

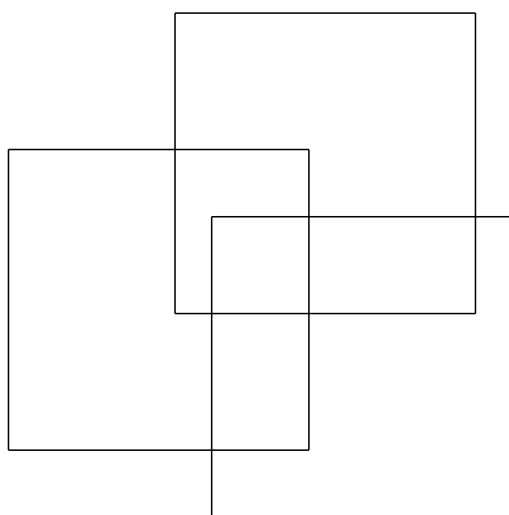


International
Labour
Office
Geneva

105th Session of the International Labour Conference

Advance information

Building a future with decent work



Palais des Nations and ILO headquarters
Geneva, 30 May to 11 June 2016

Contents

	<i>Page</i>
Contents	iii
Introduction to the Conference	1
Advance information on the Conference programme	1
Agenda of the 105th Session of the International Labour Conference.....	2
Overview of the agenda of the Conference	3
Plenary.....	3
Committees	3
Participation	8
Health and safety	10
Speaking in plenary	10
Advance registration in committees	10
Practical arrangements	11
Rules of procedure of the Conference	14
Contact details.....	14

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 186 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, 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.

During the 324th Session (June 2015) of the Governing Body, the trial of a two-week session of the Conference was welcomed as a successful experience to be further refined and pursued. This success was acknowledged to be the result of the joint efforts and commitment of both constituents and the Office. Certain decisions which may affect the 105th Session of the Conference, or confirm information given here, will be taken at the 326th Session of the Governing Body, to be held from 10 to 24 March 2016, at which time the Office will present the Governing Body with a detailed plan of work for this year's Conference. This document therefore includes general and advance information on the Conference that is correct at the time of web publication. **A Conference guide containing further and updated details, clearly noting any changes in scheduling, will be published after the March Governing Body session.**

Advance information on the Conference programme

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 29 May** and in the **morning of Monday 30 May**, 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.**

A detailed programme of work for the 105th Session of the Conference will be endorsed by the Governing Body of the ILO at its 326th Session, which is to be held from 10–24 March 2016. Information on the full programme will therefore only be available after that session, when it will be rapidly web-posted.

At the time of web publication, the official dates of the 2016 Conference are from 30 May to 11 June 2016, with the opening sitting taking place in the morning of Monday, 30 May. The committees will begin their work soon after the opening sitting, and will

continue to sit through to the middle of the second week of the event. The plenary discussion of the report of the Director-General will begin on Wednesday, 1 June.

The World of Work Summit is scheduled to take place in plenary on Thursday, 9 June. Further information on the Summit will be posted on the Conference website as it becomes available. The website will be updated regularly.

Agenda of the 105th 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. Decent work in global supply chains – *general discussion*
- V. Decent work for peace, security and disaster resilience: Revision of the Employment (Transition from War to Peace) Recommendation, 1944 (No. 71) – *Standard setting, first discussion under the double discussion procedure*¹
- VI. Evaluation of the impact of the ILO Declaration on Social Justice for a Fair Globalization, 2008
- VII. Maritime matters:
 - Approval of amendments to the Code of the Maritime Labour Convention, 2006
 - Adoption of amendments to the annexes of the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185)

¹ Under the double discussion procedure, the Conference may adopt an international labour standard over two sessions (i.e. over two years).

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 2015 to June 2016.

Committees

II. Programme and budget and other questions (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 2015 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.105/III/1A) includes, in particular, the observations on the application of ratified Conventions. The second volume (ILC.105/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 Recommendations: the Migration for Employment Convention (Revised), 1949 (No. 97), and its corresponding Recommendation, 1949 (No. 86), and the Migrant Workers (Supplementary Provisions) Convention, 1975 (No. 143), and its corresponding Recommendation, 1975 (No. 151).

