

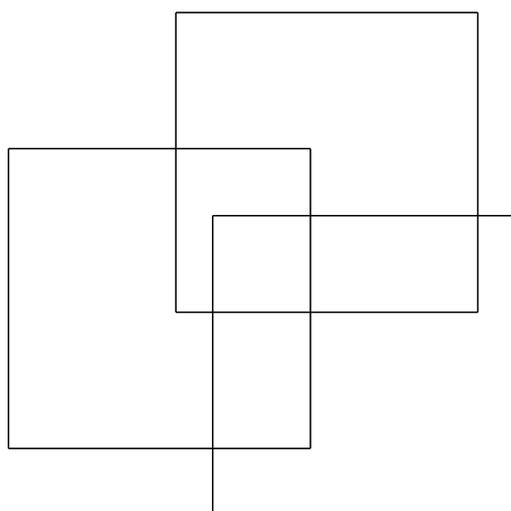


International
Labour
Office
Geneva

107th Session of the International Labour Conference

Advance information

Building a future with decent work



Palais des Nations and ILO headquarters
Geneva, 28 May–8 June 2018

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Introduction to the 107th Session of the International Labour Conference

The International Labour Conference is the ILO's highest decision-making body. It meets annually, bringing together the tripartite delegations from the Organization's 187 member States and a number of observers from other international actors to consider a series of topics related to the world of work, placed on its agenda by the Governing Body of the ILO. The Conference is composed of a plenary and technical committees.

The 107th Session of the International Labour Conference will be held **from 28 May to 8 June 2018 in Geneva**, in two locations, the *Palais des Nations* and the ILO headquarters.

The present note includes general and advance information on the 107th Session of the International Labour Conference to be held in 2018. Certain decisions which may affect the 107th Session of the Conference, or confirm information given here, will be taken at the 332nd Session of the Governing Body of the ILO (8–22 March 2018). **A *Conference Guide*, which will contain further and updated details and clearly indicate any changes in scheduling, will be published after the March session of the Governing Body.**

The **"ILO Events" App** will allow each registered delegate to receive targeted notifications and updates on the Conference programme of meetings and to access practical information, documents and Conference website links on their mobile devices. It will also allow delegates to communicate with other Conference participants registered in the App. The App will be available for download by the end of April (and can be found by searching for "ILO Events" in the App Store for iOS devices and in Google Play for Android devices). An access code (username and password) will be provided to each delegate upon registration in Geneva only.

This note is organized in four parts:

- the first part provides an overview of the agenda of the 107th Session of the Conference, i.e. the items that will be discussed;
- the second part describes how those items will be discussed, either in plenary or in committees, and the interaction between committees and the plenary;
- the third part provides an overview of the proposed programme of work of the Conference; and
- the fourth and last part contains information on the accreditation formalities and participation rights at 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 International Labour 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.

I. Agenda of the 107th Session of the International Labour Conference

The agenda of the 107th Session of the Conference, as approved by the Governing Body of the ILO, consists of the following three standing items and four technical items. A brief description of each item is provided below.

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

Technical items placed on the agenda by the Governing Body

- IV. Effective ILO development cooperation in support of the Sustainable Development Goals (general discussion)
- V. Violence and harassment against women and men in the world of work (standard setting, double discussion)¹
- VI. A recurrent discussion on the strategic objective of social dialogue and tripartism, under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008
- VII. Abrogation of Conventions Nos 21, 50, 64, 65, 86 and 104 and withdrawal of Recommendations Nos 7, 61 and 62

The Office prepares a number of pre-session reports under each agenda item, which generally serve as the basis for the discussions. **All the reports for the Conference are currently scheduled to be posted on the Conference website in April 2018.** In line with the Organization's green document policy, all Conference documents will be made available electronically. Printed copies of pre-session documents will be distributed in very limited quantities and only some in-session documents will be made available on paper.

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

The Chairperson of the Governing Body will submit a report to the Conference on the work carried out by the Governing Body from June 2017 to June 2018. The Chairperson of the Governing Body for the period under review in this document is Mr Luc Cortebeek (Worker, Belgium).

