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International
Labour
Office

Conference *Guide*

**103rd Session of the
International Labour Conference**
Geneva, 28 May–12 June 2014

*Information and reports on the application of
Conventions and Recommendations*

*Supplementing the Forced Labour
Convention, 1930 (No. 29)*

*Facilitating transitions from the informal to
the formal economy*

The strategic objective of employment

*Approval of amendments to the
Maritime Labour Convention, 2006*

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Introduction to the Conference

The International Labour Conference is the ILO's highest decision-making body. It meets annually in June, bringing together the tripartite delegations from the Organization's 185 member States. The Conference is composed of a plenary and of technical committees. The plenary sits in the Assembly Hall of the *Palais des Nations*. Naturally, the Conference opens and closes in plenary sitting. During intermediate plenary sittings, all delegates may participate in the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General. The plenary also performs administrative and formal tasks for the Conference and may hold sittings to receive distinguished guests, including Heads of State or Government.

The Conference usually establishes committees to deal with the technical items on its agenda, which this year means items III, IV, V, VI and VII, of which details are given below. These committees meet concurrently, and work through the first and second weeks of the Conference, before finalizing their reports, conclusions or any instruments they may have drafted, which are then presented to the plenary for adoption.

As ILO member States are aware, the Governing Body of the ILO is in the process of reviewing the functioning of the Conference with the aim of reforming it. The decisions taken at the 320th Session of the Governing Body (13–27 March 2014) which affect the 103rd Session of the Conference are reflected in this Conference guide, with some details immediately below. The same session of the Governing Body also decided to place an item relating to the approval of the proposed amendments to the Code of the Maritime Labour Convention, 2006, on the agenda of the 103rd Session (June 2014) of the Conference, should the Special Tripartite Committee which met for this purpose just after the Governing Body, from 7 to 11 April 2014, adopt the proposed amendments. The Committee did indeed adopt amendments, which will therefore go to the Conference for final approval. The Conference will decide on the manner in which it considers these amendments (see the dedicated entry below).

A Conference *Daily Bulletin* will be published throughout the entire duration of the event, giving information on the proceedings, the official Conference programme of meetings, other official events and activities, as well as the list of speakers in plenary.

Reform measures adopted by the Governing Body for trialling at the 103rd Session of the Conference, with a view to moving to a two-week Conference in 2015

- **Side events.** The Governing Body endorsed the general policy to keep side events to a minimum; such events should be initiatives of strong tripartite interest to constituents.
- **Opening sitting of the plenary.** The opening sitting will be kept as short as possible. The Director-General will make his introductory statement during this sitting. The Chairperson of the Governing Body will also briefly introduce her report.¹ Her statement will be followed by opening addresses by the Chairpersons of the Employers' and Workers' groups.
- **World of Work Summit.** This will take place on Monday, 9 June. Further details are given on page 4 below.
- **Technical committees.** The standard-setting committees, the recurrent discussion committee and the Committee on the Application of Standards will have nine working days to complete their work, **from 28 May to 6 June.**
- **Adoption of technical committee reports.** The reports of the technical committees will be submitted directly to plenary for adoption, following their adoption by the officers of the committees on behalf of the committee. The draft report of each technical committee, after approval by the respective reporters and officers, will be posted on the Web on the afternoon of **Sunday, 8 June.** The members of each committee will have 24 hours to submit their corrections to the Office. These corrections will be announced during the adoption in plenary, and included in the final version of the report, which will be posted on the Web shortly after the Conference. The committees' proposed conclusions or instrument will continue to be adopted paragraph by paragraph during discussions in the committees.
- **Transparency, predictability and objectivity.** Every effort will be made to improve communication, in particular regarding tentative plans of work, discussion points, programme changes and voting procedures.

¹The report of the Chairperson of the Governing Body will be accompanied by an appendix containing the Director-General's Implementation report for 2012–13 (ILC.103/1A).

The tentative plans of work of the different committees will be made available in advance.

- **Time management.** Committee and Conference officers will maximize the use of available time through strict time management. Delegates' attention is drawn to the need for punctuality. Sittings will begin at the announced hours.
- **Provisional Record.** The Governing Body endorsed the procedure adopted for the publication of *Provisional Records* as trialled at the 102nd Session (2013). This is explained on page 20 below.
- Further details on measures taken to ensure a more focused and efficient approach are given throughout this guide, and will be explained in detail during the first technical committee sittings.

Proposed Conference programme

Tuesday, 27 May: Group meetings

In order to allow the technical committees to begin their substantive work on the first day of the Conference, group meetings will be held on **the day before the official opening sitting**. In addition to the meetings of the full 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 planning meetings for the groups in each of the technical 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 at the ILO

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

Wednesday, 28 May: Opening sitting

10 a.m. The opening sitting will take place 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 (see page 15) will meet immediately after the opening sitting of the Conference to take decisions concerning arrangements for the Conference.

Wednesday, 28 May–Friday, 6 June: Work of the Committees

2.30 p.m. Committees begin their work on the opening day of the Conference and continue until Friday, 6 June.² This means that committee meetings and the general discussion in plenary will overlap by three days.