IV. Decent work in global supply chains– *general discussion*

At its 319th Session (October 2013), the Governing Body placed an item for general discussion on “decent work in global supply chains” on the agenda of the present session of the International Labour Conference.

The general discussion offers a unique opportunity for ILO constituents to gain a better understanding of how engagement in global supply chains (GSCs) can contribute to sustainable development, inclusive economic growth, employment and decent work for all. While the benefits of GSCs for economic growth have been discussed widely (e.g. at OECD, WTO, UNCTAD), much less attention has been paid to their implications for employment and working conditions. Furthermore, no other international organization has explored both the scale and quality of jobs within GSCs. The ILO’s general discussion on decent work in GSCs therefore has an important contribution to make to the global debate.

The report prepared by the Office as a basis for the general discussion (ILC.105/IV) contains up-to-date information on trends in GSCs, including production, trade and investment trends. It assesses the opportunities and challenges for economic and social upgrading, defined respectively as the process through which actors move to higher value activities in GSCs and attain decent work. It also examines the evolution of public, private and other forms of governance in GSCs. The report will be posted on the Conference website in April 2016.

While opportunities for integrated economic and social upgrading clearly exist within GSCs, the report shows that this relationship is neither automatic nor inevitable. For this reason, there is a key role for policies, institutions and action by public, private and societal actors in making certain that economic upgrading does lead to decent work outcomes. While evaluations of these various governance mechanisms show that some produce very valuable results, wider interaction and cooperation between the ILO’s tripartite constituents is required if governance gaps at the national, regional and international levels are to be bridged.

Further details will be given on the Committee’s dedicated web page.

V. Decent work for peace, security and disaster resilience: Revision of the Employment (Transition from War to Peace) Recommendation, 1944 (No. 71) – *Standard setting, double discussion*

At its 320th Session (March 2014) the Governing Body decided to place this item on the agenda of the present session of the International Labour Conference under the double discussion procedure.

This standard-setting item upholds the ILO’s constitutional principles of social justice and peace, principles that are deeply rooted in the reconstruction and peace-building efforts made following the First and Second World War. Recommendation No. 71 was adopted at the end of World War II, to provide guidance on employment promotion efforts in the transition from war to peace. It is still today the only normative instrument in the United Nations and international system for responding to crises through employment and job creation.

The recurring and changing nature of conflicts and disasters, and their wide-ranging impact on development and stability and on the pursuit of decent work goals in many regions, make the need for a more comprehensive and updated normative basis for crisis response urgent. New and timely responses are required, with strengthened partnerships and emphasis on prevention and resilience as well as on recovery. International attention to these issues intensified in 2015 due to the global refugee crisis, where large numbers of people were driven from their homes by conflict to seek safety and labour market integration in neighbouring and other countries. Moreover, the ILO's mandate, approach and expertise in crisis response have evolved and expanded over the years and now include the promotion of durable solutions for communities and countries affected by armed conflicts and/or disasters. The Organization can thus be called on to promote employment, reinforce State-institutions, foster social protection, social dialogue and respect for fundamental rights.

The Office has prepared two reports for this first discussion. The law and practice report, *Employment and decent work for peace and resilience* (ILC.105/V/1), made available to all member States in April 2015, provides an overview of the notion of crisis and its evolution beyond international warfare to include non-international armed conflicts and other situations of widespread violence as well as natural and man-made disasters. The report examines the development of crisis responses in different country and regional contexts as well as the ILO's response to crisis and disaster. It describes the architecture of the international crisis response system, and analyses the ILO's role within this system and its engagement to influence the design and implementation of recovery and reconstruction programmes in line with decent work concerns. Finally, the report examines the measures that could be included in a revised standard to support member States in promoting peace, preventing crises, enabling recovery and building resilience.