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

Likewise, the Director-General of the International Labour Office will present his Report to the Conference during the opening sitting. This year's report will address the theme of women at work, one of the ILO's [Centenary Initiatives](#). It will be accompanied by an *Appendix on the situation of workers of the occupied Arab territories*.

II. Programme and budget and other questions

Under **agenda item II**, the Conference will be called on to consider and adopt the financial statements for the year ended 31 December 2017, 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

The Conference 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.107/III/A) includes, in particular, the observations on the application of ratified Conventions. The second volume (ILC.107/III/B) contains the General Survey of reports under articles 19 and 22 of the Constitution. The General Survey submitted to this session will address the following Conventions and Recommendations: the Hours of Work (Industry) Convention, 1919 (No. 1); the Weekly Rest (Industry) Convention, 1921 (No. 14); the Hours of Work (Commerce and Offices) Convention, 1930 (No. 30); the Forty-Hour Week Convention, 1935 (No. 47); the Night Work (Women) Convention (Revised), 1948 (No. 89), and its Protocol of 1990; the Weekly Rest (Commerce and Offices) Convention, 1957 (No. 106); the Holidays with Pay Convention (Revised), 1970 (No. 132); the Night Work Convention, 1990 (No. 171); the Part-Time Work Convention, 1994 (No. 175); the Night Work of Women (Agriculture) Recommendation, 1921 (No. 13); the Holidays with Pay Recommendation, 1954 (No. 98); the Weekly Rest (Commerce and Offices) Recommendation, 1957 (No. 103); the Reduction of Hours of Work Recommendation, 1962 (No. 116); the Night Work Recommendation, 1990 (No. 178); and the Part-Time Work Recommendation, 1994 (No. 182).

IV. Effective ILO development cooperation in support of the Sustainable Development Goals (general discussion)

At its 328th Session (October–November 2016), the Governing Body placed an item on the agenda of this session of the International Labour Conference on “Effective development cooperation in support of the Sustainable Development Goals” for general discussion.

The Conference last discussed technical cooperation in 2006. Since then, the international development framework has changed significantly. The 2030 Sustainable Development Agenda and the Addis Ababa Action Agenda, both adopted in 2015, have an impact on the way international development cooperation is shaped. The ILO's End to Poverty Initiative and the 2016 Conference resolution on Advancing Social Justice through Decent Work also guide the ILO's development cooperation. The transforming world of work makes relevant ILO development cooperation imperative and raises a number of

questions that this general discussion must address: How can public or private, domestic or international actors cooperate in and finance sustainable development? How can the ILO and its tripartite constituents ensure that the Organization's development cooperation is fit for purpose and that it plays its role within the UN system? How can the ILO maximize the value added by its tripartite structure to strengthen the linkages between normative and operational work in different country settings?

This Conference discussion on the ILO's development cooperation is thus very timely. It will provide ILO constituents with the opportunity to provide guidance on the new medium-term ILO Development Cooperation Strategy beyond 2018, and indeed to shape the ILO's future vision for development cooperation. It should not be forgotten that development cooperation is part of the future of work.

The report prepared by the Office as a basis for the discussion conveys the views of the tripartite constituents and development partners obtained through an online survey on ILO development cooperation within the 2030 horizon. It presents up-to-date information on the main global trends and international frameworks driving development cooperation and the means of financing it, and on the ILO's strategic position in a shifting paradigm of development cooperation. Special attention is paid to lessons learned. The ILO's normative function and rights-based approach are considered as enablers of sustainable development. Social dialogue is seen not only as a development objective, but also a crucial means for obtaining inclusive sustainable development that leaves no one behind.

Looking ahead, the report outlines possible means of implementation of future development cooperation. These could include financial and policy partnerships and cooperation, as well as capacity development. The Office seeks a long-term vision for the Organization's development cooperation and hopes that this general discussion will provide guidance on this in order to allow the ILO to make use of its normative agenda, tripartite nature and its concomitant practice of social dialogue, with a view to realizing fully its role as a leading player in achieving the Sustainable Development Goals (SDGs).