Wednesday, 4–Thursday, 12 June: Plenary sittings – Discussion of the Reports of the Chairperson of the Governing Body and of the Director-General

10 a.m. The plenary of the Conference will sit, morning and afternoon, to discuss the Reports of the Chairperson of the Governing Body and of the Director-General. The adoption of reports and resolutions and voting to adopt international labour Conventions and Recommendations prepared by the technical committees will take place on the last three days of the Conference. Please note that a plenary sitting of the Conference may be called at any other time, if necessary.

Monday, 9 June: World of Work Summit “Developing with Jobs – The World of Work in 2014” 10 a.m–12.45 p.m., Assembly Hall of the *Palais des Nations*

The World of Work Summit is a unique opportunity to participate in a stimulating, open, and interactive panel discussion highlighting the opportunities and challenges for employers, trade unions, governments, international organizations and other stakeholders in achieving more and better jobs as part of the development process.

² The drafting committee for the Committee on supplementing the Forced Labour Convention is scheduled to sit on Saturday, 7 June.

Key issues raised in the *ILO World of Work Report 2014* entitled “Developing with jobs”, published to coincide with the Conference, will be discussed, including:

- How can working conditions be improved and exploitation and modern slavery eliminated in the world today?
- What can be done to generate an enabling environment for business that stimulates the creation of decent jobs?
- What works in terms of achieving social protection, economic development and socially inclusive growth at the same time?
- What role can social dialogue play in promoting a “developing with jobs” agenda?

Panel participants will be representative of the tripartite nature of the workplace and of the regional diversity of the International Labour Organization.

Participants include:

- a chairperson or CEO from one of the world’s leading companies;
- a leader from the world trade union movement;
- ministers from a number of regions.

The event will be moderated by a prominent journalist and will include an open floor session. It will commence with a keynote address on “Developing with jobs” by renowned Indian academic Professor Deepak Nayyar. The discussion will be opened by ILO Director-General Guy Ryder.

The Summit will continue with addresses of eminent personalities. Following the closing of the Summit, the discussion of the reports of the Chairperson of the Governing Body and of the Director-General will resume.

Tuesday, 10 June: World Day Against Child Labour

Exceptionally, the Conference will celebrate **World Day Against Child Labour** on Tuesday, 10 June. The annual meeting of the Steering Committee of the International Programme on the Elimination of Child Labour (IPEC) will be held from **1 p.m. to 3 p.m. on Tuesday, 10 June** in Room XVII at the *Palais de Nations*. The discussion will focus particularly on the role of social protection in the fight against child labour. Other activities to mark World Day will be announced in the *Daily Bulletin*.

Thursday, 12 June: Closing ceremony of the 103rd Session of the International Labour Conference

The closing ceremony of the 103rd Session of the International Labour Conference will take place in the Assembly Hall of the *Palais des Nations*.

Agenda of the 103rd Session of the International Labour 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. Supplementing the Forced Labour Convention, 1930 (No. 29), to address implementation gaps to advance prevention, protection and compensation measures, to effectively achieve the elimination of forced labour – *Standard setting, single discussion*³
- V. Facilitating transitions from the informal to the formal economy – *Standard setting, double discussion*⁴
- VI. A recurrent discussion on the strategic objective of employment

³ Under the single discussion procedure, the Conference may adopt an international labour standard at a single session (i.e. in a single year).

⁴ Under the double discussion procedure, the Conference may adopt an international labour standard over two sessions (i.e. over two years).

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- VII. Approval of amendments to the Code of the Maritime Labour Convention, 2006, as adopted by the Special Tripartite Committee established under Article XIII of the Convention.⁵

Election of the Governing Body of the ILO for 2014–17

Monday, 2 June: Election of members of the Governing Body

Article 7(5) of the Constitution of the ILO stipulates that the Governing Body's period of office is three years. As the last elections were held during the 100th Session (2011), elections will be held at the 103rd Session to select the Governments represented in, and the Employer and Worker members of, the Governing Body. The electoral colleges will meet for this purpose on the **afternoon of Monday, 2 June**, one after the other from **2.30 p.m. to 6.30 p.m.**

Article 52 of the Standing Orders of the Conference sets out the voting procedure. Some brief details on the composition of the Governing Body and its electoral procedure follow.

Composition of the Governing Body

The composition of the Governing Body is regulated by article 7 of the Constitution of the ILO and section G of the Standing Orders of the Conference. It consists of 56 Governments (28 regular members and 28 deputy members), 33 Employer members (14 regular members and 19 deputy members), and 33 Worker members (14 regular members and 19 deputy members). Voting for membership takes place in the three groups' electoral colleges, explained below.

Electoral colleges

The Government electoral college, as set out in article 49 of the Standing Orders of the Conference, is composed of the Government delegates of all Members of the Organization, except those from the ten

⁵ Following the decision taken by the 320th Session of the Governing Body (March 2014).

Members of chief industrial importance⁶ (which hold non-elective seats), and from governments that have lost the right to vote. It therefore elects 18 regular and 28 deputy Government members on the basis of geographical distribution.

