

Revised version



International  
Labour  
Office

# Conference guide

## 102<sup>nd</sup> Session of the International Labour Conference

*Building a future  
with decent work*

Geneva, 5-20 June 2013

[www.ilo.org/ilc](http://www.ilo.org/ilc)



*102nd Session of the International Labour Conference  
Geneva, 5–20 June 2013  
Building a future with decent work*

**Contents**

	<i>Page</i>
1. Agenda of the Conference .....	1
Standing items .....	1
Items placed on the agenda by the Conference or the Governing Body .....	1
2. Rules of procedure of the Conference.....	2
3. Proposed Conference programme .....	2
4. Plenary .....	3
I. Reports of the Chairperson of the Governing Body and of the Director-General .....	3
5. Committees .....	5
II. Finance Committee of Government Representatives .....	5
III. Information and reports on the application of Conventions and Recommendations .....	5
IV. Employment and social protection in the new demographic context – <i>General discussion</i> .....	5
V. Sustainable development, decent work and green jobs – <i>General discussion</i> .....	6
VI. A recurrent discussion on the strategic objective of social dialogue under the follow-up to the 2008 ILO Declaration on Social Justice for a Fair Globalization .....	7
VII. Further review of remaining measures previously adopted by the Conference under article 33 of the ILO Constitution to secure compliance by Myanmar with the recommendations of the Commission of Inquiry on forced labour .....	8
Selection Committee .....	8
Credentials Committee.....	9
6. Resolutions .....	9
7. World of Work Summit .....	9
8. Reports.....	10
Publication of the <i>Provisional Records</i> .....	10
9. Interpretation.....	10
10. Participation .....	11
Composition of delegations.....	11
Credentials .....	12
Representation of non-metropolitan territories .....	12
Representation of international non-governmental organizations .....	12
11. Health and safety .....	13
12. Practical arrangements .....	13
Delegates with a disability .....	13
Accommodation for delegations in Geneva .....	13
Entry visas for Switzerland and France.....	13
Registration on arrival.....	15
Meeting room reservations.....	15
Visitors to the Conference.....	16
Other matters.....	16

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## **Appendices**

	<i>Page</i>
I. Contact details.....	17
II. Representation of non-metropolitan territories .....	18
III. Representation of international non-governmental organizations at the International Labour Conference.....	19

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# 102nd Session (June 2013) of the International Labour Conference Building a future with decent work

**Dates:** Wednesday, 5 to Thursday, 20 June 2013

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

**This revised version of the Conference guide reflects decisions taken by the Governing Body at its 317th Session (March 2013), in particular:**

- the inclusion of another item on the agenda of the Conference (see sections 1 and 5), with consequences for the composition of the delegations (see section 10);
- the proposal to implement certain changes with a view to improving the functioning of the Conference, for trial implementation at its 102nd Session (see sections 7 and 8).

Your attention is drawn to the preparatory meetings that will take place on Tuesday, 4 June. These meetings will require the attendance of the members of tripartite 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* (revised version).<sup>1</sup>

## 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 proposals for 2014–15 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. Employment and social protection in the new demographic context – *General discussion*
- V. Sustainable development, decent work and green jobs – *General discussion*
- VI. A recurrent discussion on the strategic objective of social dialogue under the follow-up to the 2008 ILO Declaration on Social Justice for a Fair Globalization
- VII. Further review of remaining measures previously adopted by the Conference under article 33 of the ILO Constitution to secure compliance by Myanmar with the recommendations of the Commission of Inquiry on forced labour

<sup>1</sup> Available at: [www.ilo.org/ilc/credentials](http://www.ilo.org/ilc/credentials).

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## 2. Rules of procedure of the Conference

The rules of procedure of the Conference are contained in the Constitution of the International Labour Organisation and in the Standing Orders of the International Labour Conference.

These texts can be consulted on the ILO website: [www.ilo.org/ilc](http://www.ilo.org/ilc). They may also be obtained in Geneva at the Document Distribution Service.

