

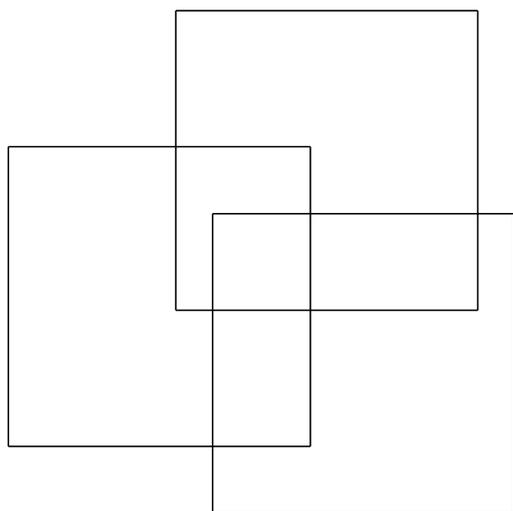


International
Labour
Office
Geneva

104th Session of the International Labour Conference

Advance information

Building a future with decent work



Palais des Nations and ILO headquarters
Geneva, 1 to 13 June 2015

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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*. 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 and VI, of which details are given below. These committees thus meet concurrently, and work throughout the Conference, before finalizing their reports, conclusions or any instruments they may have drafted, which are then returned to the plenary for adoption.

As ILO member States are aware, the Governing Body of the ILO is continuing its review of the functioning of the Conference and reforming it. Some reforms were trialled at the 103rd Session of the Conference (2014), and have been retained in 2015, while certain decisions which may affect the 104th Session of the Conference, or confirm information given here, will be taken at the 323rd Session of the Governing Body, to be held from 12 to 27 March 2015. This document therefore includes general and advance information on the Conference that is correct at the time of printing. **A Conference guide containing further and updated details, clearly noting any changes in scheduling, will be published after the March Governing Body session.**

Proposed Conference programme

Sunday, 31 May and Monday, 1 June: Group meetings

In order to allow the technical committees to begin their substantive work on the first day of the Conference, at the request of the social partners provision has been made for the holding of preparatory group meetings on **Sunday 31 May** and in the **morning of Monday 1 June**, prior to the 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.**

Monday, 1 June: Opening sitting

The opening sitting is scheduled to take place at 11 a.m. in the Assembly Hall of the *Palais des Nations* in the morning. 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 7) will meet immediately after the opening sitting of the Conference to take decisions concerning arrangements for the Conference.

As has been done previously at the opening sittings of the Conference, the Officers will propose the suspension of certain provisions of the Standing Orders in order to accommodate the various changes to the format of the Conference which are being trialled with a view to improving its functioning. Article 76 of the Standing Orders provides that suspensions cannot be adopted until the sitting following that at which they are proposed. At previous sessions of the Conference, this has obliged the President to explain each proposed suspension and its rationale and then to close the first sitting and after a short break call to order a second sitting, in order to adopt the proposed suspensions. To improve time management, at its 322nd Session (November 2014), the Governing Body examined the possibility of presenting the proposed suspensions in a *Provisional Record* to be published before the opening of the Conference, to allow them to be adopted without further explanation and without a break. There was strong support for trialling this solution at the 104th Session of the Conference, which will subsequently require an amendment to article 76 of the *Standing Orders of the International Labour Conference* to be made permanent, if it proves a useful reform measure.

Monday, 1– Wednesday, 10 June: Work of the Committees

Committees begin their work on the opening day of the Conference and continue until Wednesday, 10 June. This means that committee meetings and the general discussion in plenary will overlap on five days (no plenary sitting is programmed for Saturday, 6 June, when the committees have sittings provided for).

As part of the final plan of work for the 104th Session of the Conference on which the Governing Body may decide, at its 323rd Session (March 2015), the adoption of the reports of the three technical committees established to consider items placed on the agenda by the Conference or by the Governing Body (agenda items IV, V and VI), will occur in plenary. In such a scenario, the reports of these three committees are to be posted on the web on **Thursday, 11 June**. The reports of the Committee on Small and Medium-sized Enterprises and the Committee on Transition from the Informal to the Formal Economy are scheduled for adoption in plenary on **Friday, 12 June**, while the report of the Committee for the Recurrent Discussion on the Strategic Objective of Social Protection is scheduled for **Saturday, 13 June**, as is the adoption of the report of the Committee on the Application of Standards.

Under this proposed timetable, votes on the draft Recommendation expected to be produced by the Committee on Transition from the Informal to the Formal Economy and on the proposed programme and budget of the ILO for the 2016–17 biennium will be held on **Friday, 12 June**.

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

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 World of Work Summit is scheduled to take place in plenary on **Thursday, 11 June**. Please note that a plenary sitting of the Conference may be called at any other time, if necessary.