The Employers' and Workers' electoral colleges consist of the Employers' and Workers' delegates to the Conference, respectively, excluding delegates of States that have lost the right to vote. They elect, by name, 14 persons as regular members and 19 as deputy members of the Governing Body (ILC Standing Orders, article 50).

Overview of the agenda of the Conference

Plenary

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

The Director-General of the International Labour Office will present his Report entitled *Fair migration: Setting an ILO agenda* to the Conference during the opening sitting. It will be accompanied by an *Appendix on the situation of workers of the occupied Arab territories*. The Chairperson of the Governing Body will submit a report to the Conference on the work carried out by the Governing Body from June 2013 to June 2014; the report will be accompanied by an appendix containing the Director-General's Implementation report for 2012–13 (ILC.103/1A).

Committees

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 31 December 2013 and to consider such other financial and administrative matters as the Governing Body may decide to bring to its attention.

⁶ Brazil, China, France, Germany, India, Italy, Japan, Russian Federation, United Kingdom and United States.

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 submits a report on its work to the Conference.

The Committee on the Application of Conventions and Recommendations 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*. This report consists of two volumes, both submitted to the Conference. A first volume (ILC.103/III/1A) includes, in particular, the observations on the application of ratified Conventions. The second volume (ILC.103/III/1B) contains the General Survey of reports under articles 19 and 22. The General Survey submitted to this session will deal with the following Convention and Recommendation: the Minimum Wage Fixing Convention, 1970 (No. 131), and the Minimum Wage Fixing Recommendation, 1970 (No. 135). This General Survey and its discussion by the Committee on the Application of Conventions and Recommendations will contribute to the recurrent discussion on the strategic objective of social protection (labour protection) placed by the Governing Body on the agenda of the 104th Session (2015) of the Conference, under the follow-up to the 2008 ILO Declaration on Social Justice for a Fair Globalization.

IV. Supplementing the Forced Labour Convention, 1930 (No. 29), to address implementation gaps to advance prevention, protection and compensation measures, to effectively achieve the elimination of forced labour – *Standard setting, single discussion*

According to the most recent ILO estimates, at least 20.9 million people are victims of forced labour globally. The conclusions adopted by the Tripartite Meeting of Experts on Forced Labour and Trafficking for Labour Exploitation (11–15 February 2013) considered that despite the broad reach of Convention No. 29, and the measures taken by member States, there was “an added value in the adoption of supplementary measures to address the significant implementation gaps remaining in order to effectively eradicate

forced labour in all its forms” (paragraph 26). The experts reached consensus that these gaps “should be addressed through standard setting to advance prevention, protection and compensation measures” (paragraph 27).

At its 317th Session (March 2013), the Governing Body decided to place a standard-setting item on the agenda of the 103rd Session (2014) of the Conference with a view to supplementing Convention No. 29, to address implementation gaps to advance prevention, protection and compensation measures, to effectively achieve the elimination of forced labour. The Governing Body also approved a programme of reduced intervals for this item, to allow the Conference to deal with it at this session.

Accordingly, the Conference will consider the possible adoption of an instrument, or instruments, 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 (summary) report, *Strengthening action to end forced labour* (ILC.103/IV/1), sent out to all member States in August 2013, contains a statement of law and practice with regard to the elimination of forced labour 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 (final) report, despatched in March 2014, consists of two volumes: Conference report IV(2A) (ILC.103/IV/2A) includes summaries of replies received from governments, employers’ and workers’ organizations, and the Office commentary; and Conference report IV(2B) (ILC.103/IV/2B) contains the draft text of the proposed Protocol and Recommendation to be submitted for discussion.

V. Facilitating transitions from the informal to the formal economy – *Standard setting, double discussion*

The informal economy is significantly impacting the world of work, with as much as 40–80 per cent of the labour force in developing countries working within it. Increasingly, transition to formality has emerged as a priority policy agenda in developed and developing countries, and new policy initiatives and approaches are taken in different regions that facilitate this transition through multiple pathways.

At its 317th Session (March 2013) the Governing Body decided to place a standard-setting item on the agenda of the 103rd Session (June 2014) of the Conference on facilitating transitions from the informal to the formal

economy, under the double discussion procedure, which means that this item will be dealt with at the current session and at the 104th Session of the Conference (2015).

This standard-setting item builds on the conclusions concerning decent work and the informal economy, adopted by the Conference in 2002, the outcome of the ILO Tripartite Interregional Symposium on the Informal Economy (2007) and the 2012 Conference conclusions concerning the recurrent discussion on fundamental principles and rights at work, which called for the convening of a meeting of experts on advancing fundamental principles and rights at work in the informal economy.

At its 317th Session, the Governing Body decided to convene a Tripartite Meeting of Experts on Facilitating Transitions from the Informal Economy to the Formal Economy, to provide guidance on the nature and content of the proposed instrument, in particular concerning innovative solutions and up-to-date experience (legal, policy, institutional, governance and other interventions) which have proved successful in supporting the transition from informality to formality. The Tripartite Meeting of Experts took place in Geneva from 16 to 20 September 2013. Its report, including the Chairperson's summary, was submitted to the 319th Session of the Governing Body as a Supplementary Report of the Director-General (GB.319/INS/14/6).