## 3. Proposed Conference programme

### ■ Tuesday, 4 June

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, 4 June**, 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 members of tripartite 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 XVII, *Palais des Nations*

Employers' group: Governing Body room, ILO

Workers' group: Room XIX, *Palais des Nations*

### ■ Wednesday, 5 June

**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.

**2.30 p.m.:** *Committees* may start their work. Committee sittings continue until adoption of their reports at the end of the second week, or beginning of the third week.

### ■ Wednesday, 12 June–Thursday, 20 June

*General discussion in plenary*, encompassing delegates' statements, special presentations, adoption of reports and voting on instruments.

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## ■ **Monday, 17 June**

**World of Work Summit** (see section 7, below)

**10.30 a.m. to 12.15 p.m.:** High-level panel discussion: Restoring confidence: Jobs, growth and social progress.

**12.30 p.m. and from 2.30 p.m. onwards:** High-level session, with the participation of Heads of State or Government.

(Please note that the timing of the World of Work Summit is subject to change.)

## **4. Plenary**

The plenary sittings of the Conference, including the World of Work Summit, are held in the Assembly Hall of the *Palais des Nations*.

After its opening sitting on Wednesday, 5 June, it is not foreseen that the Conference will meet in plenary until **Wednesday, 12 June**, to begin its discussion of the Reports of the Chairperson of the Governing Body and of the Director-General. Plenary sittings will be held thereafter in the morning and afternoon until **Thursday, 20 June**, as required. Committee reports will be submitted to plenary for discussion from **Monday, 17 June**. The closing ceremony will take place on **Thursday, 20 June**. At all events, a plenary sitting of the Conference may be called at any other time, if necessary.

### **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, 12 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 2012 to June 2013.

The Director-General of the International Labour Office will submit a report to the Conference entitled *Towards the ILO centenary: Realities, renewal and tripartite commitment*. It will be accompanied by an *Appendix on the situation of workers of the occupied Arab territories*.

### ***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 **Monday, 1 April 2013**, 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 **Wednesday, 12 June, at 6 p.m.**, subject to the decision of the Selection Committee.

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## ***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 discussions proper to the United Nations Security Council and General Assembly, bodies entrusted by the Charter with certain 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 continued 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.

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## 5. Committees

**Registration in committees:** For Employers' and Workers' delegates, this is undertaken at the group meetings on Tuesday, 4 June, or by obtaining registration forms from the group secretariats; Government delegates may register during the Government group meeting on Tuesday, 4 June.

**Composition:** Except when provided otherwise, the initial composition of committees is decided by the Conference at its opening sitting. **Any changes must be made before 6 p.m.** to be effective for the following day. Employers and workers must make any changes through their respective groups, and Government delegates must present their changes to 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 examine and adopt the programme and budget of the ILO for the 2014–15 biennium, to consider and adopt the financial statements for the year ended 31 December 2012, 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)

The Committee on the Application of Conventions and Recommendations is set up to deal with this item. 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* (ILC.102/III/1A), and submit a report on its work to the Conference.

In light of the Governing Body decision to place a recurrent discussion on the strategic objective of social dialogue on the agenda of the 102nd Session of the Conference, under the follow-up to the 2008 ILO Declaration on Social Justice for a Fair Globalization, the General Survey of reports submitted to this session under article 19 (ILC.102/III/1B) will deal with the following social dialogue-related Conventions and Recommendations: the Labour Relations (Public Service) Convention, 1978 (No. 151), the Labour Relations (Public Service) Recommendation, 1978 (No. 159), the Collective Bargaining Convention, 1981 (No. 154), and the Collective Bargaining Recommendation, 1981 (No. 163).

### IV. Employment and social protection in the new demographic context – *General discussion*

At its 310th Session (March 2011), the Governing Body placed an item on “employment and social protection in the new demographic context” on the agenda of the 102nd Session (2013) of the International Labour Conference for general discussion. The new demographic context is principally characterized by declining fertility and increasing life expectancy worldwide, resulting in “population ageing”. This trend is affecting all countries in all regions, industrialized and developing, albeit at different rates and within different time horizons. By 2050, it is projected that the population over 65 will triple while the population under 15 will stabilize, resulting in

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ageing populations across the world. Three quarters of the older people will live in developing countries.

