

14th African Regional Meeting

Abidjan, Côte d'Ivoire, 3–6 December 2019

AFRM.14/D.2(Rev.)

Information note

Meeting venue and address

Sofitel Abidjan Hotel Ivoire
Boulevard Hassan II
Abidjan,
Cocody,
Côte d'Ivoire

Telephone: ++225 22 48 26 26

Website: <https://www.accorhotels.com/fr/hotel-8844-sofitel-abidjan-hotel-ivoire/index.shtml?adults=&children=&nights=&dateIn=>

Contact information

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Côte d'Ivoire

Telephone: +225 20 31 89 00

Email: afrm@ilo.org

Website

www.ilo.org/afrm14

Rules of procedure

The revised *Rules for Regional Meetings*, confirmed by the International Labour Conference at its **108th Session (June 2019)**, will govern the powers, functions and rules of procedure of the 14th African Regional Meeting. The *Rules* are available on the [Meeting website](#).

ILO Events App

From **25 November 2019**, the mobile application “ILO Events App” for the 14th African Regional Meeting will be available for download (in the App Store for iOS devices or Google Play for Android). Participants who install it on their mobile devices will receive updates on the Meeting programme, social events and high-level visits and will be able to access practical information, documents and links to the [Meeting website](#). The App will also enable delegates to communicate with other Meeting participants registered on the App and to receive notifications about any changes to the programme and other important information.

This Information consists of four sections:

- I. Meeting programme
- II. Registration and accreditation
- III. Arrival, accommodation and other practical information about Côte d’Ivoire
- IV. Services available at the Regional Meeting

I. Meeting programme

A succinct version of the provisional programme of the Regional Meeting is available on the [Meeting website](#).

Throughout the Meeting, the host country will provide all participants with morning and afternoon refreshments and lunch at the Meeting venue.

Registration

Delegates accredited to participate in the Regional Meeting should register upon arrival at the registration desk. Further details in this regard are provided below.

Group meetings

Governments, Workers and Employers will meet on **Tuesday, 3 December 2019**, from 9 to 11 a.m. to agree on their respective nominations for the election of the Officers of the Meeting and, should they so wish, to discuss some of the topics covered in the Director-General’s Report. The groups will continue to meet throughout the Regional Meeting, if they decide to do so.

Format of the Meeting

The Meeting will open on **Tuesday, 3 December 2019**, at 11 a.m. The opening sitting will include the election of the Officers of the Meeting, the adoption of the provisional Meeting programme, the appointment of a credentials committee to deal with any issues linked to the credentials of national delegations, as well as a drafting committee to draft the conclusions of the Meeting.

Following these procedural formalities, the Chairperson of the Meeting, the Director-General, the Employer and the Worker spokespersons will deliver their opening remarks.

All other discussions, apart from those held in the three groups, will take place in plenary. These include:

Sittings dedicated to the discussion of the Report of the Director-General

The sittings dedicated to the discussion of the Report of the Director-General will be chaired by one of the Officers of the Meeting, namely the Chairperson of the Meeting or one of the three Vice-Chairpersons.

Any statements given during these sittings will follow a list of speakers, for which it is necessary to register in advance. Participants wishing to take the floor can register prior to the Meeting, as of **Monday, 4 November**, by sending an email to mbinkar@ilo.org. They may also register to speak once in Abidjan, at the Office of the Clerk of the Regional Meeting. Registration on the list of speakers for the plenary discussion of the Report of the Director-General will close at 1 p.m. on **Wednesday, 4 December**.

To allow for as many speakers as possible to take the floor during the discussion of the Report of the Director-General, article 10(7) of the *Rules for Regional Meetings* stipulates that “except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes”. Speakers are thus urged to keep their statements brief and concise, reducing complimentary remarks to a strict minimum.

Special high-level sitting

A presidential panel will be held at the end of the afternoon on **Tuesday, 3 December**. On this occasion, invited Heads of State and Government from the region will honour the Regional Meeting with their presence to take part in a debate on the topic of “The Future of Work We Want for Africa”.

Four thematic plenary sittings

Four thematic plenary sittings, led by a moderator, will be held in the form of tripartite panel discussions. The discussions will be followed by rounds of questions and answers between the members of the panel and meeting participants. The topics of the thematic plenary sittings will be:

1. International labour standards, social dialogue and gender equality in the realization of the Decent Work Agenda and the Sustainable Development Goals.
2. Making decent work a reality for Africa’s youth.
3. Skills, technological pathways and productivity for a brighter future of work in Africa.
4. Transforming Africa’s informal and rural economy for Decent Work.

