

Revised version



International
Labour
Office

Conference guide

101st Session of the International Labour Conference

*Building a future
with decent work*

Geneva, 30 May - 14 June 2012

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International Labour Organization

101st Session of the International Labour Conference Geneva, 30 May–14 June 2012

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101st Session (May–June 2012) of the International Labour Conference

Dates: Wednesday, 30 May to Thursday, 14 June 2012

Place: The work of the Conference will be conducted in the Palais des Nations and at ILO headquarters, Geneva.

Following a proposal by the Officers of the Governing Body and subject to final decision by the Conference Selection Committee, the closing date of the Conference will be one half day earlier than previously announced. That is, the Conference will end in the evening of Thursday, 14 June, instead of at midday on Friday, 15 June.

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

For details concerning registration for the Conference, see sections 10 (Participation) and 12 (Practical arrangements), as well as the *Explanatory note for national delegations on the submission of credentials* (appended).

1. Agenda of the Conference

Standing items

- I. Reports of the Chairperson of the Governing Body and of the Director-General
- II. Programme and budget 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. Elaboration of an autonomous Recommendation on the Social Protection Floor (*standard setting, single discussion*)
- V. The youth employment crisis (*general discussion*)
- VI. A recurrent discussion on the strategic objective of fundamental principles and rights at work, under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, of 2008, and the follow-up (revised, June 2010) to the ILO Declaration on Fundamental Principles and Rights at Work, of 1998¹

¹ The Committee for the recurrent discussion will have before it a report on all four categories of fundamental principles and rights which, in accordance with the decision taken by the Conference at its 99th Session (2010), constitutes both a recurrent item report under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, of

VII. Review of measures previously adopted by the Conference to secure compliance by Myanmar with the recommendations of the Commission of Inquiry.²

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.

These texts can be consulted on the ILO website: www.ilo.org. They may also be obtained in Geneva at the Document Distribution Service.

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 300th Session (November 2007), 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 meetings.**

The group meetings will take place in the following rooms:

Government group:	Room II at the ILO
Employers' group:	Governing Body room at the ILO
Workers' group:	Room XIX, <i>Palais des Nations</i>

■ 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.

2008, and a Global Report under the revised follow-up to the Declaration on Fundamental Principles and Rights at Work, of 1998.

² In accordance with a decision taken by the Governing Body of the ILO at its 313th Session (March 2012) to include an item to this effect on the agenda of the 101st Session of the International Labour Conference (May–June 2012). The Conference will decide on the manner in which it will deal with this additional agenda item.

11.30 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.

■ **Wednesday, 6 June–Thursday, 14 June**

General discussion in plenary, encompassing delegates' statements, high-level panels, special presentations, adoption of reports and voting on instruments.

4. Plenary

After its opening sitting on Wednesday, 30 May, the Conference will move directly into the committee phase of its work, which will continue until the end of the second week, that is, Friday, 8 June 2012. The technical committees, which include the Committee on the Application of Conventions and Recommendations, the Committee on the Social Protection Floor, the Committee on the Youth Employment Crisis and the Committee for the Recurrent Discussion on Fundamental Principles and Rights, will adopt their reports at the beginning of the third week of the Conference, starting Monday, 11 June, and these will then pass to the Conference plenary for adoption by the Conference as a whole. Plenary sittings for the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General will be held daily from **Wednesday, 6 June, at 10 a.m., through to the evening of Thursday, 14 June, as required.**

Information on other events connected to the Conference agenda and taking place during the second and third weeks of the Conference will be communicated to constituents in due course.

I. Reports of the Chairperson of the Governing Body and of the Director-General

Discussion of these documents will begin in plenary sitting on **Wednesday, 6 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 2011 to June 2012.

The Director-General of the International Labour Office will submit a report to the Conference on a social policy theme of current interest. It will include an annex on the situation of workers in the occupied Arab territories. The Director-General will also submit a report on programme implementation and the results achieved by the Organization in 2011–12.

Registration of speakers

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 2012**, by email, facsimile or telephone (see Appendix I – Contact details). They may also do so during the Conference, as early as possible, at the registration of speakers office. The list of speakers closes on **Tuesday, 5 June, at 6 p.m.**, subject to the decision of the Selection Committee.

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 action 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 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 consider and adopt the financial statements for the year ended December 2011 and to consider such other financial and administrative matters as the Governing Body may decide to bring to its attention.

III. Information and reports on the application of Conventions and Recommendations (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 ILC.101/III/IA), International Labour Conference, 101st Session (2012)), and submit a report on its work to the Conference.