The second report on *Employment and decent work for peace and resilience* (ILC.105/V/2) was recently despatched to member States. It is based on the replies received to the questionnaire drawn up under article 39 of the Standing Orders of the Conference, and contained in the first report, to seek constituents' views in preparing a draft Recommendation. It summarizes and comments on the replies received to the questionnaire. It also contains a set of proposed draft conclusions, prepared on the basis of these replies, which in turn are intended to serve as a basis for discussion by the 105th Session of the Conference.

VI. Evaluation of the impact of the ILO Declaration on Social Justice for a Fair Globalization, 2008

At its 320th Session (March 2014), the Governing Body decided to place the evaluation of the impact of the ILO Declaration on Social Justice for a Fair Globalization on the agenda of the 105th Session (2016) of the Conference. The Conference is expected to review the impact of the Declaration, in particular the extent to which it has contributed to promoting, among Members, the aims and purposes of the Organization through the integrated pursuit of the four strategic objectives: employment, social protection, social dialogue, and fundamental principles and rights at work, by placing employment and decent work at the centre of their social and economic policy.

The Governing Body decided at its 325th Session to recommend that the Conference appoint a Committee of the Whole for broader participation and interactive discussion. The Conference evaluation is to inform activities related to the ILO's centenary, the ILO's

follow-up to the 2030 Agenda for Sustainable Development and the Organization's Strategic Policy Framework 2018-21.

VII. Maritime Matters

- Approval of amendments to the Code of the Maritime Labour Convention, 2006
- Adoption of amendments to the annexes of the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185)

The Maritime Labour Convention, 2006 (MLC, 2006) entered into force on 20 August 2013. At its 322nd Session (November 2014), the Governing Body decided to convene the second meeting of the Special Tripartite Committee (STC) established under Article XIII of the MLC, 2006. This meeting was held in Geneva from 8 to 10 February 2016. The STC fulfils several roles under the MLC, 2006, including a central role under Article XV in the simplified process for the amendment of the Code of the Convention.

In June 2015 the Director-General received two sets of proposals for amendments to the Code of the MLC, 2006 submitted, respectively, by the groups of Shipowner and Seafarer representatives appointed to the STC. The proposal presented by the Shipowners related to Regulation 5.1 of the MLC, 2006 and sought to bring the procedure for the renewal of the maritime labour certificate in line with those adopted under International Maritime Organization (IMO) Conventions. The first proposal submitted by the Seafarers related to Regulation 2.2. – Wages – and aimed to ensure the payment of wages during the period for which a seafarer is held captive by pirates. The second proposal presented by the Seafarers related to Regulation 4.3 – Health and safety protection and accident prevention – and was intended to address better the problems of harassment and bullying on board ships.

In accordance with Article XIII of the MLC, 2006 the Director-General communicated the proposals for amendments to all Members, with an invitation to submit comments or suggestions on them by 23 January 2016. The STC considered the proposals for amendments in February 2016. Two sets of amendments were adopted to the Code relating to Regulations 4.3 and 5.1 of the MLC, 2006, while a working group was established to examine further the question of the protection of seafarers' wages in the event of captivity resulting from piracy and to make recommendations accordingly. The amendments, which were adopted by a vote in favour of the required majority of at least two-thirds, must be submitted for approval by the next session of the International Labour Conference. The Governing Body, at its 325th Session (November 2015), decided provisionally to place an item on the approval of the proposed amendments to the Code of the MLC, 2006, on the agenda of the 105th Session (June 2016) of the Conference, subject to the submission of any amendments adopted by the Special Tripartite Committee in February 2016. 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.

