



## Tenth European Regional Meeting

Istanbul, Turkey, 2–5 October 2017

ERM.10/D.2

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### Information note

#### Venue and address

**Hilton Istanbul Bomonti Hotel & Conference Centre**

Silahşör Caddesi No: 42

Bomonti Şişli

Istanbul 34381

Turkey

Tel: +90 212 375 3000

Fax: +90 212 912 1761

Website: please click [here](#)

#### Meeting website

[www.ilo.org/erm2017](http://www.ilo.org/erm2017)

#### ILO Events App

Detailed information on the Tenth European Regional Meeting will also be available on participants' mobile devices by downloading the ILO Events App.

The ILO Events App will allow participants to receive updates on the programme of meetings, social events and high-level visits, as well as to access practical information, documents and Meeting website links on their mobile devices. It will also make it possible to communicate with other Meeting participants registered in the App. All persons attending the Regional Meeting are therefore strongly encouraged to sign up for the App.

The App will be available for downloading from one of the stores (App Store for iOS devices or Google Play for Android) during the second half of September. Further information will be provided on the [Meeting website](#).

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## Registration

### ***Regional Meeting identification badge***

In order to enter the Meeting venue, participants at the Tenth European Regional Meeting will be required to be in possession of an official Regional Meeting identification badge. This must be collected in person at the Meeting Registration Desk in the Hilton Istanbul Bomonti lobby area on presentation of a valid identity document containing a photograph. Issuance is contingent on credentials having been duly received.

### ***Time for registration***

Registration will be open on Sunday, 1 October 2017, from 2 p.m. to 5 p.m., and will continue on Monday, 2 October, from 8 a.m. onwards.

### ***Accreditation requirements***

Please note that in order to register at the Meeting, the credentials of invited States, observers and international organizations must arrive at the Office of the Legal Adviser of the ILO at the latest by **Monday, 18 September 2017**. The form for credentials is available on the [Meeting website](#), and should be returned to the following address:

Office of the Legal Adviser  
International Labour Office  
1211 Geneva 22  
Switzerland  
Fax: +41 22 799 8470  
Email (attach scanned copy of signed original):  
[credentials@ilo.org](mailto:credentials@ilo.org)

## Rules of procedure

The *Rules for Regional Meetings* (2008) will govern the powers, functions and procedure of the Tenth European Regional Meeting. They are available on the [Meeting website](#).

## Composition of delegations

In accordance with article 1, paragraphs 1 and 4.1, of the *Rules*, each member State taking part in the Meeting is invited to send a tripartite delegation composed of two Government delegates, one Employers' and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1, paragraph 2, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers in the State or territory concerned.

Furthermore, in accordance with the resolution concerning the strengthening of tripartism in the overall activities of the ILO, adopted by the International Labour Conference at its 56th Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another.

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## Gender parity

The ILO is committed to promoting gender equality and appeals to governments of member States, as well as to national organizations of employers and of workers, to make every effort to ensure that women represent at least 30 per cent of the delegation, while working towards the ultimate aim of parity. This appeal gives voice to the resolution concerning gender equality at the heart of decent work, adopted by the International Labour Conference at its 98th Session (2009), as well as the resolutions addressing the participation of women in ILO meetings, adopted at its 60th (1975), 67th (1981), 78th (1991) and 98th (2009) Sessions, and the United Nations Economic and Social Council (ECOSOC) resolution of 1990.

The European region is the region that has achieved the highest level of participation by women, and at the Ninth European Regional Meeting this stood at 41.4 per cent. In view of this positive approach to gender equality in the region, it is hoped that governments and national organizations of employers and of workers will maintain their efforts, and the region will become the first to respect gender equality fully at the upcoming Meeting in Istanbul.

## Financial arrangements

Each member State must pay the travel and subsistence expenses of its tripartite delegation (article 1, paragraph 1, of the *Rules*).

## Group meetings

Governments, Employers and Workers will meet on Monday, 2 October 2017 from 8.30 to 10.30 a.m. to elect their respective Officers and discuss issues dealt with in the Director-General's Report. The groups will continue to meet throughout the Meeting.

## Format of the Meeting

The Regional Meeting will establish a Credentials Committee to deal with any issues arising out of the credentials of national delegations, as well as a Drafting Committee on the conclusions of the Meeting. All other discussions, apart from those held individually by the three groups, will take place in plenary. These include the plenary sittings given over to the discussion of the Report of the Director-General, and also those during which the Meeting will take up the subjects to be covered during the four special plenary debates around each of the four future of work conversations. These are: work and society; decent jobs for all; the organization of work and production; and the governance of work. These special plenary debates will be led by a moderator and panels, with interaction with Regional Meeting participants. To participate in the discussion of the Report of the Director-General, it will be necessary to register on the list of speakers, as described below.

The provisional programme of the Regional Meeting can be accessed [here](#).