The law and practice report prepared by the Office, *Transitioning from the informal to the formal economy* (ILC.103/V/1), sent out to all member States in August 2013, provides an overview of the informal economy, its impact on the attainment of decent work for all workers and employers and the ILO's approach to the transition to formality, as set out in the 2002 conclusions. It covers the regulatory environment relating to the informal economy at national and international levels, with examples of existing laws and practice from different regions, legal systems, traditions and circumstances adopted by ILO constituents to move progressively to the formal economy. Finally, it examines the need for an integrated policy framework, encompassing the ILO's four strategic objectives (fundamental principles and rights at work, employment, social protection and social dialogue) adapted to the national context of each member State for a progressive transition to the formal economy and decent work. The report is accompanied by a questionnaire, as provided for in article 39 of the Standing Orders of the Conference, which has been drawn up with a view to preparing a Recommendation on facilitating transitions from the informal to the formal economy.

The second report (ILC.103/V/2), recently despatched to member States, is based on the replies received to the questionnaire, summarized and commented on in the report. It contains a set of proposed draft conclusions, prepared on the basis of these replies, which are intended to serve as a basis for discussion by the Conference during this session.

VI. A recurrent discussion on the strategic objective of employment

At its 97th Session (2008), the Conference adopted the ILO Declaration on Social Justice for a Fair Globalization, calling all Members of the Organization to pursue policies based on the strategic objectives – employment, social protection, social dialogue, and fundamental principles and rights at work. The follow-up to the Declaration introduced a scheme of recurrent discussions by the International Labour Conference, covering each of the four strategic objectives in turn, in order to “understand better the diverse realities and needs of [ILO] Members with respect to each of the strategic objectives, respond more effectively to them, using all the means of action at [the ILO’s] disposal, including standards-related action, technical cooperation, and the technical and research capacity of the Office, and adjust its priorities and programmes of action accordingly” (Part II(B)(i)). The discussion on the strategic objective of employment in 2010 inaugurated the first seven-year cycle of recurrent discussions. A first round of all four strategic objectives concluded in 2013; a second discussion of the strategic objective of employment will take place this year.

Consequently the report, entitled *Employment policies for sustainable recovery and development* (ILC.103/VI), prepared by the Office in line with the guidance provided at the 317th Session (March 2013) of the Governing Body, which was sent out to member States in early 2014, analyses current employment challenges in diverse regional and national contexts and their implications for effective responses and employment policy. It discusses the impact of the continuing economic and financial crisis, and weak and uneven recovery, on employment and labour markets in different regions and for different groups, especially young people and women. It examines policy responses to the crisis and their effectiveness beyond the crisis, analysing six global and structural trends and drivers of change that carry profound implications for employment policy: globalization and technological transition; income inequality; climate change, the new demographic context; skills mismatches; and gender gaps.

The report also provides a succinct review of action by the Organization and its Members to promote employment. It presents measures taken by the Office to implement the 2010 recurrent discussion conclusions, placing emphasis on the inseparable, interrelated and mutually supportive nature of the four strategic objectives of the ILO.

In its approach to the challenging and evolving environment, the report takes account of the new priorities introduced by the ILO's internal reform, reviewing possible ways to address the employment challenges faced by ILO constituents in specific contexts. It contains a set of suggested points for discussion.

VII. Approval of amendments to the Code of the Maritime Labour Convention, 2006, as adopted by the Special Tripartite Committee established under Article XIII of the Convention

The Maritime Labour Convention, 2006 (MLC, 2006), which entered into force on 20 August 2013, provides in Article XIII for the establishment of a Special Tripartite Committee to keep the working of the Convention under continuous review. Under Article XV of the MLC, 2006, the Committee may also consider and adopt amendments to the Code of the Convention that have been proposed in accordance with the Convention. This more rapid amendment procedure applies only to the amendment of the details in the Convention set out in the Standards in Part A of the Code and the Guidelines in Part B of the Code (including their appendices). The process was developed to allow the Convention to respond to changes and important needs in the sector.

The Special Tripartite Committee was established by a Governing Body decision in June 2013 and its first meeting was scheduled for April 2014⁷ to consider, among other matters, proposed amendments to the Code of the Convention that had been jointly submitted by the groups of Shipowners' and Seafarers' representatives appointed to the Special Tripartite Committee. In accordance with Article XV of the MLC, 2006, the Director-General communicated the proposals to all Members of the Organization with an invitation to submit comments or suggestions on the amendments within a six-month period. It met from 7 to 11 April 2014 and adopted amendments to the Code relating to Regulations 2.5 and 4.2 of the MLC,

⁷ GB.318/PV, para. 84 and GB.319/PV, para. 584.