At its 323rd Session (March 2015), the Governing Body also decided to constitute an Ad Hoc Tripartite Maritime Committee to meet in 2016 to make proposals for appropriate amendments to the Annexes to Convention No. 185 with a view to their submission for adoption by the Conference, in accordance with Article 8(1) of Convention No. 185. The Ad Hoc Tripartite Maritime Committee met in February 2016, immediately after the second

meeting of the STC. In March 2015, the Governing Body decided to place on the agenda of the Conference at its 105th Session (2016) an item entitled “Amendment of the annexes to the Seafarers’ Identity Documents Convention (Revised), 2003 (No. 185)”, while in November 2015, the Governing Body decided to merge the two maritime items into one agenda item on maritime matters, to be dealt with in a similar manner. No provision has therefore been made for setting up a separate Conference Committee. It is recalled that these amendments have been thoroughly discussed at two separate meetings: the meeting of the Ad Hoc Tripartite Maritime Committee held in February 2016 and the Tripartite Meeting of Experts convened on the same issue in February 2015.

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 105th Session, there are presently five such items on the agenda, items III, IV, V, VI and VII, therefore, each Government, Employers' and Workers' delegate to the 105th 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)).

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 and indeed the ECOSOC resolution of 1990, which recommended targets for increasing the proportion of women in leadership positions to 30 per cent by 1995 and 50 per cent by 2000. In the light of these resolutions and the targets they establish, the proportion of women among delegates and advisers remains low, and the Governing Body of the ILO accordingly discussed this issue at its 316th Session (November 2012). It 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, which the United Nations has defined as 45 to 55 per cent participation by women.

In June 2015, the proportion of women in delegations was 30.2 per cent which, while an improvement, still lags considerably behind the targets set out above. Moreover, the distribution between the three groups was uneven, with a significantly lower proportion of women accredited to Employer and Worker delegations than to Government delegations. Letters were despatched to the member States that failed to reach a 30 per cent level of participation by women in their delegations.

Governments and employers' and workers' organizations are therefore 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 105th 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, 9 May 2016**). This takes into account that this year's Conference will again 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 2016. 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 online accreditation is strongly encouraged as it speeds up the processing of credentials and reduces the risk of clerical errors in their transcription. If circumstances do not permit online accreditation, a form for the credentials of national delegations will be provided on request (credentials@ilo.org).

An Explanatory note for national delegations on the deposit of credentials is available on the website (www.ilo.org/ilc/credentials), giving details of the various categories of participants at the Conference, and the roles that they play.

Representation of non-metropolitan territories

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.

Such requests for invitations of non-metropolitan territories must reach the Office in time to be submitted to the Governing Body for approval at the 326th Session (March 2016).

Representation of international non-governmental organizations

For full 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/information-resources/newsletter/WCMS_173434/lang--en/index.htm.

Health and safety

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

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 **Friday, 15 April 2016**, 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 **Wednesday, 1 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 ² is determined by the groups, subject to approval by the Conference of the initial

² At its 325th Session (November 2015) the Governing Body recommended that the 105th Session (2016) of the International Labour Conference should appoint a committee of the whole to deal with item VI on its agenda: Evaluation of the impact of the ILO Declaration on Social Justice for a Fair Globalization, 2008.

composition of these committees.³ 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 before the Conference.

The completed forms should be sent to the following ILO contacts (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:

³ It is not envisaged that a committee will be established for item VII on the agenda: Maritime matters. The two issues dealt with under this item will be submitted directly to the Conference for discussion and approval or adoption by vote.

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, 9 May 2016**.

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, 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 105th 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

Contact	Telephone	Email	Fax
Official Meetings, Documentation and Relations Department	+41 22 799 7732	reloff@ilo.org	+41 22 799 8944
Credentials By post to: Office of the Legal Adviser ILO CH-1211 Geneva 22	+41 22 799 6569	credentials@ilo.org	+41 22 799 8470
Registration of speakers	+41 22 799 7476 +41 22 799 6502	orateurs@ilo.org	+41 22 799 8944
Meeting room reservations		ilcrooms@ilo.org	
Documentation	+41 22 799 8040	distr@ilo.org	+41 22 799 6361

For registration in committees (see section on page 10):

	Email	Fax
Governments	reloff-conf@ilo.org	+41 22 799 8944
Employers	actemp-conf@ilo.org	+41 22 799 8948
Workers	actrav-conf@ilo.org	+41 22 799 6570