V. Violence and harassment against women and men in the world of work (standard setting, double discussion)

At its 325th Session (October–November 2015), the Governing Body placed an item on “Violence against women and men in the world of work” on the agenda of the 107th Session of the International Labour Conference for standard setting under the double discussion procedure. At its 328th Session (October–November 2016), the Governing Body decided to expand the reference to “violence” in the title of the item to “violence and harassment”.

Violence and harassment at work strike at the heart of the ILO's efforts, as described by the Declaration of Philadelphia, to promote the right of all human beings “to pursue both their material well-being and their spiritual development in conditions of freedom and dignity, of economic security and equal opportunity”. A number of current ILO standards address the topic in a limited manner, and other ILO standards, while not directly referring to violence and harassment, provide some elements of a regulatory framework. However, current ILO standards do not define “violence and harassment” or the scope of “the world of work” or provide guidance on how to address its various manifestations. They also only cover specific groups of workers.

There is a need for international leadership on ending violence and harassment in the world of work, and there are mounting calls for an integrated approach that would delineate clear rights and responsibilities, as well as joint strategies and collaboration. A range of unacceptable behaviours and practices along the continuum of violence and harassment affects all occupations and sectors of economic activity around the world. This results in physical, psychological or sexual harm or suffering for millions of workers and employers every year, resulting, in extreme cases, in murder and suicide. Absenteeism and reduced productivity leading to great financial loss for enterprises and national economies are the obvious results.

The Office has prepared two reports for this first discussion. The law and practice report, *Ending violence and harassment against women and men in the world of work* (ILC.107/V/1), was made available to all member States in May 2017. The report follows a background paper prepared for the Meeting of Experts on Violence against Women and Men in the World of Work (3–6 October 2016) and refers to the conclusions of that meeting. It also includes an analysis of how 80 countries address, in law and practice, violence and harassment in the world of work. The purpose of the analysis is to inform constituents of existing approaches to combat violence and harassment in the world of work and to contribute to the development of an integrated approach. The report also contains a questionnaire drawn up under article 39 of the ILC Standing Orders, which includes questions on whether a new instrument or instruments should be adopted and, if so, what form the instrument(s) should take.

The second report, *Ending violence and harassment against women and men in the world of work* (ILC.107/V/2), will be made available to member States during the first quarter of 2018. The report will contain a summary and analysis of the replies to the abovementioned questionnaire, as well as a set of proposed conclusions prepared on the basis of those replies. The information contained in the second report is intended to serve as a basis for this first discussion by the 107th Session of the Conference.

VI. A recurrent discussion on the strategic objective of social dialogue and tripartism, under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008

As follow-up to the International Labour Conference resolution on Advancing Social Justice through Decent Work, the Governing Body of the ILO at its 328th Session (October–November 2016) reviewed proposals relating to the modalities of recurrent discussions and adopted a new cycle and sequence for recurrent discussions starting in 2018. The Governing Body decided that the new cycle would begin in June 2018 with a discussion on the strategic objective of social dialogue and tripartism.

The report prepared by the Office for this discussion (ILC.107/VI) reviews the global trends and challenges that are shaping social dialogue and describes the actions taken by member States and ILO constituents, identifying good practices, gaps and needs. Based on the Conference's 2013 conclusions and the subsequent implementing plan of action adopted at the 319th Session (October 2013) of the Governing Body, the report identifies action taken by the Organization on governance, standards, programming frameworks, knowledge development and capacity building, development cooperation and partnerships. It concludes with key observations, lessons learned and possible ways forward. It also contains discussion points on adjusting ILO priorities and programmes of action to meet constituents' social dialogue needs.

The report is based on technical Office-wide contributions from headquarters and the field. It draws on a large body of ILO technical reports, desk reviews, published research, policy papers and Governing Body reports produced since 2013. It also analyses research and publications produced by other regional, international and national bodies and specialized agencies, and by academic and research institutions.