This new demographic context has significant implications for employment and social protection policies. It will impact on issues such as labour and skills shortages, productivity and earnings, poverty and informality, social protection coverage, sustainability of social security systems, migration and many others that require adequate, timely, far-sighted and structural policy responses.

The global financial crisis and the heavy fall in aggregate demand has worsened the situation in labour markets and increased levels of unemployment and underemployment for all population groups. It has put financial pressure on social security systems, whose tax and contribution base is contracting while their benefit expenditure is expected to increase. These developments have compounded policy debates on employment and social protection policies in the new demographic context.

The report prepared by the Office as a basis for the general discussion (ILC.102/IV) provides an integrated employment and social protection perspective to the demographic challenge. It reviews up-to-date statistical information on demographic and labour market trends and prospects that are shaping employment outcomes and social transfer systems in developed and developing countries. Based on the long-term trends, the report analyses the key social and economic challenges and opportunities that are brought about by the demographic changes, taking the country contexts and demographic transition stage into account. It provides a state of the art analysis of observed policy responses and the range of available and potential options. It argues that adequate policy responses need to take an integrated and gender-sensitive decent work framework that extends over the life cycle and builds on inter-generational solidarity. This implies promoting quality employment for all women and men of working age while at the same time extending social protection coverage to provide adequate and sustainable social policies. The report also lays specific emphasis on policies that address the increasingly numerous older people within the population.

## **V. Sustainable development, decent work and green jobs – *General discussion***

At its 312th Session (November 2011), the Governing Body placed an item on “sustainable development, decent work and green jobs” on the agenda of the 102nd Session of the International Labour Conference (2013) for general discussion. The last time this topic featured on the agenda of the Conference was in 1990 when the Director-General presented a report on “Environment and the World of Work” and the Conference adopted a resolution concerning environment, development, employment and the role of the ILO. While this resolution remains broadly relevant, the extent of the environmental and social challenges, the knowledge on the relationships between environmental sustainability, employment, social protection and incomes and the political resolve to act on these relationships have evolved dramatically.

The past two decades have been marked by increasingly scarce resources, by rising pollution levels and climate change, coupled with record unemployment levels and persistent working poverty and social exclusion. Preserving the natural environment and ensuring access to decent work for all have emerged as defining challenges of the twenty-first century. While the enduring global economic crisis has exacerbated environmental and social concerns, recognition of the pivotal role of decent work for sustainable development has grown. This has been reflected in numerous recent national policy initiatives as well as in the outcome of the June 2012 United Nations Conference on Sustainable Development (Rio +20), and provides an

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unprecedented opportunity to build on the interaction between environmentally sustainable development and decent work to overcome the crisis and to eradicate poverty.

The report prepared by the Office as a basis for this general discussion (ILC.102/V) reviews the growing body of evidence from country experiences, initiatives by constituents and research by the ILO and others concerning this interaction. It finds that environmental sustainability is crucial to the labour market, whereas continued deterioration can only reduce productivity, undermine enterprises and employment and endanger social protection. All dimensions of decent work will be affected, in many instances with implications for gender equality.

The report identifies three major opportunities (net employment creation, upgrading of existing jobs and social inclusion) as well as three challenges (job losses from economic restructuring, adaptation to climate change and regressive income effects) for the realization of the goal of decent work for all in the shift to environmentally sustainable enterprises. The emerging policy lessons show that positive outcomes in terms of more and better jobs, as well as social protection and inclusion can be achieved through active engagement of ILO constituents in the design and implementation of coherent environmental, economic and social policies in line with the 2008 Declaration on Social Justice for a Fair Globalization. The capacity building and advisory services provided by the Office since 2008 under the Green Jobs Programme have been important in supporting constituents in their vital role to adopt policies and implement strategies that maximize opportunities for decent work and enhance social inclusion in the drive towards environmentally sustainable development.