Saturday, 13 June: Closing ceremony

The closing ceremony will take place at the end of the morning of the last Saturday in the Assembly Hall of the *Palais des Nations*.

Agenda of the 104th 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 proposals for 2016–17 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. Small and medium-sized enterprises and decent and productive employment creation – *general discussion*
- V. Facilitating transition from the informal to the formal economy – *Standard setting, second discussion under the double discussion procedure*¹
- VI. A recurrent discussion on the strategic objective of social protection (labour protection), under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008

¹ Under the double discussion procedure, the Conference may adopt an international labour standard over two sessions (i.e. over two years). The first discussion on this item was held at the 103rd Session of the Conference (2014).

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 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 2014 to June 2015.

Committees

II. Programme and Budget proposals for 2016–17 and other questions 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 2016–17 biennium, to consider and adopt the financial statements for the year ended 31 December 2014, 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 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.104/III/1A) includes, in particular, the observations on the application of ratified Conventions. The second volume (ILC.104/III/1B) contains the General Survey of reports under articles 19 and 22 of the Constitution. The General Survey submitted to this session will deal with the following Conventions and Recommendation: the Right of Association (Agriculture) Convention, 1921 (No. 11), the Rural Workers' Organisations Convention, 1975 (No. 141), and the Rural Workers' Organisations Recommendation, 1975 (No. 149).

IV. Small and medium-sized enterprises and decent and productive employment creation – *general discussion*

At its 319th Session (October 2013), the Governing Body placed an item on “small and medium-sized enterprises and decent and productive employment creation” on the agenda of the present session of the International Labour Conference for general discussion.

The promotion of small and medium-sized enterprises (SMEs) is a key area of intervention for the ILO, given the very large number of people employed by SMEs. The Organization’s advisory services on SME policies are in high demand among ILO member States, a demand that has increased in recent years as a result of the major employment challenges facing many developed and developing countries. A considerable number of international agencies are working to promote SMEs, however the ILO is seen as central because of its focus on both the quantitative and qualitative aspects of employment creation and because its constituents are the real actors in the world of work.

The report prepared by the Office as a basis for the general discussion (ILC.104/IV) contains up-to-date information on the important role played by SMEs in generating employment and economic growth, as well as key constraints faced by enterprises and their workers; it also reviews the effectiveness of support measures for the enterprise segment which, given its great diversity, requires differentiated analyses and policy responses.

The three most important constraints to SME growth identified by business people in the segment are: access to finance; access to electricity; and competition from the informal sector. The report examines the relevance and effectiveness of the most important types of SME policies and the ways in which they contribute to ILO priorities. It addresses the following issues: access to finance; entrepreneurship training; establishing an enabling environment for enterprises; formalization of enterprises, promoting SME productivity; improving working conditions; and value chain interventions. It summarizes both the available global evidence as well as the results of ILO intervention in each area. Finally, it provides an overview of the latest trends in SME policies.

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

At its 104th Session, the International Labour Conference will hold the second discussion of the standard setting item on facilitating transition from the informal to the formal economy, with a view to the adoption of a Recommendation.

In preparation for the double discussion and in accordance with article 39 paragraph 1 of the Standing Orders of the Conference, the Office prepared a preliminary report (ILC.103/V/1) setting out the law and practice in the different countries, and containing a questionnaire, which was communicated to governments in August 2013. Based on the replies received, the Office prepared a second report on the item (ILC.103/V/2), which was then communicated to governments in advance of the first discussion. These two reports provided the basis for that discussion by the Conference at its 103rd Session (2014). On conclusion of the first discussion, the Conference adopted a

resolution to place an item entitled “Facilitating transitions from the informal to the formal economy” on the agenda of its next ordinary session for *second discussion* with a view to the adoption of a Recommendation.

In the light of this resolution and in conformity with article 39, paragraph 6, of the Standing Orders of the Conference, the Office prepared a further report (*The transition from the informal to the formal economy* (ILC.104/V/1)), which included the text of a proposed Recommendation. This was communicated to governments in September 2014, with the request that they provide the Office, after consulting the most representative employers’ and workers’ organizations, with any proposals for amendments to, or comments on, the text.

For the second discussion to be held at the present session, the Committee will have before it a report (ILC.104/V/2A) containing the essence of the replies received from governments and from employers’ and workers’ organizations. It will also have before it the draft text of the proposed Recommendation (ILC.104/V/2B). This draft will be the focus of the Committee’s discussions.