## List of speakers for the discussion of the Report of the Director-General

Speaking in the plenary discussion on the Report of the Director-General will be according to a list of speakers. Participants wishing to take the floor can register in advance of the Meeting, as of **Monday, 4 September**, by email to [ontal@ilo.org](mailto:ontal@ilo.org). It will also be

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possible to register to speak when in Istanbul. The list of speakers for the discussion of the Report of the Director-General will close at **6 p.m. on Tuesday, 3 October**.

To allow as many speakers as possible to intervene in the discussion of the Report of the Director-General, article 10, paragraph 7, of the *Rules* stipulates that, except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes. Speakers are thus urged to make their interventions brief and to the point, reducing complimentary remarks to a strict minimum.

## Interpretation

Simultaneous interpretation will be provided in English, French, German, Russian, Spanish and Turkish.

In the interest of accurate interpretation into the other languages, participants are strongly encouraged to send any prepared texts that they may wish to deliver during the Meeting to [interpret@ilo.org](mailto:interpret@ilo.org), **in advance of taking the floor**. Texts should be labelled giving the name, title, country/organization of the speaker and item on the programme of the Meeting under which the speaker intends to deliver the statement. The interpreters will of course follow the statement as it is delivered, should the speaker depart from the written text. Paper copies of statements may also be handed over to the secretariat for transmission to the interpreters.

## Documents

The Report of the Director-General which will serve as a basis for the debates will be published in English, French, German, Russian and Spanish, and will be available on the Meeting website. The draft conclusions of the Regional Meeting will be made available to participants in their group meetings on the morning of Thursday, 5 October, in the same five languages. The report of the Credentials Committee will be presented to the Meeting in English, French and Spanish. The draft report of the Regional Meeting will be made available on the Web in English, French and Spanish one week after the Meeting closes. There will then be a period of two weeks during which participants may submit amendments to the summary of their own interventions. The final version of the report, with any amendments received incorporated, will then be web posted on the [Meeting website](#). The report of the Credentials Committee and the report of the Regional Meeting will be translated into German and Russian for presentation to the Governing Body together with the conclusions of the Meeting.

### ***Paper-smart document distribution***

All pre-session and in-session documents will also be posted on the [Regional Meeting website](#). Wi-Fi will be available in the venue areas including all meeting rooms. **All delegations are strongly encouraged to bring laptops or tablets to the Meeting. A number of computers with Internet access will also be available at the venue.**

Meeting documents will be despatched *in advance* to delegations as follows:

- **four** copies for each delegation of member States represented at the Meeting (**one** copy for each of the two Government delegates, **one** for the Employers' and **one** for the Workers' delegates);

In line with the ILO greening policy, distribution of paper documents will be restricted during the Meeting. **Delegations are therefore encouraged to take the copies received**

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prior to the Meeting with them, or to download the document from the [Meeting website](#).

## Social events

The Government of Turkey will host a reception on Tuesday, 3 October, at the end of the afternoon plenary sittings. Travel to and from the event will be provided. The exact venue will be communicated later.

The ILO Director-General will host a reception on the evening of Wednesday, 4 October, at the Hilton Istanbul Bomonti Hotel.

## Travel arrangements and hotel room reservations

Delegates are invited to make their own travel arrangements and to reserve hotel rooms as far in advance as possible in order to benefit from the favourable conditions negotiated by the ILO with hotels in the vicinity of the Meeting venue. The list of these hotels is posted on the [Meeting website](#).

Reservations must be made before the closing dates indicated in the list of hotels, after which it will no longer be possible to guarantee either the rooms or the rates agreed.

Delegates may prefer to choose other hotels (which are not listed on the Meeting website), but should note that transportation between such hotels and the Meeting venue is not provided.

## Arrival in Istanbul

Istanbul has two international airports:

- Ataturk Airport (IST), the main international airport, on the European side, and
- Sabiha Gökçen Airport (SAW), on the Asian side.

*(Please note that the Meeting venue is on the European side.)*

On Saturday, 30 September and Sunday, 1 October 2017 welcome desks will be installed outside passport control at both airports, with a panel indicating “Tenth European Regional Meeting of the ILO”. Airport transfer services can be booked online, but taxis are always available outside the airport. The city centre can also be reached from the airport via metro and bus.

[IETT](#) (Istanbul Electric Tramway and Tunnel Service) and [Havabus](#) shuttle bus services to Taksim Square (in the city centre, on the European side) are available from both airports. Information regarding the Istanbul metro network may be found [here](#).

Taksim Square is less than 4 kilometres from the Meeting venue. Participants are advised to take a taxi from Taksim square to the hotel. The taxi fare will be approximately 30 Turkish lira (around €7), and the journey will take 10–15 minutes.

From Atatürk Airport to the Meeting Venue will take about 45 minutes by taxi, though this may vary greatly depending on the time of day and traffic conditions. The fare will be around 80 Turkish lira (around €20). The same trip from Sabiha Gökçen Airport will take an hour and a half, and the fare will be 160 Turkish lira (around €40).