2006, by a vote in favour by the required majority of at least two-thirds.⁸ The amendments are intended to better address the specific problems faced in cases of abandonment of seafarers and to elaborate on the existing requirement in the MLC, 2006 for shipowners to provide financial security with respect to compensation in the event of death or long term disability of a seafarer due to occupational injury, illness or hazard. The amendments are based on the outcome of meetings held between 1999 and 2009 by the Joint IMO/ILO Ad Hoc Expert Working Group on Liability and Compensation Regarding Claims for Death, Personal Injury and Abandonment of Seafarers. Pursuant to article 17 of the Standing Orders of the Special Tripartite Committee, the amendments to the Code, accompanied by a commentary, including an important implementation-related resolution, moved and adopted by the Committee in conjunction with the amendments, were communicated by the Chairperson of the Committee to the Governing Body for transmittal to the International Labour Conference which may approve them or refer them back to the Committee for further consideration. Under Article XV, paragraph 5, of the MLC, 2006, such approval requires a majority of two-thirds of the votes cast by the delegates present. As the Conference decision is limited to approving the amendments or referring them back to the Special Tripartite Committee, no provision has been made for setting up a separate Conference Committee. If a debate is needed prior to the vote in plenary, the Conference might decide that it should take place in the Selection Committee.

If amendments are approved by the Conference, they will (under the Article XV procedure) be notified to Members whose ratification of the MLC, 2006 was registered prior to the date of the Conference's approval. These Members will have a period of two years from that notification (unless the Conference decides upon a different period) to express a formal disagreement to the amendments. The Convention as amended will enter into force six months after the end of that period unless more than 40 per cent of ratifying Members, representing not less than 40 per cent of world gross tonnage, have formally expressed their disagreement with the amendments. A ratifying Member that expresses its formal disagreement within the prescribed period will not be bound by the amendments.

⁸ See Article XV, paragraph 4 of the MLC, 2006.

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, articles 5(2) and 26bis);
- considering complaints of non-observance of article 13(2)(a), of the Constitution (payment of expenses of tripartite delegations) or concerning delegates or advisers prevented from attending the Conference (ILC Standing Orders, articles 5(2) and 26ter);
- monitoring of any situation with regard to the observance of the provisions of article 3 or article 13(2)(a) of the Constitution, about which the Conference has requested a report (ILC Standing Orders, articles 5(2) and 26quater); and
- determining the quorum required for the validity of votes taken by the Conference (ILC Standing Orders, article 20(1)).

Participation

Composition of delegations

Member States' 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 technical item on the Conference agenda (Constitution, article 3(2)). At the 103rd Session, there are now, since the Governing Body decision to include an item concerning approval of amendments to the MLC, 2006, **five such items on the agenda, items III, IV, V, VI and VII. Therefore, each Government, Employers' and Workers' delegate to the 103rd 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 line with the principles of tripartism, the number of advisers accompanying each of the delegates should be balanced. **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 they remain so throughout the duration of the Conference, in particular for the purpose of voting, which takes place on the last days of the session. Delegates must be able to act in full independence of one another. The non-government delegates must be chosen in agreement with the most representative organizations of employers and workers, respectively, in their respective countries, if such organizations exist (Constitution, article 3(5)).

Constituents are asked to remember that the success of the discussions depends on the technical competencies of participants and their ability to foster consensus.

Gender parity

Governments and employers' and workers' organizations are 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. As the proportion of

women among delegates and advisers remains low, the Governing Body of the ILO discussed this issue at its 316th Session (November 2012) and decided, among other measures, to request the Director-General to send letters after every Conference to Members which had not reached a 30 per cent level of participation of women in International Labour Conference delegations, and to report periodically to the Governing Body on any obstacles encountered, as well as any measures taken to achieve gender parity.

Such letters were sent out to the member States concerned following the last session of the International Labour Conference (2013). Governments and employers' and workers' organizations are 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(1) of the Standing Orders of the Conference. The time limit for the deposit of the credentials of all delegates and advisers is therefore **Monday, 12 May 2014**.

The revised form for the submission of credentials, available at http://www.ilo.org/ilc/ILCSessions/103/WCMS_235086/lang--en/index.htm, is accompanied by a revised Explanatory note for national delegations on the deposit of credentials, giving details on the various categories of participants at the Conference, and the roles that they play. This document can be found at: http://www.ilo.org/ilc/ILCSessions/103/WCMS_213289/lang--en/index.htm. Contact details are given both in the Explanatory note and in the table at the end of this document.

The form for the submission of credentials is also available online. Access codes were sent to permanent missions of member States in Geneva in early 2014. The codes allow the form to be completed online and submitted through the Organization's website. The electronic submission is validated by sending a printed copy of the form signed by the authorized representative of the government to the International Labour Office. The use of the online credentials form is strongly encouraged as it speeds up the processing of the credentials and reduces the risk of clerical errors in the transcription of the credentials.

Representation of non-metropolitan territories

The closing date for requests for invitations of non-metropolitan territories was Wednesday, 26 February 2014, in order to allow the Governing Body time to approve these requests.

Representation of international non-governmental organizations

For information on participation at the International Labour Conference by international non-governmental organizations, please visit the ILO web page on engaging civil society at: www.ilo.org/pardev/civil-society/lang--en/index.htm, which gives full information on the conditions to be met.

The deadline for applications by international non-governmental organizations to be represented at the 103rd Session of the Conference was Thursday, 13 February 2014.