VI. A recurrent discussion on the strategic objective of social protection (labour protection), under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008

Developing and enhancing measures of social protection (social security and labour protection) is one of the four strategic objectives set out in the ILO Declaration on Social Justice for a Fair Globalization, adopted by the International Labour Conference at its 97th Session (2008). In giving effect to the follow-up to the Declaration, which introduced a scheme of recurrent discussions by the Conference covering each of the Organization’s four strategic objectives in turn, the Governing Body agreed that the recurrent discussion on social protection should be divided between two sessions, with a discussion on social security at one session and a discussion on labour protection at another. The discussion on social security took place at the 100th Session (2011). At its 313th Session (March 2012) the Governing Body decided that the first recurrent discussion on social protection (labour protection), which is the only recurrent discussion item that has not yet been taken up by the Conference since the system was initiated in 2010, would take place at the 2015 session of the Conference. This discussion therefore provides the ILO’s tripartite constituents with a prime opportunity to review the evolving realities and needs of Members as regards labour protection, as well as the related action taken by ILO member States and the Organization in the past years. It is a timely occasion for assessing the relevance and effectiveness of responses, and for considering options for the future.

The report (ILC.104/VI) has been prepared by the Office in line with the guidance provided at the 320th Session (March 2014) of the Governing Body, and focuses on four central dimensions of labour protection: wage policies; working time arrangements; occupational safety and health; and maternity protection. These policy areas were at the heart of the International Labour Organization’s founding in 1919 and continue to be of central concern to ILO constituents, despite profound changes in the world of work, and the political and economic transformations of the past century. The report explains what labour protection is and positions it as an integral part of the Decent Work Agenda. It also examines trends across regions, and in diverse national contexts, in respect of wages,

working time, occupational safety and health and maternity protection. It identifies central policy issues and new challenges, presenting examples of innovative policy approaches in selected countries. It then discusses the responses developed by the ILO over the past decades to support its Members and constituents to improve working conditions across the world, and puts forward suggestions regarding the strengthening of the ILO's capacity and work in this field. In so doing, the report takes account of the new priorities introduced by the ILO's internal reform. It contains a set of suggested points of discussions.

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)(2)).

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 104th Session, there are presently four such items on the agenda, items III, IV, V and VI, therefore, each Government, Employers' and Workers' delegate to the 104th Session of the International Labour Conference may be accompanied by up to eight 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)).

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 60th (1975), 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 (2014). 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. However, for the 104th Session of

the Conference the deadline for submission of credentials has been set at **21 days** before the opening of the Conference (**i.e., Monday, 11 May 2015**). This takes into account that this year's Conference will take place, on a trial basis, in a shortened two-week format, with the usual large number of participants whose credentials and visa requests require processing, respectively, by the Office and the Swiss authorities.

Online accreditation is available at www.ilo.org/credentials. Access codes will be sent to permanent missions of member States in Geneva in early 2015. The codes allow accreditation to be completed online and submitted through the Organization's website. The electronic submission is validated by sending a copy of the form signed by the authorized representative of the government to the International Labour Office. The use of the online accreditation 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.

Alternatively, a form for depositing credentials may be downloaded and printed from the ILO website at www.ilo.org/ilc. An Explanatory note for national delegations on the deposit of credentials is included with the letter of convocation, and gives details of the various categories of participants at the Conference, and the roles that they play. To return the completed form, please consult the contact details given both in the Explanatory note and in the table at the end of this document.

Representation of non-metropolitan territories

Requests for invitations of non-metropolitan territories must reach the Office by **Monday, 16 February 2015** to be submitted to the Governing Body for approval by its Institutional Section at the 323rd Session (March 2015).

Under article 3(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.

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 104th Session of the Conference is **Thursday, 12 February 2015**.

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 refer to the Explanatory note on credentials for national delegations.

Delegates wishing to speak in plenary are encouraged to register in advance, as from **Wednesday, 1 April 2015**, by email, fax or telephone (see section – 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 **Thursday, 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.

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 again, 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 will be made available for download on the ILO website in the course of the month of March 2015.

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.

Practical arrangements

Delegates with disabilities

The Conference premises are generally accessible to persons with disabilities. For further information please contact the 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. However, certain countries do not have a Swiss consulate/embassy, in which case the visa request might have to be made in another country where the competent representation is located. Switzerland has signed agreements with certain countries where it is not represented by a diplomatic or consular entity. Under certain conditions these agreements allow for the issuing of visas by a Schengen State in a country where Switzerland is not represented.

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. Governments are strongly encouraged to communicate their credentials to the Office as early as possible so that the necessary steps for visa application can be taken well in advance (but **at the earliest three months before the departure date**), and the visa can be issued in a timely manner.
- 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. The visa applicant must therefore make an appointment with the Swiss embassy/consulate in his/her country of residence and present him/herself in person to submit and register the 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.
- 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.

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, 11 May 2015**.

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.

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, as of **Monday, 13 April 2015**, to the following address: ilcrooms@ilo.org.

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 104th 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.

Contact details

ILO website: www.ilo.org/ilc

International Labour Office, Route des Morillons 4, CH-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 CH-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 10):

	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