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## Baggage

For reasons of security, baggage may be subject to X-ray checks at the airport both at arrival and departure. It is advisable for participants to check [customs regulations](#).

## Transport during the Meeting

Transportation will be provided between the designated hotels and the Meeting venue.

## Passports and visas

All foreign visitors to Turkey are advised to be in possession of a travel document/passport, whether a diplomatic, special or service document, with at least six months' validity from their date of arrival in the country.

An Electronic Visa ([e-Visa](#)) Application System has been put in place by the Ministry of Foreign Affairs of Turkey. This system allows visitors travelling to Turkey to obtain their e-Visas online. Applicants can obtain their visa after completing the required fields in the form (identity, passport and travel dates) and may pay the visa fee online. Payment may be made by Visa, Mastercard and other common credit and debit cards. For information regarding visa fees, visit the [Ministry of Foreign Affairs website](#).

Full information on visa requirements for entry to Turkey can be found at the [relevant web page of the Ministry of Foreign Affairs](#).

## Insurance

Participants are strongly advised to obtain insurance coverage, either at their own, their Government's or their organization's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The ILO neither supplies insurance coverage nor accepts any liability for a participant's claim in connection with a medical disorder arising before, during or after the Meeting. Participants are kindly advised that they should only travel when in good health, and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

## Medical services

Medical facilities (first aid and emergencies) will be available at the Hilton Istanbul Bomonti Hotel during the Meeting.

The nearest pharmacies, both within walking distance of the Hilton Istanbul Bomonti Hotel, are:

- **Uğur Pharmacy**

**Address:** Silahşör Cad. No: 2,  
Şişli/Istanbul

**Tel:** (0212) 247 4610

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- **Neşe Pharmacy**

**Address:** Abide-i Hürriyet Cad. Yay Apt. No: 46,  
34381 Şişli/Istanbul

**Tel:** (0212) 225 9264

## Security

As in all major cities, discretion is advised when going into the town. Participants are encouraged to take the necessary precautions whenever they go out, to pay close attention to personal belongings in public places and to avoid being out alone late at night.

The telephone numbers for the UN Department of Safety and Security/UN Security Assistant Turkey are:

UNDSS Istanbul LSA:	+90 533 922 7770
UN Radio Operator:	+90 533 922 7772 – (24 hour availability)
UNDSS Turkey LSA:	+90 533 922 7773
UNDSS SA:	+90 538 545 5200
UNDSS D/SA:	+90 533 922 7774

## Emergency contacts

**Medical emergency/ambulance:** **112 (all over Turkey)**

**Police:** **155 (all over Turkey)**

## Taxis and public transportation

Participants are advised to book taxis through their hotel reception and to take taxis stationed at taxi ranks when outside their hotel.

Sisli Taksi  
Telephone: (0212) 219 6700

More information on public transport to various sites and locations in and around Istanbul may be found [here](#). For information on the [metro network](#), and on sea transport by [sea buses](#) and by [ferries](#), please follow the links.

## Currency

The currency of Turkey is the Turkish lira (TRY). There are bank notes in denominations of 5, 10, 20, 50, 100 and 200 lira. The lira is divided into 100 kuruş, with coins of 5, 10, 25 and 50 kuruş. Foreign currency may be exchanged at banks and exchange offices. Dollars and euros are accepted in most shops. ATMs are available in banks, hotels and large shopping centres. Major credit cards, such as Visa and Mastercard are accepted in most major hotels, shops and restaurants.

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## Purchase tax and tips

Tax refund services are available in many shops for goods purchased in Turkey. A tax-free form, to be stamped at the customs desk at the airport at the time of departure, must be requested from the shop. Allow extra time at the airport to complete formalities.

When eating in a restaurant, tips may be left at visitors' discretion. Taxis have meters, and it is not necessary to tip the driver.

## Communications

The international dialling code for Turkey is +90. Istanbul area codes are (0212) for the European side and (0216) for the Asian side.

The popular local cellular providers for GSM Network are Turkcell, Türk Telekom and Vodafone; pre-paid cards may be purchased at the airports and from the many mobile phone shops around Taksim square and elsewhere.

## Time zone

Turkey's time zone is Eastern European Time (GMT +2).

## Climate

Day time temperatures in Istanbul at the time of year of the Regional Meeting vary from 16 to 20 degrees Celsius. The weather can also be showery with outbreaks of thunder. An umbrella may be required.

## Food and drink

Although tap water is safe, bottled water is recommended for drinking.

## Electricity

Turkey has a voltage of 220V and an electrical frequency of 50Hz and uses a two-pin European plug (type C/F).

## Contact information

ILO Regional Office for Europe and Central Asia  
ILO headquarters  
4 route des Morillons  
1218 Geneva 22  
Switzerland

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Email: [erm2017@ilo.org](mailto:erm2017@ilo.org)  
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