## **VI. A recurrent discussion on the strategic objective of social dialogue under the follow-up to the 2008 ILO Declaration on Social Justice for a Fair Globalization**

At its 97th Session (2008), the International Labour Conference adopted the ILO Declaration on Social Justice for a Fair Globalization. The Declaration expresses the universality of the Decent Work Agenda: all Members of the Organization must pursue policies based on the strategic objectives – *employment, social protection, social dialogue, and rights at work*. At the same time, it stresses a holistic and integrated approach by recognizing that these objectives are “inseparable, interrelated and mutually supportive”, ensuring the role of international labour standards as a useful means of achieving all of them. In March 2009, the Governing Body set out a seven-year cycle for recurrent discussions of the four strategic objectives of the ILO as set out in the Declaration on Social Justice for a Fair Globalization. The Governing Body decided that social dialogue would be covered once in this seven-year period. At its 310th Session (March 2011) the Governing Body adopted a proposal providing guidance for the recurrent discussion in 2013 on the strategic objective of social dialogue. It emphasized the timeliness of the discussion, given the importance that social dialogue has had in many countries in addressing the economic downturn, and will need to have in order to ensure that a job-rich recovery can take place.

Social dialogue and tripartism constitute the main ILO governance paradigm for promoting social justice, fair and peaceful workplace relations, and promotion of decent work. Underlying this paradigm is a fundamental assumption that dialogue between actors with different interests, perspectives and views is the most effective way to find rules and policies that will work in practice for the broad benefit of society, in times of crisis and beyond. Against this background, the report (ILC.102/VI) focuses

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on the trends, challenges and opportunities associated with actors and institutions of social dialogue through an assessment of the diverse realities and needs, in the context of globalization.

## **VII. Further review of remaining measures previously adopted by the Conference under article 33 of the ILO Constitution to secure compliance by Myanmar with the recommendations of the Commission of Inquiry on forced labour**

In light of the 2012 Conference resolution requesting that the Governing Body place an item on the agenda of its next session concerning the measures on the subject of Myanmar adopted under article 33 of the ILO Constitution and taking note of the situation reported by the Liaison Officer, the Governing Body of the ILO, at its 317th Session, placed an item on the agenda of the 102nd Session (2013) of the International Labour Conference enabling a further review of remaining measures enounced in 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 Session (May–June 2000) (the “2000 resolution”) under article 33 of the ILO Constitution to secure compliance by Myanmar with the recommendations of the Commission of Inquiry and with the Forced Labour Convention, 1930 (No. 29). The Governing Body recommended that the 102nd Conference arrangements include a suspension by the Conference on its opening day of paragraph 1(a) of its 2000 resolution pending a review of whether the remaining measures adopted under article 33 of the ILO Constitution, as found in paragraph 1(a) and (b) of the 2000 resolution of the Conference, should be suspended or discontinued.

The Office is preparing two reports for this review. These will appear as *Provisional Records* Nos **PR 2-1** and **PR 2-2**. The first report deals with arrangements for consideration of all relevant issues concerning Myanmar at the 102nd Session of the Conference, and the second on ILO activities in the country and an update on the situation in Myanmar.

### **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.

It is expected that, following the recommendation of the Governing Body relating to Myanmar, the Conference will review the two remaining measures adopted under article 33 of the ILO Constitution (agenda item VII) through the Selection Committee which will report back to the plenary with any recommendation it deems appropriate.

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## **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) or concerning delegates or advisers prevented from attending (ILC Standing Orders, article 26ter);
- 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 submission of draft resolutions on items which are not included on the Conference agenda will be addressed at the 102nd Session of the Conference in accordance with articles 15 and 17 of the Standing Orders of the Conference, unless the Conference determines otherwise in conformity with article 76.

## **7. World of Work Summit**

On Monday, 17 June, the Conference will hold a World of Work Summit in the Assembly Hall of the *Palais des Nations*. The proceedings will be divided into two parts: the first, tentatively scheduled to take place in the morning, will be a high-level panel discussion on the subject of *Restoring confidence: Jobs, growth and social progress*. The Director-General will provide an introductory presentation before the panel, which will then seek to obtain diverse perspectives to help guide ILO action as the Organization works towards its centenary in 2019. The panel will be composed as follows:

- Mr Carlos Lopes, Executive Secretary, UN Economic Commission for Africa;
- Mr Frank Vandenbroucke, Professor of Social Economic Analysis, University of Antwerp, Belgium;
- Mr Daniel Funes de Rioja, Executive Vice-President, International Organisation of Employers (IOE);
- Ms Sharan Burrow, General Secretary, International Trade Union Confederation (ITUC).