The report does not seek to describe or define the actors and institutions of social dialogue or to explain in detail the links between social dialogue and international labour standards: these aspects were analysed in the 2013 Report on Social Dialogue (ILC.102/VI). Instead, it looks at seminal developments since 2013, including changes in the world of work and their impact on social dialogue at all levels. In this regard, it also seeks to inform discussions concerning the Future of Work at the International Labour Conference in 2019. Lastly, the report examines the role of tripartism and social dialogue in the context of the 2030 Agenda for Sustainable Development and the SDGs.

VII. Abrogation of Conventions Nos 21, 50, 64, 65, 86 and 104 and withdrawal of Recommendations Nos 7, 61 and 62

At its 328th Session (October–November 2016), the Governing Body of the International Labour Office decided to place on the agenda of the 107th Session (2018) of the International Labour Conference the question of the abrogation of six Conventions and the withdrawal of three Recommendations. The nine international labour instruments concerned are: the Inspection of Emigrants Convention, 1926 (No. 21); the Recruiting of Indigenous Workers Convention, 1936 (No. 50); the Contracts of Employment (Indigenous Workers) Convention, 1939 (No. 64); the Penal Sanctions (Indigenous Workers) Convention, 1939 (No. 65); the Contracts of Employment (Indigenous Workers) Convention, 1947 (No. 86); the Abolition of Penal Sanctions (Indigenous Workers) Convention, 1955 (No. 104); the Hours of Work (Fishing) Recommendation, 1920 (No. 7); the Migration for Employment Recommendation, 1939 (No. 61); and the Migration for Employment (Co-operation between States) Recommendation, 1939 (No. 62).

The Governing Body's decision was based on the recommendations of the Standards Review Mechanism Tripartite Working Group (SRM TWG) formulated at its second meeting (10–14 October 2016). This is the second time that the International Labour Conference will be called upon to decide on the possible abrogation of international labour Conventions, as it decided to abrogate four Conventions at its 106th Session in June 2017.

It is recalled that, in addition to the faculty to withdraw Conventions that are not in force and Recommendations, the Conference is now empowered, by two-thirds majority and upon recommendation by the Governing Body, to abrogate a Convention in force if it appears that it has lost its purpose or that it no longer makes a useful contribution to attaining the objectives of the Organization.

In accordance with article 45bis(2) of the ILC Standing Orders, the Office has prepared two reports for the Conference. The first report, *Abrogation of six international labour Conventions and withdrawal of three international labour Recommendations* (ILC.107/VII/1), was published in November 2016 and contained a questionnaire requesting all ILO member States to indicate within a period of 12 months their position on the subject of these abrogations and withdrawals. The governments were also requested to consult the most representative organizations of employers and workers before finalizing their replies. On the basis of the replies received, the Office prepared a second report (ILC.107/VII/2), which was made available to member States in early 2018. It summarizes

the replies received to the questionnaire and contains a set of proposed conclusions, prepared on the basis of these replies, for consideration and adoption by the 107th Session (2018) of the Conference. The second report is available on the [ILC website](#).

The Conference may now proceed to abrogate the six international labour Conventions and withdraw the three international labour Recommendations concerned. The Conference will decide by consensus or, in the absence of a consensus, by a preliminary vote by a two-thirds majority to submit the formal proposal for the abrogation or withdrawal to a final vote.

II. Structure and functioning of the Conference

The Conference consists of a plenary and a number of standing and technical committees, established to address the technical items on its agenda.

The plenary

The Conference plenary sittings take place in the Assembly Hall of the *Palais des Nations* and include the following:

- the Conference opening sitting;
- the discussion of the Report of the Director-General and the report of the Chairperson of the Governing Body;
- the World of Work Summit;
- the adoption of standing and technical committee reports; and
- the Conference closing sitting.

These different phases are described in more detail in the third part of this document.

Speaking in plenary

The Conference has detailed rules on the right to address its plenary, in particular during the discussion of the Reports of the Director-General and of the Chairperson of the Governing Body for which it is necessary to register.