A discussion concerning the promotion and application of the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy in Africa is also foreseen during the lunch break on Thursday, 5 December.

Further information on each of these debates will be provided on the [Meeting website](#).

Social Events

At the end of the proceedings on the first day of the Meeting, **Tuesday, 3 December**, the Government of Côte d'Ivoire will host a dinner. More information will be provided in due course. Transportation will be organized for delegates between the Meeting venue, the dinner venue and, afterwards, the designated Regional Meeting hotels (see the section below on "Accommodation: Booking rooms in designated hotels").

On **Wednesday, 4 December**, the Director-General of the International Labour Organization (ILO) will host a reception for delegates at the Sofitel Abidjan Hotel Ivoire.

II. Registration and accreditation

Registration

Delegates accredited to participate in the Regional Meeting should register upon arrival at the registration desk. Registration for the Meeting will open **at the Meeting venue from 2 to 5 p.m. on Monday, 2 December 2019, and will continue from 8 a.m. throughout the Meeting.**

Regional Meeting identification badge

To enter the Meeting venue, participants at the 14th African Regional Meeting will require an official Regional Meeting identification badge. This must be collected in person at the Meeting Registration Desk at the Sofitel upon presentation of a valid identity document containing a photograph. Badges will only be issued to participants who have been duly accredited by countries or organizations invited to the Regional Meeting by the Governing Body of the International Labour Office.¹

Accreditation requirements

In accordance with article 1(7) of the *Rules for Regional Meetings*, the credentials of national delegations must be deposited with the International Labour Office **21 days before the opening of the Regional Meeting (that is, by Tuesday, 12 November 2019)**. Receipt of the credentials within that period facilitates the Meeting planning and is particularly important in cases where obtaining a visa depends on the accreditation of the traveller as a delegate to the Meeting.

As members of national tripartite delegations of member States of the region are accredited, the name, titles and official functions at the Meeting will be webposted in real time on the [Meeting website](#). The same will be true of representatives of any member States from another region, international organizations and international non-governmental organizations invited to the Meeting by the ILO Governing Body.

Online accreditation of national delegations

The delegations of member States invited by the Governing Body as full members or as observers may submit their credentials online at <https://www.ilo.org/CredentialsRMMS>. The access codes required have been sent in the second letter of invitation to the Regional Meeting, and will also be sent to the permanent missions in Geneva of the member States

¹ See [GB.334/INS/15\(Rev.\)](#), [GB.335/INS/16](#) and [GB.336/INS/7](#).

taking part in the Meeting. These codes will enable participants to complete the online accreditation form and to submit it through the ILO website. Delegations are strongly encouraged to use the online accreditation system, as it speeds up the processing of credentials and reduces the risk of clerical errors in their transcription.

Should exceptional circumstances prevent the use of the online accreditation system, a form for the credentials of national delegations will be provided upon request (by email to credentials@ilo.org or by phone to +41 22 799 6525).

Credentials from invited international intergovernmental and non-governmental organizations must be sent by email to credentials@ilo.org.

Composition of delegations

In accordance with article 1(2) and (8) of the *Rules for Regional Meetings*, each member State taking part in the Meeting as a full member is required to send a tripartite delegation composed of two Government delegates, one Employers' delegate and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1(5) of the *Rules for Regional Meetings* stipulates that Employers' and Workers' delegates and their respective advisers will be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers as the case may be in the member State 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.

Each member State must pay the travel and subsistence expenses of its tripartite delegation (article 1(4) of the *Rules for Regional Meetings*).

Gender parity

Under article 1(6) of the *Rules for Regional Meetings*, member States taking part in the Meeting "shall make every effort to promote the equal representation of women and men in their delegations". The ILO is firmly committed to promoting gender equality and appeals to the governments of member States, as well as to national employers' and workers' organizations, to make every effort to achieve parity in the composition of their delegations. An infographic illustrating the levels of participation of women in Regional Meetings was attached to the second invitation letter and is available on the Regional Meeting website. In view of the figures reflected in the infographic, delegations are urged to spare no effort in the pursuit of parity.

III. Arrival, accommodation and other practical information about Côte d'Ivoire

Requirements to enter the country

Passports and visas

All foreign visitors entering Côte d'Ivoire to attend the Regional Meeting must be in possession of a passport, whether diplomatic, special or service, valid for at least six months from the date of their arrival in the country.