Speaking in plenary

Delegates are reminded that, in order to have the right to speak in plenary, they must be accredited either as regular delegates or as “advisers and substitute delegates”, acting on behalf of regular delegates. Delegates accredited as “advisers” are normally not entitled to speak in the plenary. Please see the Explanatory note for more details.

Registration to speak in plenary is now possible by email, fax or telephone (see section – Contact details). It may also be done during the Conference, as early as possible, at the registration of speakers office. The list of speakers closes on **Wednesday, 4 June, at 6 p.m.**, subject to the decision of the Selection Committee. Please note that this concerns registration only for those wishing to take the floor in plenary in the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General.

Time limit for speeches

To allow as many speakers as possible to take the floor during the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General, 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 that allows 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.

Interpretation

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

Advance registration in committees

The membership of the technical committees set up to deal with agenda items III, IV, V and VI is determined by the groups, subject to approval by the Conference of the initial composition of these committees. Delegates wishing to be a member of a committee must therefore register with their respective group.

This year, in order to facilitate the work of the Conference and group secretariats, delegates who intend to participate in committees are asked to complete registration forms in advance and send them to the International Labour Office. The registration forms are available for download on the ILO Conference website. It will also be possible to register for committees during the Conference.

The completed forms should be sent to the following ILO departments (contact details at the end of this document):

Governments: Official Relations and Meetings Branch (RELOFF)

Employers: Bureau for Employers' Activities (ACT/EMP)

Workers: Bureau for Workers' Activities (ACTRAV)

Please note that committee membership will be effective only once:

- the Office has received official credentials from the government accrediting the person concerned as regular delegate, adviser, or person designated in accordance with article 2(3)(i) of the Standing Orders of the Conference; and

-
- the registration request is endorsed by the group concerned and the initial committee composition approved by the Conference.

Reports

Publication of the *Provisional Records*

At its 317th Session, the Governing Body decided to 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 102nd Session (2013) of the International Labour Conference. All other interventions in the plenary, including high-level guests and proceedings of the Conference, continued to be produced in writing in English, French and Spanish.

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, were 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 needed to exercise their right to reply, the secretariat provided a written translation into one of the official ILO languages of the particular speech in question upon request.

At its 319th Session, the Governing Body welcomed the changes made to the publication of the *Provisional Record* process. Therefore, the same procedure will be in place this year. This 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, 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. Speeches delivered to the secretariat will be posted 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 in mid-July 2014. 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 the end of July 2014. The final *Record of Proceedings* will be produced by September as usual.

The three groups will be informed of the precise date of web posting.

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 Conference.

These texts can be consulted on the ILO website: www.ilo.org/ilc. They may also be obtained in Geneva at the document distribution service.

The submission of draft resolutions on items which are not included on the Conference agenda will be addressed at the 103rd 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.

Practical arrangements

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, 26 and Tuesday, 27 May from 8 a.m. to 6 p.m.**, and as from **Wednesday, 28 May**, 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 a valid identity document, containing a photograph, to gain access to the *Palais des Nations* complex. Badges must be worn visibly at all times.

Systematic checks of both badge and identity document will be made at the *Palais des Nations* entrance. If a valid identity document is not shown, the participant will not be allowed entry into the complex.

Shuttle buses between the ILO and the *Palais des Nations*

A shuttle bus service will circulate at frequent intervals daily between the ILO and the *Palais des Nations*.

N.B.: Participants are reminded that in order to enter the *Palais des Nations* precinct, they will be required to present their **Conference badge as well as an identity document bearing a photograph**. Otherwise they will be unable to pass through the entry gate either on foot or by car.

Delegates with disabilities

The Conference premises are generally accessible to persons with disabilities. For further information please contact the RELOFF Meetings Management Unit (email: MEETINGS-SERVICES@ilo.org; telephone: +41 22 799 6767).

Accommodation for delegations in Geneva

June is a busy month in Geneva so delegations are encouraged to make reservations well in advance. The International Labour Office does not have a hotel reservation service, therefore delegations to the Conference should request their permanent diplomatic missions in Geneva, or where applicable, in Bern, to make the necessary reservations with hotels in the Geneva area. Reservations may also be made through the:

Delegates Welcome Service
Centre d'Accueil – Genève Internationale (CAGI)
La Pastorale – 106, route de Ferney
CH-1202 Genève
Telephone: +41 22 546 23 00
Email: delegates.cagi@etat.ge.ch
Website: www.cagi.ch

Office du tourisme de Genève
18, rue du Mont Blanc
Case postale 1602
CH-1211 Genève 1
Telephone: +41 22 909 70 00
Fax: +41 22 909 70 11
Website: www.geneve-tourisme.ch/en/home/

Entry visas for Switzerland (and France)

Nationals of many ILO member States require visas to enter and remain in Switzerland for the period of the Conference. Please note that Switzerland applies the **European Schengen regulations** concerning the issuance of visas.

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.

If the delegate's country of residence does not have a Swiss consulate/embassy, he/she will either have to:

- (a) submit the visa request in another country where the competent representation is located; or
- (b) submit the visa request to the diplomatic or consular entity of a Schengen State. Switzerland has signed agreements with certain countries where it is not represented, allowing that country to issue visas.