The panel will be moderated by professional journalist, Ms Anya Sitaram.

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The second part of the Summit will take the form of a high-level plenary session, with interventions from Heads of State or Government. Further details on this event will be published on the Conference web page ([www.ilo.org/ilc](http://www.ilo.org/ilc)) as they become available. Please note that the timing of the World of Work Summit is subject to change.

## 8. Reports

### Publication of the *Provisional Records*

At its 317th Session, the Governing Body decided to propose to the present session of the Conference, that it defer, on a trial basis and subject to certain derogations of its Standing Orders, the translation and production of the *Provisional Record* of speeches made during the plenary discussion of the reports of the Chairperson of the Governing Body and of the Director-General (agenda item I) until after the Conference. All other interventions in the plenary, including high-level guests and proceedings of the Conference, will continue to be produced in writing in English, French and Spanish as usual.

For speeches made during the plenary discussion of the reports of the Chairperson of the Governing Body and of the Director-General, audio recordings in the original language, as well as any interpretation into English, French and Spanish, will be posted on the Conference website shortly after delivery, along with a copy of each such speech if delivered to the secretariat. In cases where delegates need to exercise their right to reply, the secretariat will provide a written translation into one of the official ILO languages of the particular speech in question upon request.

Subject to the decision of the Conference on this proposal, which will be taken in the opening plenary session, this pilot arrangement will have implications for participants, who will be requested, at least one day before they are scheduled to speak, to send the text of their speeches electronically to [ilcspeeches@ilo.org](mailto:ilcspeeches@ilo.org), or to hand in a printed copy to office A.561 at the *Palais des Nations*, for the use of the interpreters and the Conference Record Service. Delegates are advised to mark “Check against delivery” clearly on the text itself. Alternatively, any paper version of the speech delivered to the secretariat will be scanned for posting on the Conference website. It should be noted that the interpretation of proceedings serves to facilitate communication and does not constitute an authentic or verbatim record of the proceedings. Only the original speech is authentic.

The *Provisional Record* of speeches will be posted on the website on 22 July 2013. Delegates who wish to have corrections made to the printed text of their speeches must communicate these corrections in writing to the International Labour Office (Conference Record Service) by 5 August 2013. The final *Record of Proceedings* will be produced by September as usual.

## 9. Interpretation

Interpretation services at Conference meetings are provided in English, French, Spanish, Arabic, Chinese, German, Russian and, in certain cases, Japanese. Interpretation from Portuguese is also available in tripartite meetings.

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## 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 102nd Session of the International Labour Conference may be accompanied by up to ten advisers.** Effective participation in the work of the Conference and its committees depends on the presence of advisers in the delegations. In order to allow for a full and equal participation of Government and Employer and Worker representatives, in line with the principles of tripartism, there should be no imbalance as between the number of advisers accompanying each of the delegates. Accordingly, the Employers' and Workers' delegates should, as far as possible, have an equal number of advisers, and the number of advisers accompanying each of the Government delegates should not be higher than that number. **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.

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

Governments and employers' and workers' organizations are also asked to bear in mind the resolutions addressing the participation of women in ILO meetings, adopted by the International Labour Conference at its 67th (1981), 78th (1991) and 98th (2009) Sessions.

In view of the continuingly low proportion of women among delegates and advisers, which even decreased recently (26.6 per cent in 2012 against 28.5 per cent in 2009) the Governing Body of the ILO discussed the question concerning the proportion of women and men on Conference delegations at its 316th Session (November 2012) and, among other measures:

- (a) invited the Credentials Committee of the International Labour Conference (ILC) to consider more detailed reporting on the proportion of women and men accredited in Conference delegations, taking into account the views expressed in the discussion by the Governing Body at that session;

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- (b) further invited the Credentials Committee to consider contacts with ILC delegations with consistently low female participation in order to receive information about the reasons and include the results in its report, with a view to improving the situation;
  - (c) requested the Director-General to send letters after every Conference to Members which have not reached a 30 per cent level of participation of women in ILC delegations, and to periodically report to the Governing Body on any obstacles encountered, as well as any measures taken to achieve gender parity.