In light of the Governing Body decision to place a discussion on the strategic objective of fundamental principles and rights at work on the agenda of the 101st Session of the Conference, in the cycle of recurrent discussions to follow up on the 2008 ILO Declaration on Social Justice for a Fair Globalization, the *General Survey* of reports submitted to this session under article 19 (Report ILC.101/III/IB) will deal with the following fundamental ILO Conventions and their associated Recommendations: the Forced Labour Convention, 1930 (No. 29); the Abolition of Forced Labour Convention, 1957 (No. 105); the Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87); the Right to Organise and Collective Bargaining Convention, 1949 (No. 98); the Equal Remuneration Convention, 1951 (No. 100); the Discrimination (Employment and Occupation) Convention, 1958 (No. 111); the Minimum Age Convention, 1973 (No. 138), and the Worst Forms of Child Labour Convention, 1999 (No. 182); the Forced Labour (Indirect Compulsion) Recommendation, 1930 (No. 35); the Equal Remuneration Recommendation, 1951 (No. 90); the Discrimination (Employment and Occupation) Recommendation, 1958 (No. 111); the Minimum Age Recommendation, 1973 (No. 146); and the Worst Forms of Child Labour Recommendation, 1999 (No. 190).

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 (2000) Session, the Committee will also 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. Elaboration of an autonomous Recommendation on the social protection floor (*standard setting, single discussion*)

The conclusions of the recurrent discussion on social protection (social security), adopted by the International Labour Conference (2011) at its 100th Session, emphasized “the need for a Recommendation complementing the existing standards that would provide flexible but meaningful guidance to member States in building Social Protection Floors within comprehensive social security systems tailored to national circumstances and levels of development” (paragraph 31), and set out elements of a possible Recommendation on social protection floors in the appendix to these conclusions. Immediately after the Conference, the Governing Body, at its 311th Session (June 2011), decided to place a standard-setting item on the agenda of the 101st Session (2012) of the Conference with a view to the elaboration of an autonomous Recommendation on the social protection floor, based on a programme of reduced intervals.

Accordingly, the Conference will consider the possible adoption of an international labour Recommendation under the single discussion procedure foreseen in article 38 of the Standing Orders of the Conference. The Office has prepared two reports as a basis for this item. The first report (*Social Protection Floors for social justice and a fair globalization*, Report ILC.101/IV/1) contains a summary of law and practice with regard to the establishment of Social Protection Floors, or elements thereof, in member States. It also contains a questionnaire to which governments were invited to give their views, in consultation with the most representative organizations of employers and workers. The second report consists of two volumes: Report ILC.101/IV/2A includes summaries of replies received from governments, employers and workers organizations, and the Office commentary; and Report ILC.101/IV/2B contains the draft text of the proposed Recommendation to be submitted for discussion.

V. The youth employment crisis (*general discussion*)

At its 310th (March 2011) Session, the Governing Body placed an item on “the youth employment crisis” on the agenda of the 101st Session of the International Labour Conference (2012) for general discussion. The topic of youth employment last featured on the Conference agenda for general discussion in 2005, at which time the Conference adopted a resolution concerning youth employment. While this resolution remains relevant, the Governing Body’s decision to return to the subject was prompted by a renewed sense of alarm at the unprecedented proportion that the youth employment crisis has acquired. Indeed, high levels of youth unemployment, increasing difficulties faced by young persons in transition from school to work and the deteriorating quality of employment available to them are of deep concern to ILO constituents in all regions. The global economic and financial crisis has exacerbated this situation and the current global outlook for growth is gloomy. The risk remains that youth labour markets will be further adversely affected.

The report prepared by the Office as a basis for this general discussion (Report ILC.101/V) reviews the most up-to-date statistical data and information on higher youth to adult unemployment levels, greater incidence of poverty, informality and low-quality jobs for young persons. It also discusses the new phenomenon of discouragement, where young women and men who are in neither education nor employment have simply given up looking for jobs. The report reviews and assesses follow-up action taken by ILO constituents in all policy areas highlighted in the 2005 resolution. It thus provides a comprehensive and integrated policy review, covering growth and macroeconomic policy frameworks; education and training policies; active labour market policies; policies to promote job creation and the employability of youth; and policies that affect the quality of jobs, in both paid and self-employment. A wide range of crisis response measures designed to match demand and supply of labour and aimed at better connecting young people to labour market opportunities are reviewed, with particular emphasis on those concerned with young people from the most disadvantaged groups. The main objective of this analysis, based on the latest available evaluations, is to draw lessons from most recent experience of “what works” and identify gaps in action, in the context of crisis and slump in aggregate demand. In line with the spirit of the 2008 Declaration on Social Justice for a Fair Globalization, this review looks at interaction across the decent work objectives of rights, employment, social protection and social dialogue from the youth employment perspective. Gender equality is highlighted throughout the analysis.