Additional information may be found at the following web address:
www.bfm.admin.ch//content/bfm/en/home/themen/einreise.html.

The Schengen 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 governments of member States are solely responsible for ensuring that all delegates included in their delegation's official credentials obtain necessary entry visas for Switzerland.

Please keep the following in mind:

- **The time for processing visa requests** may vary from case to case. Delegations are strongly encouraged to take the necessary steps for visa application well in advance so that the visa can be issued in a timely manner.
- The following documents must be submitted by each member of the delegation:
 - 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, for example, a *Note verbale* from the Government duly initialled together with an authorization to undertake 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 adequate travel insurance.
- On 11 October 2011 the Schengen member States introduced the Visa Information System (VIS) which is used to store biometric data (ten fingerprints and facial image) of the Schengen visa applicant. All Swiss embassies and consulates are gradually being connected to the VIS system. It is necessary for the visa applicant to make an appointment with the Swiss embassy/consulate in his/her country of residence and present him/herself in person to submit and register his/her biometric data. This data remains valid in the VIS system for a period of five years. A document in several languages explaining the implementation of the VIS system, registration of biometric data and the rollout timetable for Swiss embassies/consulates connected to the VIS system

is available at the following web address: www.bfm.admin.ch/content/bfm/en/home/themen/einreise/einfuehrung_vis.html.

Office intervention

The International Labour Office can only intervene with Swiss authorities if a **visa request is not granted** by them. Such interventions can be made only on behalf of the following categories of participants: delegates, advisers, and persons designated in accordance with article 2(3)(i) of the Standing Orders of the Conference. For all other participants (“other persons attending the Conference” and “support staff for 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 listed above, their credentials must have been received in Geneva **by Monday, 12 May 2014**.

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 above categories of participants, 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.

Meeting room reservations

Participants wishing to reserve rooms for the purpose of bilateral, multilateral or group meetings on matters related to ILC business may do so in advance by email to the following address: ilcrooms@ilo.org. During the Conference, participants may contact the office of the Programme of the Conference, Room C.314 at the *Palais* **before 5 p.m.** (Saturday: **before 3 p.m.**)

Address for correspondence

Letters for members of delegations may be addressed as follows:

(Name of delegate)
Delegation of (name of country)
International Labour Conference
1211 Geneva 22
Switzerland

Faxes sent to the ILO ([+41 22] 798 8685) should clearly indicate the national delegation. Faxes may also be sent to the PTT office of the *Palais*, ([+41 22] 740 0507).

Bank

Palais: Building C, ground floor. 8.30 a.m.–4.30 p.m.

ILO: R3 north. 9 a.m.–12.30 p.m. and 2 p.m.–5 p.m.

Bus passes

On arrival at Geneva International Airport, participants can obtain a free public transport ticket from a distribution machine in the baggage pick-up hall. This ticket is valid for the Geneva Public Transport (TPG) system for a period of 80 minutes.

All participants staying at hotels in Geneva can benefit from a free Geneva transport card. The personal, non-transferable card is issued on registration at the hotel, and entitles its holder to the use of the entire TPG network without restriction (bus, tram and shuttle boat). It is valid for the duration of the stay in Geneva, including the day of departure.

For those participants not staying at hotels in Geneva, bus cards may be purchased from the newsagents in both the *Palais* and the ILO, and from newsagents and TPG kiosks in Geneva. TPG website: www.tpg.ch.

Calling the ILO from the *Palais*

Dial 63, followed by the extension number (four digits). For extension inquiries, dial 63, then 6111 to speak to the ILO operator.

Calling the *Palais* from the ILO

Dial 2, followed by the extension number (five digits). For extension inquiries, dial 2, then 71234 to speak to the *Palais des Nations* operator.

Delegation boxes

Every delegation is allotted a box (pigeon hole) near the Distribution Service in which mail, messages, invitations, documents, etc., are placed. Delegates should look in their boxes at least twice a day. Material intended for these boxes must be routed through the Distribution Service.

Duty-free facilities

The Information Desk of the Conference will process authorizations for access by delegates to the Duty-Free Shop (27 avenue de France), and will issue temporary duty-free petrol authorizations to delegates entitled to them.

Lost property

Lost property should be handed in to, and claimed from, the UN security staff. At the ILO, contact the Control Centre (R3-14 north) by dialling 8014 or 8015 (internal), 022 799 8015 (external).

Medical assistance

For all emergencies on both Conference sites call 112 from a landline.

The ILO Medical Service is open on the 5th floor (south) of the ILO building from Monday to Friday, from 8 a.m. to 6 p.m.

An emergency service will also be in place at the *Palais des Nations*. Details will be published in the *Daily Bulletin*.

Newsagents

Palais: Building C, ground floor. 8 a.m.–5:30 p.m.

ILO: R2 south. 8 a.m.–5 p.m.

Travel and tourist facilities

Palais: *Carlson Wagonlit Travel*, Building A, ground floor.
Monday to Friday, 9.15 a.m.–4.30 p.m.

