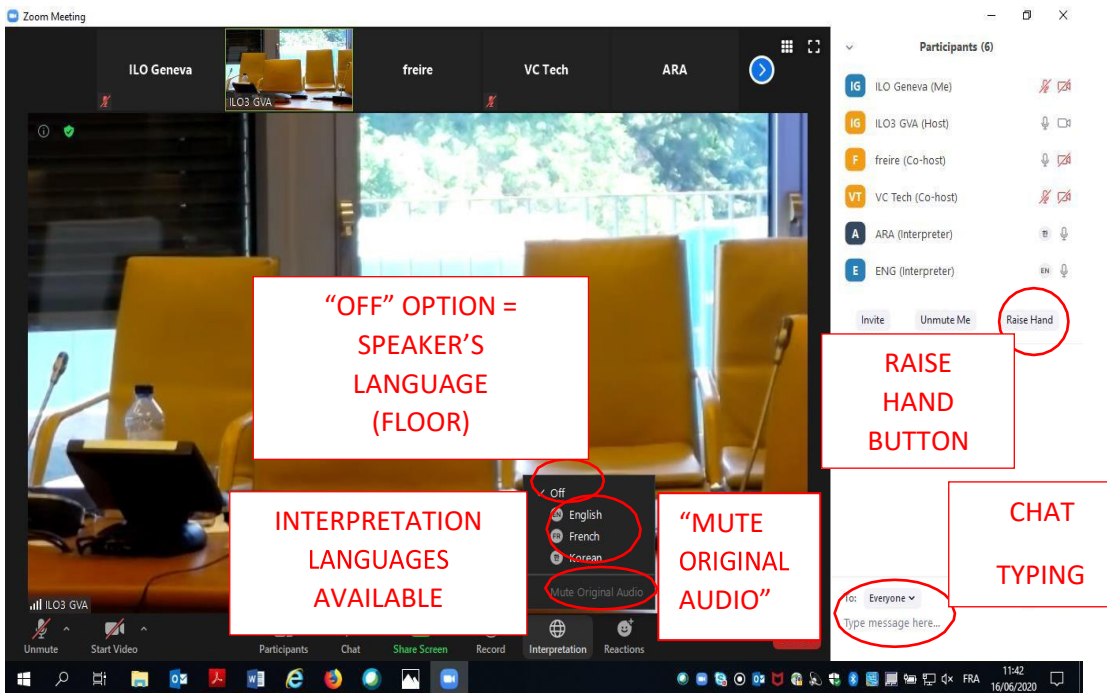
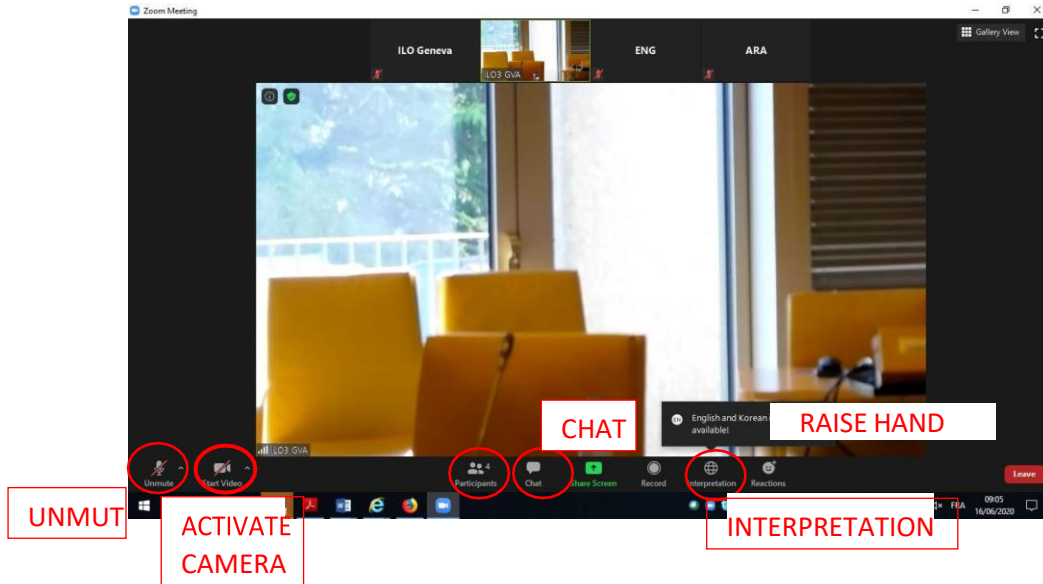
**If you are not familiar with the use of Zoom, please see the pictures at the end of this guide.**

## Interpretation

- Participants in plenary sittings will be able to listen to and speak in the three ILO official languages (English, Spanish, French). Each group determines its additional language regime, i.e. the number of working languages available.
- **For participants to benefit from interpretation, they need to download the zoom application on to their PC or laptop.** If you connect via the browser, interpretation and other features will not be available.
- Please select in the Interpretation menu on the horizontal bar of your screen (see screenshots in the Zoom instructions) the language of your choice.
- Please note that in order to avoid interference between language channels, it is important to ensure **that the language you intend to speak in is the same language you are listening to, by selecting that language in the interpretation menu.**
- If you do not need interpretation, you can select “off” in the Interpretation Menu (see screenshot in the zoom instructions).
- **“Mute Original Audio” function:** if on your language channel in the interpretation menu you have a faint background noise of the original language, you should use the “Mute Original Audio” function available at the end of the list of interpretation channels. Do not forget to de-activate the “Mute original Audio” button if the same language is spoken afterwards as otherwise you will have no sound at all. For example, if you listen to the English channel in the interpretation menu and the original speaker is in Spanish, you can mute the original floor. However, if then an English speaker is coming up you have to deactivate “Mute Original Audio” as otherwise you will have no sound at all.
- To guarantee accurate and faithful interpretation in a virtual environment, please send your statement beforehand to [SERV-INTERPRETATION@ilo.org](mailto:SERV-INTERPRETATION@ilo.org). Interpreters will treat this information as confidential and check against delivery.

## Zoom in pictures

From a PC



### From a tablet/smartphone