As regards action taken by the Office since 2005, including research, data analysis, policy advice, technical cooperation and advocacy at national and global levels, the review places particular emphasis on partnerships on youth employment within the multilateral system.

VI. A recurrent discussion on the strategic objective of fundamental principles and rights at work, under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, of 2008, and the follow-up (revised, June 2010) to the ILO Declaration on Fundamental Principles and Rights at Work, of 1998

The recurrent discussion on the strategic objective of fundamental principles and rights at work (FPRW) will cover all four categories of FPRW: freedom of association and the effective recognition of the right to collective bargaining; the elimination of all forms of forced or compulsory labour; the effective abolition of child labour and the elimination of discrimination in respect of employment and occupation. The objective of the discussion is to understand better member States’ diverse realities and needs with respect to FPRW, as well as ILO action to address these needs, in order to respond more effectively to them through a coordinated use of all the ILO means of action. One of the main goals of the Conference discussion would be the adoption of a plan of action – which would take the form of conclusions adopted by the Conference – determining the priorities for the FPRW for the period 2012–16.

The report prepared by the Office (Report ILC.101/VI) constitutes both a recurrent item report under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, of 2008, and the first Global Report undertaken under the revised follow-up to the Declaration on Fundamental Principles and Rights at Work, of 1998. To align the follow-ups to the 1998 Declaration and the 2008 Declaration, the 99th Session (June 2010) of the International Labour Conference, decided that the Global Report would cover the four categories together, and that it would be submitted to the Conference for recurrent discussion.

Pursuant to the mandate set out in both Declarations, the Office report provides: (i) a dynamic global picture per category of FPRW and an overview of topical issues common to the four categories concerning their scope of application and their enforcement at the national level; (ii) an overview of ILO action (i.e. standards-related action, technical cooperation and technical capacity and research), assessing its impact and identifying gaps; (iii) an overview of new initiatives for the promotion of FPRW; and (iv) possible points for discussion by the Conference with a view to the adoption of a plan of action covering the four categories of FPRW.

VII. Review of measures previously adopted by the Conference to secure compliance by Myanmar with the recommendations of the Commission of Inquiry

The Conference will decide on the manner in which it will deal with this additional agenda item.

Standing Orders Committee (ILC Standing Orders, section H)

Depending on the outcome of the discussions held at the 313th Session of the Governing Body, the Standing Orders Committee may meet to examine amendments to the *Standing Orders of the International Labour Conference*.

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. The Selection Committee may be called on at any time to consider specific issues.

Credentials Committee (ILC Standing Orders, article 5 and section B)

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);

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- 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)).

6. Resolutions

The procedure for submission of draft resolutions on items which are not included on the Conference agenda is found in article 17 of the *Standing Orders of the International Labour Conference* and will be addressed at the 101st Session of the Conference in due course.

7. Events

This year, the Conference will hold several special sessions, during which it will have the honour of receiving a number of eminent personalities from around the world. These will include the following persons, who will address the Conference on the dates indicated: **His Excellency, Mr Michael Sata**, President of the Republic of Zambia, Friday, 8 June, in the afternoon; **His Excellency, Mr Giorgio Napolitano**, President of the Italian Republic, Wednesday, 13 June, in the afternoon; **Mr Klaus Schwab**, Founder and Executive Chairman of the World Economic Forum, Monday, 11 June, in the afternoon. The exact time of each presentation and all information related to events during the Conference will be communicated in due course through the *Daily Bulletin*.

8. 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 accessible electronically, with this *Conference guide*, by visiting the ILO's website (www.ilo.org), and following the link for the "International Labour Conference".

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 and the record of proceedings in plenary are published in *Provisional Records* in English, French and Spanish, and may also be consulted on the ILO's website. 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.

9. Interpretation

Interpretation services at Conference meetings are provided in English, French, Spanish, Arabic, Chinese, German and Russian. In certain cases Japanese interpretation will be provided and, where appropriate, interpretation *from* Portuguese.

10. 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, VI and VII. Therefore, each Government, Employers' and Workers' delegate to the 101st Session of the International Labour Conference may be accompanied by up to ten advisers.** In order to allow for a full and equal participation of Government, Employer and Worker representatives in the work of the Conference and its committees, governments should make sure that there is no imbalance as between the numbers of advisers accompanying each of the delegates. **Travel and living expenses of delegates and their advisers are to be borne by their respective 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.

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

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 and advisers	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
2007	2 813	678	24.10
2008	2 834	728	25.70
2009	2 599	741	28.50
2010	2 967	822	27.70
2011	2 943	820	27.90

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. However, 2010 and 2011 both represent a decrease from the highest percentage reached in 2009. Given the United Nations target of increasing the proportion of women in decision- and policy-making bodies to at least 30 per cent, and despite the slight increase in women's participation from 2010 to 2011, the Credentials Committee at the 100th Session was once again obliged to urge 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 2012**. 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 2012. These codes will allow the form to be completed online (please see the explanatory note for national delegations).