ILO: *Carlson Wagonlit Travel*, R2 south,
Monday to Friday, 9 a.m.–5 p.m. Tel: 022 799 7540

Palais des Nations visitors' service

The United Nations visitors' service offers guided tours of the *Palais des Nations* daily from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. Tel: 022 917 4896. Entrance: Pregny Gate, 14 av. de la Paix. Website: www.unog.ch.

Post office

Palais: Building C, ground floor. 8 a.m. to 5 p.m.

ILO: R2 north. 10 a.m.–11.30 a.m. and 12.30 p.m.–4.30 p.m.

Restaurants

Palais: Cafeteria, Building A, ground floor
Delegates' Lounge – Swiss Lounge, Building A, 3rd floor
Delegates' Restaurant, Building A, 8th floor
Bar de la Presse, Building C, ground floor
Bar Serpent, Building E, 1st floor

ILO: Cafeteria, R2 north
Coffee bars located on R2 north and R3 south
Restaurant, R2 north. To reserve, dial 8154 (internal) or
022 799 8154 (external).

Taxis

Dial 022 331 4133 or reserve online at www.taxi-phone.ch .

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 must follow the instructions 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.

WiFi

- Palais:* A number of WiFi zones have been established between doors 13 and 15, between rooms XIX and XX, in rooms XVI, XVII, XVIII, XIX and in the Assembly Hall.
- ILO:* There are WiFi zones on R2 and R3 south, and in the Reading Room of the ILO Library.

Contact details

ILO website: www.ilo.org/ilc

International Labour Office, Route des Morillons 4, 1211 Geneva 22, Switzerland

Department	Telephone	Email	Fax
Official Relations and Meetings Branch	+41 22 799 77 32	reloff@ilo.org	+41 22 799 89 44
Credentials	+41 22 799 65 69	credentials@ilo.org	+41 22 799 84 70
By post to: Office of the Legal Adviser ILO 1211 Geneva 22			
Registration of speakers	+41 22 799 74 76 +41 22 799 65 02	orateurs@ilo.org	+41 22 799 89 44
Meeting room reservations		ilcrooms@ilo.org	
Documentation	+41 22 799 80 40	distr@ilo.org	+41 22 799 63 61

For registration in Committees (see section on page 19):

	Email	Fax
Governments	reloff-conf@ilo.org	+41 22 799 89 44
Employers	actemp-conf@ilo.org	+41 22 799 89 48
Workers	actrav-conf@ilo.org	+41 22 799 65 70

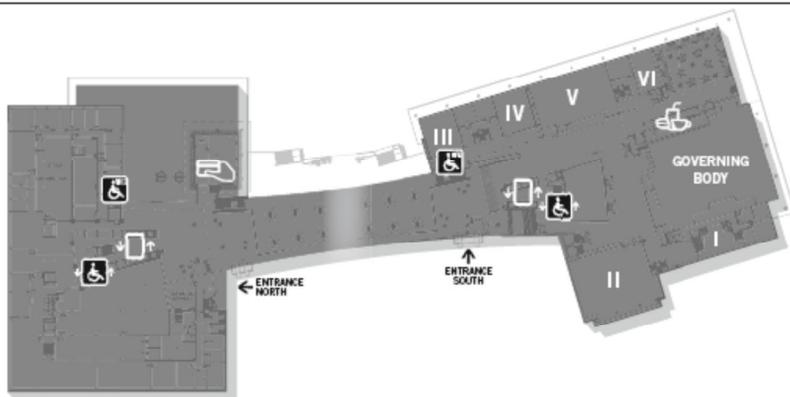
Floor Plan of the ILO



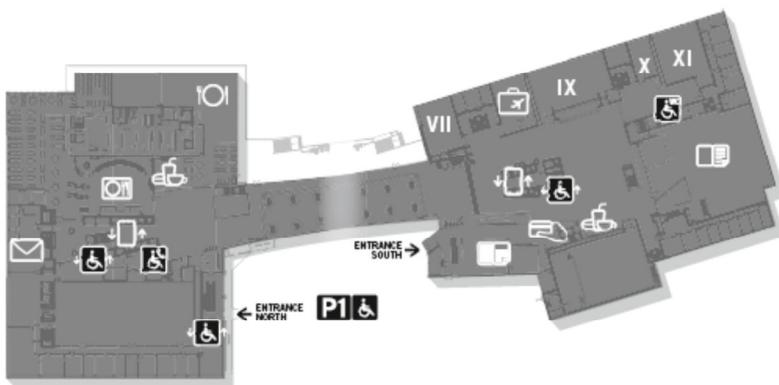
NORTH

SOUTH

Level R3



Level R2



*Information and reports on the application of
Conventions and Recommendations*

*Supplementing the Forced Labour
Convention, 1930 (No. 29)*

*Facilitating transitions from the informal to
the formal economy*

The str

This document is printed in limited numbers to minimize the environmental impact of the ILO's activities and contribute to climate neutrality. Delegates and observers are kindly requested to bring their copies to meetings and to avoid asking for additional ones. All ILC documents are available online at www.ilo.org.

*Approval of amendments to the
Maritime Labour Convention, 2006*