Whether or not a visa is required to enter Ivorian territory will depend on the visitor's nationality. Holders of Economic Community of West African States (ECOWAS) passports are exempted from entry visas in Côte d'Ivoire. The visa is granted free of charge to the members of the tripartite delegations of member and observer States to the Regional Meeting. All other participants are entitled to a facilitated process when applying for a visa.

Visa applications must be made to the Ivorian Embassy or Consulate in the country of residence of the applicant. In the absence of an Embassy or Consulate, applications must be made at the Ivorian representation in the nearest country with diplomatic jurisdiction over the country of residence. Ordinary passport holders who are subject to visa fees can also apply online at the website <https://snedai.com/e-visa>.

Participants unable to obtain a visa before departure must request a certificate via e-mail to dgtravail@yahoo.fr to facilitate travel to Abidjan. These participants will exceptionally be issued a visa upon arrival.

For further information, please consult the [website of the Ministry of Foreign Affairs](#).

Insurance

While there will be first aid services at the meeting venue, participants are advised to take out an insurance policy for the duration of the Meeting (including travel time) which covers expenses resulting from illness, accident (including medical care), temporary or permanent disability or death. The ILO does not take out any insurance and assumes no liability for any claim for illness, accident or medical disorder occurring before, during or after the Meeting. Participants are encouraged to travel only when in good health and to comply with the medical requirements that may be imposed at the points of departure and arrival.

Vaccinations and health advisory

Before starting their journey, participants in the Regional Meeting must obtain an international certificate of vaccination against yellow fever in order to be allowed into Côte d'Ivoire.

Dengue fever and, in particular, malaria are common in Côte d'Ivoire. Meeting participants should make the necessary arrangements to obtain anti-malaria medication, mosquito repellent and mosquito nets.

Note to participants undergoing medical treatment: in order to avoid any interruption in treatment, participants are strongly advised to take their usual medication in sufficient quantities, as the availability of the same compounds cannot be guaranteed on site.

Arrival in Côte d'Ivoire and transportation from the airport to the city

The Felix Houphouet-Boigny Airport in Abidjan is Côte d'Ivoire's main international airport.

Airport transfer services can be booked online. Taxis are also available outside the airport. Travellers catching a taxi from the airport to the Meeting venue or to one of the recommended hotels can expect to reach their destination in 15 to 45 minutes (depending on the traffic). As taxis do not accept credit cards, it is important to have CFA francs in cash.

The host country will provide a shuttle service from the airport to the designated hotels.

There is a public bus service, but this option is not recommended for delegates.

For security reasons, luggage may be subject to security checks at the airport, on arrival and on departure. Participants are encouraged to check and comply with customs regulations.

Accommodation: Booking rooms at designated hotels

Delegates are encouraged to make their travel and accommodation arrangements as early as possible in order to benefit from the preferential rates agreed with the hotels listed on the [Meeting website](#). These rates include breakfast and internet access. All selected hotels offer comfortable rooms, facilities and a gym.

Reservations must be made using the links or e-mail addresses provided on the list, indicating in the reservation request “14th African Regional Meeting of the ILO”. Although there is no deadline for room reservations, negotiated rates are subject to room availability and are valid until 31 October 2019. Delegates may prefer to choose other hotels, but should note that transportation will not be provided between other hotels and the Meeting venue.

With a view to facilitating Ministers’ transportation, the host Government suggests four hotels for their accommodation, recommended on the aforementioned list of hotels.

Transportation during the Meeting

Transportation will be provided daily between the designated hotels and the venue, prior to the start of the working day in the morning and at the end of the working day in the evening.

Participants staying at other hotels may wish to refer to taxi services like Yango and Taxi Ivoire, whose apps are available on the Appstore and on Google Play.

Please refer to the [Meeting website](#) on a regular basis for any security updates, as well as to the United Nations Department of Safety and Security (UNDSS) focal point contacts in Abidjan.

Security

The security situation is relatively calm in Abidjan. Insecurity in Abidjan and the suburbs is mainly caused by urban crime perpetrated in many areas by small groups motivated by economic reasons. These are street robberies, vehicle robberies and burglaries often perpetrated by very young individuals organized into gangs. Participants are encouraged to take all necessary precautions whenever they go out, to pay close attention to their personal belongings in public places and to avoid being out alone late at night. It is also recommended not to wear the Meeting identification badge outside the Meeting venue to avoid being harassed by ill-intentioned people.

The person responsible for security during the Regional Meeting is Ms Solange Laurent-Juget, ILO Security Officer (email address: laurentjuget@ilo.org, mobile phone: +41 79 647 2970).