Representation of non-metropolitan territories

See Appendix II.

Representation of international non-governmental organizations

See Appendix III. **The deadline for applications this year is 15 February 2012.**

11. Health and safety; insurance

Health

Throughout the Conference the participants may make use of the ILO Medical Service and infirmary for medical emergencies and health advice.

The Medical Service can also assist with referrals to hospitals, health centres and specialists as required. Any costs incurred through such external referrals, including, hospitalization, medical investigations, blood tests, etc., will not be covered by the ILO.

Safety

The International Labour Office will do its utmost to safeguard participants' safety during the Conference. Participants are requested to report any situation that they believe to be a health and safety hazard to the secretariat.

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, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Conference, including travel time. The Office neither supplies insurance coverage nor accepts any liability for a participant's claim arising from sickness, accident or any other disorder arising before, during or after the Conference. 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.

Participants are also reminded that the ILO cannot be held liable for any damage to, or theft of, their property – including equipment, personal effects, clothing and vehicles – regardless of the cause of such damage or theft.

12. Practical arrangements

Practical information of use to delegates during their attendance at the Conference can be viewed online by visiting the ILO website (www.ilo.org) and following the link to the "International Labour Conference", and then to "Practical information for delegates". Further information concerning the day-to-day running of the Conference can be obtained by following the link to the "*Daily Bulletin*".

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 a request, well in advance, to the Swiss embassy or consulate in their country of residence.

VERY IMPORTANT: Please note that Switzerland now applies the European Schengen regulations concerning the issuance of visas. This has several practical implications for the delegations at the Conference, that can be summarized as follows:

- **The time for processing visa requests** may vary from case to case and may be **longer** than previously. Delegations are strongly encouraged to communicate their credentials to the Office as early as possible and to take the necessary steps for visa application well in advance (but at the earliest **three months** before the departure date), so that the visa can be issued in a timely manner.
- The members of the delegation **must submit** the following documents:
 - a travel document the validity of which exceeds that of the stay, and covers the period necessary for the return journey;
 - a visa application form, together with **two photos**;
 - supporting documents concerning the purpose of the journey, e.g. a *note verbale* from the Government duly initialled together with an order to perform the mission, a copy of credentials, an invitation to the Conference, etc.;
 - any other document that the representation considers necessary.
- Except for holders of diplomatic or service passports, the Swiss authorities may require that member States provide proof of sufficient travel insurance.

The visa issued will be valid for entering the territory of all States belonging to the Schengen area. Likewise, persons already holding Schengen visas issued by other Schengen States will be permitted to enter Switzerland.

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

The Office can only intervene with Swiss diplomatic representations if a visa request **has been refused** by them. Such interventions may be made 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. **Please note that for the Office to intervene with Swiss diplomatic representations on behalf of the categories of participants noted above, their credentials must have been received in Geneva by 15 May 2012.**

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 **must have 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, where appropriate, 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.

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 **Monday, 28 and Tuesday, 29 May from 9 a.m. to 6 p.m.**, and as from **Wednesday, 30 May**, daily from **8 a.m. to 6.30 p.m.**, and Saturdays as necessary, excluding Sundays.

Since the registration of delegates is the basis for calculating the quorum for votes, only delegates who are actually attending the Conference should be registered. Delegates are therefore encouraged to register in person upon their arrival and requested to **give timely notice of their departure if they leave before the end of the Conference**. Moreover, the Governing Body has requested the Office to restrict the practice of allowing permanent missions to collect Conference badges for the whole delegation of the member State. Permanent missions will in particular no longer be allowed to collect badges for Employer and Worker representatives, unless they have been specifically authorized in writing by the Employers and Workers concerned.

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.

Meeting room reservations

Participants wishing to reserve rooms for the purpose of bilateral, multilateral or group meetings on matters related to International Labour Conference business may do so in advance by email, as of **Monday, 2 April 2012**, to the following address: ilcrooms@ilo.org.

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*. The journey takes five to ten minutes.

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 website: www.ilo.org

	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	+41 22 799 65 69
Registration of speakers	orateurs@ilo.org	+41 22 799 89 44	+41 22 799 77 30
Meeting room reservations	ilcrooms@ilo.org		
Official Relations 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 28 February 2012

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 28 February 2012 to be submitted to the Governing Body for approval at its 313th Session (March 2012).

Appendix III

Representation of international non-governmental organizations at the International Labour Conference – Deadline 15 February 2012

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 15 February 2012.**

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

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.

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).