Who can speak?

Delegates 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 plenary. Please refer to the Explanatory note on credentials for national delegations.

How to register?

Delegates wishing to speak in plenary are encouraged to register in advance, as from **Monday, 23 April**, by email (orateurs@ilo.org), fax (+41 22 799 89 44) or telephone (+41 22 799 65 02). They may also register during the Conference at the registration of speakers’ office and are encouraged to do so as soon as possible. The list of

speakers closes on **Thursday, 31 May**, subject to the decision of the Selection Committee. **Please note that this concerns registration only for those wishing to take the floor in plenary during the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General.** Requests to speak in the committees must be addressed to the secretariat of each committee.

Conference committees

Conference committees 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.

There are a number of standing committees, set up to consider the standing items on the Conference agenda, and technical committees to deal with technical items. The functioning and composition of each standing committee is described below.

Concerning technical committees, each will have a dedicated web page with the report or reports that will serve as the basis for their work, as well as detailed information on their proposed programme of work. These web pages will be made available in due course after the March 2018 session of the Governing Body.

Registration in committees

The membership of the committees set up to address agenda items III, IV, V and VI (i.e. the technical committees and the Committee on the Application of Standards) is determined by the groups in the case of the Employers and Workers. Governments register individually for membership of committees with the secretariat of the ILO Meetings, Documentation and Relations Department.

The Conference approves the initial composition of its committees at its first sitting. 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, along with all the relevant information regarding their submission.

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 ILC Standing Orders (see section on credentials below); and
- the registration request is endorsed by the group concerned (in the case of Employers and Workers) and the initial committee composition approved by the Conference.

Unlike in the plenary, there is no need to register in advance to speak in the committees. The floor is given by the person chairing the committee.

Selection Committee

(ILC Standing Orders, articles 4 and 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 addressing other routine questions on behalf of the Conference. 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 and may at the present session be called on by the Conference to consider item VII on the agenda – the abrogation of Conventions Nos 21, 50, 64, 65, 86 and 104 and withdrawal of Recommendations Nos 7, 61 and 62.

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) and (2)).

Finance Committee of Government Representatives

(ILC Standing Orders, article 7bis)

This Committee is composed of one Government delegate from each Member of the Organization represented at the Conference. The Finance Committee considers:

- (a) the arrangements for the approval, allocation and collection of the budget of the Organization, including:
 - (i) the budget estimates; and
 - (ii) the arrangements for the allocation of expenses among Members of the Organization;
- (b) the audited financial statements of the Organization, together with the Auditor's report thereon;

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- (c) any request or proposal that the Conference should permit a Member which is in arrears in the payment of its contribution to vote in accordance with article 13, paragraph 4, of the Constitution; and
 - (d) any other matter referred to it by the Conference.

The Committee elects a Chairperson and a Vice-Chairperson. The Director-General, accompanied by a tripartite delegation from the Governing Body, is entitled to attend the meetings of the Committee. The decisions of the Committee are taken by a two-thirds majority of the votes cast by the members of the Committee present at the meeting.

Committee on the Application of Conventions and Recommendations

(ILC Standing Orders, article 7)

As per article 7 of the ILC Standing Orders, the Conference sets up this Committee to consider: (a) the measures taken by Members to give effect to the provisions of Conventions to which they are parties and the information furnished by Members concerning the results of inspections; (b) the information and reports concerning Conventions and Recommendations communicated by Members in accordance with article 19 of the Constitution, except for information requested under paragraph 5(e) of that article where the Governing Body has decided upon a different procedure for its consideration; and (c) the measures taken by Members in accordance with article 35 of the Constitution.

Membership of this Committee is determined by the groups, as described above.

Technical committees

(ILC Standing Orders, article 8 and section H)

It is proposed that the 107th Session of the Conference appoint three technical committees to deal with each of the technical items on its agenda, namely items IV, V and VI described in the previous part.

