



## Information note for Employer and Worker members of the ILO Governing Body

---

### Documentation

Documents for Governing Body sessions are placed on the Governing Body Web site as soon as they are available. From 6 weeks before the meeting documents will be mailed to members every Thursday up until 2 weeks prior to the session, from which time documents may be picked up at the ILO's Distribution section, or downloaded from the Web site. Only one copy will be sent in one of the three official languages (English, French or Spanish). Should you require additional copies, or copies in other working languages please make a special request. It should be noted that only major policy documents are published in Arabic, German, Russian and Chinese. Documents not mailed, in-session documents and other communications will be placed in your pigeon hole at the entrance to group meeting rooms, pending your arrival.

### Participation

Once you receive the Director-General's invitation letter, it is important that you inform the Office of your decision to attend as soon as possible. This must be done in writing either by letter, facsimile or e-mail (see contact details below).

### Registration and Badges

On arrival, members should register at the ILO Pavilion (this will be clearly signposted). **It will be necessary for all members to register for each session of the Governing Body in order for your name to appear on the participants list.**

Upon registration a "session" badge will be issued which will overlay a security badge for entry into the ILO building. This session badge can also be used as proof of attendance for your organisation, and for collection of entitlements from the PAIE office.

For those re-elected members who already possess a photographic identity security badge, please bring that badge with you: the Security Office will have it reactivated for the new mandate. During the course of the November session all new members will be issued with a photographic identity security badge enabling them free access in and out of the ILO building for the duration of the mandate of the present Governing Body.

If you have announced your attendance prior to your arrival this process should not cause any undue delay.

### Programme of meetings

This document is included with the convocation letter. Please study it in conjunction with GB.10 – [Membership of Governing Body Committees](#). You should plan to arrive in Geneva in good time for the first committee meeting of which you are a regular member. Groups meetings will take place prior to committee meetings and normally commence at 9 am.

## Entitlements

Travel expenses and daily subsistence allowance (DSA) are payable to Regular and Deputy members in accordance with the Rules for the payment of travel expenses of members of the Governing Body (August, 1994 edition). Substitutes may from time to time be called upon to replace a regular or deputy member who cannot attend a session. In this case the substitute will receive a convocation letter indicating the member he is replacing and entitlements due.

With respect to travel arrangements, members may purchase their own air tickets for reimbursement upon arrival in Geneva. Business class travel is authorized if the journey is more than five hours duration. The routing of flights must be the most direct to Geneva from the member's home town. Any side trips are at the member's own expense. Alternatively, a member may request the Office to provide a pre-paid ticket. In this instance, he/she should inform the office of a preferred itinerary and dates as soon as possible.

DSA is payable as from the first day of your first committee meeting of which you are a regular member. An additional amount will be payable for time spent in travel. The DSA rate for Geneva is approximately US\$363 per day based on August, 2005 rates. This amount will vary according to exchange rate fluctuations at the time of the meeting. Please note that in accordance with decisions made in the context of the Programme & Budget 2006-07, a reduced daily rate of approximately US\$295 will be applicable as from 1 January 2006.

Travel advances and claims will be processed by PAIE (office 4-90), as per the following procedure:

- Payments can be made in one of two ways: by bank transfer or by cash payment on-site. For logistical and safety reasons, it is strongly recommended that members opt for bank transfers. Members who choose to be paid in cash should be aware that cashier hours are limited, and that cash payments will only be made in Swiss francs.
- One advance payment in Swiss francs can be arranged. It is important that you indicate to PAIE as early as possible, the amount that will be required. PAIE will then issue a document, which should be taken to the Cashier's desk in order to collect the advance.
- The balance of your travel claim, including the reimbursement of the air ticket, will be settled at the end of the meeting. Members who purchase their own tickets should bring with them the original invoice for their ticket and their boarding passes, in addition to the ticket itself. Payments will be made in cash in Swiss francs or by electronic bank transfer to your account in the currency of your choice.
- If you have not yet provided your bank details to PAIE, please complete the attached form and return it as soon as possible (see contact address below). Please note that the bank information provided on the form should match exactly with that on the bank's own records, to avoid any delay in payment. It is advisable to get the bank to check it.

## Visas

If you encounter problems in obtaining an entry visa for Switzerland, the Office will make every effort to assist. The applicant is responsible for making his own request in his home country to the nearest Swiss Embassy/Consulate, who will ask for the original letter of invitation to the meeting. In the event of a problem, the Office deals directly with the Embassy/Consulate concerned.

Members wishing to go to neighbouring France during the Governing Body should obtain visas in their own country before leaving for Switzerland. The French Consulate in Geneva is not authorized to issue entry visas for France to visitors to Switzerland without first referring the application to the French Embassy/Consulate in the applicant's home country.

A *laissez-passer* issued under an agreement between the Swiss authorities and the ILO may be requested, valid for the Governing Body mandate. This can facilitate entry into Switzerland but in no way replaces a visa or a national passport. Diplomatic passport holders do not need this document. More information is available from the Secretariat, however, please note that issue of such a document may necessitate a certain delay.

## Duty Free Shop/Petrol cards

On arrival in Geneva, Duty Free Shop cards can be obtained from the R.3 Reception Desk and petrol cards from the Official Relations Branch, Office 2-151. Duty Free Shop cards can be issued the same day but petrol cards will take a few days to process.

## Changes in personal details

It would be appreciated if members could inform the office of any changes in address, and other personal details as soon as is known so that our database can be updated.

Should you have any queries please do not hesitate to contact:

Ms. Anne Relange  
Official Relations Branch  
International Labour Office  
Office 2-145  
4, route des Morillons  
1211 GENEVA 22  
Telephone: (00 41 22) 799 74 66  
Facsimile: (00 41 22) 799 89 44  
e-mail: [relange@ilo.org](mailto:relange@ilo.org)

Attachment: Bank details form

Information relating to bank account to which payments should be made	
Name of bank account holder: (Exact name as per bank records)	
Bank account <b>number</b> (in full):	
Name of Bank (in full):	
Bank branch name (if there is one) and postal address in full (including street, no., city and country):	
Bank account <b>code</b> (fill in relevant field)	
<ul style="list-style-type: none"> <li>▪ Switzerland (up to 5 digit clearing code)</li> <li>▪ Euro zone (IBAN number)</li> <li>▪ USA (ABA number)</li> <li>▪ UK (Sort code)</li> <li>▪ Other (routing code/transit code)</li> </ul>	
In all cases, SWIFT/BIC code:	
Currency to use for payment:	
Special instructions to bank (if any required):	