Governments and employers' and workers' organizations are thus strongly urged to include a higher percentage of women in their delegations to the Conference with a view to achieving gender parity in delegations.

## 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 **Monday, 20 May 2013**. Credentials for additional advisers, who may be accredited as a consequence of the inclusion of an additional item on the agenda by the Governing Body (see above, "Composition of delegations"), can be submitted after that date. The delegations that have already submitted their credentials and do not want to accredit additional advisers do not have to file the credentials again.

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 2013. These codes allow the form for credentials to be downloaded from the Organization's website, and returned electronically to the ILO after completion.

## Representation of non-metropolitan territories

See Appendix II.

## Representation of international non-governmental organizations

See Appendix III. The deadline for applications this year is Thursday, 7 February 2013.

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## 11. Health and safety

The International Labour Office actively seeks to safeguard participants' health and safety during the Conference. Conference participants are requested to report to the secretariat any situation they believe to be a health or safety hazard. For all emergencies, on both the *Palais des Nations* and ILO sites, the emergency telephone number is 112. During the Conference, medical advice and assistance is available from the ILO Health Service Unit and, in addition, full specialist medical services are available in the City of Geneva. The ILO does not provide participants with insurance cover for accident or illness while journeying to or from Geneva or during the period of the Conference. It is therefore essential that all participants ensure that they have adequate insurance coverage in respect of illness and accident before travelling to Geneva.

## 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/ilc](http://www.ilo.org/ilc)) and following the link 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**

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### 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.

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VERY IMPORTANT: Please note that Switzerland 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 20 May 2013.**

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.

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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, 3 and Tuesday, 4 June from 8 a.m. to 6 p.m.**, and as from **Wednesday, 5 June**, daily from **8 a.m. to 5 p.m.**, and Saturdays from 8 a.m. to 1 p.m. 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, 8 April 2013**, to the following address: [ilcrooms@ilo.org](mailto:ilcrooms@ilo.org).

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## 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

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.

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## Appendix I

### Contact details

**ILO website: [www.ilo.org/ilc](http://www.ilo.org/ilc)**

	<b>email address</b>	<b>Fax number</b>	<b>Telephone</b>
<b>Credentials</b>			
By post to: Office of the Legal Adviser ILO CH-1211 Geneva 22	<a href="mailto:credentials@ilo.org">credentials@ilo.org</a>	+ 41 22 799 84 70	
<b>Registration of speakers</b>	<a href="mailto:orateurs@ilo.org">orateurs@ilo.org</a>	+ 41 22 799 89 44	+ 41 22 799 74 76/ + 41 22 799 65 02
<b>Electronic submission of speeches</b>	<a href="mailto:ilcspeeches@ilo.org">ilcspeeches@ilo.org</a>	+ 41 22 799 89 44	
<b>Meeting room reservations</b>	<a href="mailto:ilcrooms@ilo.org">ilcrooms@ilo.org</a>		
<b>Official Relations Branch</b> (for general inquiries)	<a href="mailto:RELOFF@ilo.org">RELOFF@ilo.org</a>	+ 41 22 799 89 44	+ 41 22 799 77 32
<b>Documentation</b>	<a href="mailto:DISTR@ilo.org">DISTR@ilo.org</a>	+ 41 22 799 63 61	+ 41 22 799 80 40

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## Appendix II

### Representation of non-metropolitan territories – Deadline 27 February 2013

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.

Alternatively, in accordance with a Governing Body decision of 1954: 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 such invitations of non-metropolitan territories must reach the Office by **27 February 2013** to be submitted to the Governing Body for approval by its Institutional Section at the 317th Session (March 2013).

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## Appendix III

### Representation of international non-governmental organizations at the International Labour Conference

#### 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,<sup>1</sup> i.e. by 7 February 2013.**

#### 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;<sup>2</sup>
- 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.<sup>3</sup>

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.**

<sup>1</sup> ILC Standing Orders, article 2(4).

<sup>2</sup> In English, French and Spanish, if these versions exist.

<sup>3</sup> 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.

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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 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).