III. Overview of the provisional programme of the International Labour Conference

Provisional programme at a glance

	Mon 28		Tue 29		Wed 30		Thu 31		Fri 1		Sat 2		Mon 4		Tue 5		Wed 6		Thu 7		Fri 8		Sat 9		
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	
Plenary sittings of the Conference																									
Opening sitting	X																								
Speeches on the DG and GB Chairperson reports							X	X	X	X			X	X	X	X	X	X							
World of Work Summit																			X	X					
Adoption of reports																									
<i>Selection Committee</i>													X												
<i>Finance Committee</i>														X											
<i>Credentials Committee</i>																						X			
<i>Application of Standards</i>																							X		
<i>Standard setting Committee</i>																						X			
<i>Recurrent discussion</i>																					X				
<i>General discussion</i>																						X			
Votes *																									
<i>Selection Committee</i>																X									
<i>Amendment MLC, 2006</i>															X										
Closing ceremony																								X	
Committees of the Conference																									
Selection Committee				✓																					
Finance Committee					✓																				
Credentials Committee																									
<i>Meetings convened by the committee as required</i>																									
Application of Standards	✓	✓	✓																					FTA	
<i>Discussion of country cases</i>																									
Standard-setting Committee **	✓	✓	SA	DA	SA/DA	DA	SA/DA	DA	SA/DA	DA	DA	FTA													
Recurrent discussion Committee	✓	✓	✓	✓	Panel	✓	✓						SA	DA	DA	FTA									
General discussion Committee	✓	✓	✓	✓	✓	✓	✓						SA	DA	DA	FTA									
<i>Drafting group</i>																									
Governing Body – 333rd Session																									
PFA Section		X																							
INS Section																									X

* As required

✓ General discussion

SA Submission of amendments

DA Discussion of amendments

FTA Final text adoption by Committee

** Ongoing drafting committee meets as required

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 meetings of the full Government, Employers' and Workers' groups on **Sunday, 27 May**, and in the **morning of Monday, 28 May**, prior to the opening sitting. It is at these meetings that the groups will elect their Officers, make proposals relating to the composition of the various committees and become acquainted with Conference procedure. Similarly, provision will be made for preparatory 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 may therefore wish to arrive in Geneva in advance, so that they can take part in these meetings.**

Opening sitting

The 2018 Conference session will open on **the morning of Monday, 28 May**. The committees will begin their work soon after the opening sitting and will continue to sit until the middle of the second week of the event.

Conference committees

Most Conference committees begin their work soon after the opening sitting and will continue to sit until the middle of the second week of the event. They meet concurrently with the plenary.

Plenary discussion of the Reports of the Director-General and of the Chairperson of the Governing Body

Speeches in plenary on the Report of the Director-General and of the report of the Chairperson of the Governing Body will begin on **Thursday, 31 May** and are scheduled to finish on **Wednesday, 6 June in the afternoon**.

World of Work Summit

The World of Work Summit, a unique high-level event, is divided into two parts: a panel discussion and at least one keynote address on issues related to the topic discussed by the panel. The panel discussion will bring together governments, social partners and eminent experts to examine issues of paramount importance. It will take place in the Assembly Hall of the *Palais des Nations* and will be moderated by a renowned international journalist.

This year's World of Work Summit, which will address **decent work for peace and resilience**, is scheduled for **Thursday, 7 June**. More information on the keynote address, as well as the Summit format and participants, will be provided in due course.

Adoption of committee reports and closing ceremony

The closing sitting of the 107th Session of the International Labour Conference will take place in plenary at the Assembly Hall of the *Palais des Nations*. During the closing sitting, the technical committees will present and submit their draft reports and instruments for adoption by the Conference.

The submission of draft resolutions on items which are not included on the Conference agenda will be addressed at the 107th Session of the Conference in accordance with articles 15 and 17 of the ILC Standing Orders, unless the Conference determines otherwise in conformity with article 76 of the ILC Standing Orders.

IV. Participation and accreditation formalities

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 107th Session, there are presently five technical items on the agenda (items III, IV, V, VI and VII), therefore each Government, Employers' and Workers' delegate to the 107th 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 must 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)).

