

ILC 102-100

5 February 2013

**Convocation of the 102nd Session of the  
International Labour Conference (June 2013)**

«Politesse»,

It is my pleasure to inform you that, in accordance with the decision taken by the Governing Body of the International Labour Office, the 102nd Session of the International Labour Conference will open on **Wednesday, 5 June 2013**. It will be held in Geneva at the Palais des Nations, and at ILO headquarters, and will end on **Thursday, 20 June 2013**. Please note that **Tuesday, 4 June** will be devoted to preparatory meetings requiring the attendance of the tripartite members of national delegations to the Conference.

--- I enclose a *Conference guide* which includes detailed information on the programme for this session together with other relevant items. Please note that the 317th Session of the Governing Body (March 2013) will consider possible changes with a view to improving the functioning of the Conference, for trial implementation at its 102nd Session; information concerning any decision taken by the Governing Body in this connection will be communicated in due course. Reports for examination in plenary and in technical committees will be sent to you at least two months before the session, to allow their distribution to delegates, including non-government delegates and advisers, in time to enable them to prepare themselves adequately for the work of the Conference. The reports will also be accessible electronically, as is the *guide*, by visiting the ILO website ([www.ilo.org/ilc](http://www.ilo.org/ilc)).

Special attention is drawn to section 10 (Participation) of the *Conference guide*, which deals with the composition of delegations. Accordingly, member States are called upon to ensure that national delegations are fully tripartite and balanced as regards the number of advisers accompanying the respective delegates representing the Government, Employers and Workers. You are also urged to make every effort to achieve a gender balance in delegations.

I should be grateful if you would kindly ensure that the credentials of your country's tripartite delegation are deposited with the Office of the Legal Adviser of the ILO before the deadline of **Monday, 20 May 2013**. The form for credentials of delegations is attached. The accompanying Explanatory note for national delegations, and the Conference guide in its section 10, give detailed instructions on the deposit of credentials. Delegations requiring visas should contact the Swiss consular services directly, as early as possible, in order to obtain the visas required for all persons included in the credentials.

You are encouraged to take careful note of section 11 of the *guide*, which concerns the health and safety of participants during the Conference, and section 12, which, under *Registration on arrival*, gives details of the badges required for access to the Conference premises.

The Official Relations Branch will provide any further information you may require concerning the 102nd Session of the Conference. The contact numbers for this Branch are given in Appendix I to the *Conference guide*.

Yours faithfully,

Guy Ryder  
Director-General