Currency

The CFA franc (XOF) is the currency that is legal tender in Côte d'Ivoire. There is a fixed parity between the CFA franc and the euro, which is €1 = XOF655.96. Foreign currency can be exchanged at banks and currency exchange offices. Local currency can be withdrawn at automatic teller machines (ATMs). ATMs are available at banks, hotels and major shopping centres. The main credit cards (including Visa, MasterCard and American Express) are accepted at most hotels, many restaurants and shops.

Communications

The most common mobile phone service providers are Orange, MTN and Moov, which generally offer prepaid telephone and mobile data cards.

Time zone

Côte d'Ivoire observes Universal Time (GMT) all year long.

Climate

The climate of Côte d'Ivoire is tropical and consists of two seasons: the rainy season and the dry season. The month of December falls in the dry season.

Food and drink

Although tap water in Abidjan is safe to drink, travellers are advised to drink bottled water. No special precautions are necessary when dining in hotels or restaurants.

Electricity

The standard voltage in Côte d'Ivoire is 220 V and the standard frequency is 50 Hz. Power plugs and sockets are type C and E.

IV. Services available at the Regional Meeting

Interpretation

Simultaneous interpretation will be provided in Arabic, English, French and Portuguese.

In the interest of ensuring accurate interpretation, participants are strongly encouraged to send by email any prepared texts that they may wish to deliver during the Meeting to interpreterspeeches@ilo.org *prior to taking the floor*. Speeches should include the name, title, country or organization of the speaker and the sitting during which the speaker intends to deliver the statement. The interpreters will, of course, check the statement against delivery and render what is actually said, should the speaker depart from the written text. Paper copies of statements may also be handed over to members of the secretariat present in the meeting room for transmission to the interpreters.

Documents

The Report of the Director-General, which will serve as a basis for the discussion, will be published in Arabic, English, French and Portuguese, and will be available on the [Meeting](#)

[website](#). The *Report on the promotion and application of the Tripartite Declaration of Principles concerning Multinational Enterprises* will also be available on the [Meeting website](#) in those languages. The draft conclusions of the Regional Meeting will be made available to participants in their group meetings on the morning of **Friday, 6 December**, in the four working languages of the Meeting. The report of the Credentials Committee will be presented to the Meeting in English and French. The draft report of the Regional Meeting will be published in English and French two weeks after the Meeting closes. There will then be a period of three weeks during which participants may submit amendments to the summary of their own interventions. The final version of the report, which will incorporate any amendments received, will then be posted on the [Meeting website](#) along with the Arabic translation.

All pre-session and in-session documents will also be posted on the [Meeting website](#). Wi-Fi will be available throughout the Meeting venue, including in all meeting rooms. **A limited number of computers with Internet access will be made available to delegates in the Sofitel. Members of delegations are therefore advised to bring laptops or tablets with them.**

In line with the ILO's paper-smart policy, distribution of paper documents will be limited during the Meeting. **Delegations are therefore encouraged to bring with them the copies of the Report sent to them prior to the Meeting**, or to download the Report from the [Meeting website](#).

Medical services and emergencies

Medical facilities (first aid and emergencies) will be available at the Sofitel during the Meeting. There is also a pharmacy at the Sofitel. Other pharmacies nearby the recommended hotels include:

Pharmacie Boulevard de France	+225 22 44 74 08	Bd de France, Grand marché de Cocody
Pharmacie de Blockhauss	+225 22 48 68 91	Quartier Blockhauss
Pharmacie de Cocody	+225 22 44 24 95	Petit marché de Cocody
Pharmacie de la Cité	+225 22 44 63 68	Cocody Danga, près de la Cité Rouge
Pharmacie des Arts	+225 22 44 95 67	Centre commercial de la Cité des arts
Pharmacie Les 7 colonnes	+225 22 44 02 96	Bd Latrille, face SODEMI
Pharmacie Les Mimosas	+225 22 44 32 28	Bd Mitterand, face à la SODEFOR
Pharmacie Notre Dame de la Piété	+225 22 44 27 99	Val Doyen, face PMI de Cocody
Pharmacie Saint Dominique	+225 22 48 79 89	A l'angle Collège Mermoz et CNRA
Pharmacie Saint François de Danga	+225 22 48 54 08	Cocody Danga, à côté Nid de Cocody
Pharmacie Saint Jean	+225 22 44 62 49	Bd Latrille, face à la Cité rouge
Pharmacie Sainte Marie	+225 22 48 69 20	Près de la maison du PDCI

Emergency numbers

Medical emergency/ambulances:	+225 22 44 94 09 +225 22 44 53 53 +225 22 44 34 45
Police:	115
Fire brigade:	180