Accreditation

The 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 ILC Standing Orders. However, for the 107th Session of the Conference, the proposed deadline for the submission of credentials has been set at **21 days** before the opening of the Conference (i.e. **Monday, 7 May**) to allow sufficient time for the large number of participants whose credentials and visa requests require processing, respectively, by the Office and the Swiss authorities.

Online accreditation for member States' tripartite delegations is available at www.ilo.org/credentials. Access codes will be sent to Permanent Missions of member States in Geneva in April 2018. Member States without Permanent Missions in Geneva may request codes directly from the Office of the Legal Adviser (credentials@ilo.org). The codes allow accreditation to be completed online and submitted through the Organization's website. The use of 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. 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), describing the various categories of participants at the Conference and the roles that they play.

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 well as 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. As the proportion of women among delegates and advisers nevertheless remains low, the Governing Body has requested the Director-General to send letters after every Conference to Members which have not reached a 30 per cent level of participation of women in ILC 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 45–55 per cent participation by women. This information was communicated to the Governing Body at its 320th Session (March 2014) and will be provided again at its 332nd Session (March 2018).

In June 2017, the proportion of women in delegations was 31 per cent of total delegates. Moreover, the distribution between the three groups was uneven, with a significantly lower proportion of women accredited to Employers' and Workers' delegations (24 per cent and 25 per cent, respectively) than to Government delegations (38 per cent). This represents a slight upward trend viewed against 2016, but lags considerably behind the abovementioned targets. 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.

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

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- (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 ILC Standing Orders.

Requests for invitations of non-metropolitan territories must reach the Office in time to be submitted to the Governing Body for approval at the 332nd Session (March 2018).

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 with civil society at: www.ilo.org/pardev/information-resources/newsletter/WCMS_173434/lang--en/index.htm.

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 issuance of visas by a Schengen member State in a country where Switzerland is not represented.

Additional information may be found at the following website: 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.

Delegates of member States are solely responsible for ensuring that they obtain the 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 soon as possible, so that the necessary steps for visa application can be taken well in advance

(but **no earlier than three months before the departure date**), and the visa can be issued in a timely manner.

- Since 2011, the Schengen member States operate 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 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, the registration of biometric data and the rollout timetable for Swiss embassies/consulates connected to the VIS system is available at the following website: 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 communication from the Government together with an authorization to undertake the mission, a copy of credentials, an invitation to the Conference, etc.; and
 - any other document that the representation considers necessary.
- Except for holders of diplomatic or service passports, the Swiss authorities may require proof of adequate travel insurance.

Insurance coverage

The ILO **does not provide** participants with insurance coverage for accident or illness while travelling 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.

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 67 67).

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 diplomatic representations

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:

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/

Please be advised that the 2018 edition of the European Business Aviation Convention & Exhibition will be held in Geneva from 28 to 31 May 2018, which means demand for hotel rooms during this period will be even higher than usual. Conference participants are therefore strongly advised to make the necessary accommodation arrangements as soon as possible.

Local support services

The Geneva Welcome Centre (CAGI) provides, among other services, support to delegates attending international meetings, offering practical information, a documentation centre and assistance with accommodation. Its website is www.cagi.ch.

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

The International John Knox Centre offers accommodation facilities and other services within walking distance of the Conference:

International John Knox Centre
27, chemin des Crêts-de-Pregny
CH-1218 Grand-Saconnex
Tel: +41 22 747 0000
Fax: +41 22 727 0099
Email: welcome@johnknox.ch
Website: www.johnknox.ch

Contact details

ILO website: <http://www.ilo.org/ilc/ILCSessions/107>

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

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Meeting room reservations (as of 16 April 2018)		ilcrooms@ilo.org	
Documentation	+41 22 799 80 40	distr@ilo.org	+41 22 799 63 61
<hr/>			
Registration in committees (as of the end of April)		Email	Fax
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Employers		actemp-conf@ilo.org	+41 22 799 89 48
Workers		actrav-conf@ilo.org	+41 22 799 65 70