



Conference Guide - Addendum

94th (Maritime) Session of the
International Labour Conference
Geneva, 7-23 February 2006

The International Labour Office welcomes delegates to the 94th (Maritime) Session of the International Labour Conference.

Identity badges are provided upon registration. Delegates are requested to wear their badges at all times.

It is important that every delegate entitled to vote in plenary, as well as their substitutes or advisers authorized to act on their behalf, obtain a **PINCODE** from the Registration Desk at the ILO Pavilion, or the Information Desk at the *Palais des Nations*.

94th Session (Maritime) of the International Labour Conference ***Geneva, 7 - 23 February 2006***

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Access to the *Palais des Nations* and the ILO (see maps at end)

The ILO headquarters building is reached from the *Place des Nations* by taking the *Route de Ferney*, or the *Avenue Appia*. The P.1 car park in the ILO is set aside for delegates' use. Vehicles without Swiss CD plates must carry an ILO sticker, obtained from the Conference Information and Registration Desk.

There are very restricted parking facilities at the *Palais des Nations*. Those vehicles which have been allocated parking rights must display an ILO Conference sticker (obtained from the Information and Registration Desks). Delegates arriving by car are advised to park at the ILO and to use the shuttle service between the ILO and the *Palais des Nations*.

Taxis do not have access to the grounds of the *Palais des Nations* and must pick up and drop off passengers in front of the *Pregny* gate.

By bus from Geneva train station, *Cornavin*, in the centre of town, the F, V, Z and No. 8 lines all stop at *Appia*, convenient for the *Palais des Nations*. The F, 8 and 28 lines continue to the ILO stop (*BIT*). On Saturdays and Sundays, the 8 terminates at *Appia*. The No. 13 tramline and bus lines 5, 11, 13 and 15 also run to the *Place des Nations*, ten minutes' walk from the Assembly Building. The bus timetable and network map can be consulted on www.tpg.ch.

Special bus passes covering part or all of the period of the Conference are available **only** from the *Carlson Wagonlit Travel Agency* in the ILO building, R2 south. These passes entitle the holder to unlimited travel on all Geneva bus and tram routes, including the route F, as far as Ferney-Voltaire town centre, in neighbouring France. Other bus cards may be purchased from the *Naville* newsagents in the *Palais des Nations* and in the ILO, or from newsagents and tobacconists in Geneva.

A minibus shuttle service will run between door 15 of the entrance hall to the Assembly Building of the *Palais des Nations* and door 1 of the ILO building, from Monday to Friday, 7.30 a.m. to 8 p.m. and Saturday, 7.30 a.m. to 1 p.m., or until the end of meetings. The minibus will stop at the ILO Pavilion (registration).

No luggage may be taken into the *Palais des Nations*. Delegates are advised to keep their luggage at their hotels.

N.B. Members of delegations are required to inform the Conference secretariat of any problems they may encounter with the local authorities that prevent them wholly or partially from exercising their official functions at the Conference.

Security arrangements

Access to the *Palais des Nations* and the ILO building will only be granted to those persons wearing a Conference badge.

Visitors

Visitors are not permitted to use the minibus shuttle to enter the *Palais des Nations*, but must go through the pedestrian entrance at the *Pregny* gate. They will be required to present a Maritime Conference visitor's badge (issued at the ILO Pavilion) and a valid identity document bearing a photograph.

Information Desk

The main Conference Information Desk is located in the entrance hall of the Assembly Building (doors 13 and 15) and is open from 8 a.m. to 6 p.m. on weekdays and as needed at

weekends. The Information Desk will be able to answer any queries about the Conference, and about facilities available to delegates.

Offices of the Conference in the *Palais des Nations* and the ILO

President of the Conference	Sixth floor	A-652	76736
Secretary-General of the Conference	Sixth floor	A-650	76735
Chairperson of the Governing Body of the ILO Secretariat	R3 South (ILO building)	R3-95	8556 8557
Employers' group: Chairperson Secretariat	Fifth floor	A-535 A-531	76808 76812
Workers' group: Chairperson Secretariat	Third floor, building E	E-3008 E-3004	77331 77314
Legal Adviser Secretariat	Sixth floor	A-631 A-633	76710 76708
Credentials Committee Secretariat	Sixth floor	A-639 A-641	76703 76701
Office of the Clerk of the Conference Secretariat Registration of speakers		A-259 A-261	76509 76569 76545
Registration in committees for Government delegates	Entrance hall, Assembly Building	A-241	76542 76543
Director of secretariat services	Entrance hall, Assembly Building	A-239	76500
Protocol service	7-17 February: ILO 20-23 February: Palais, sixth floor	10-126 A-644	6043 71607
Press service	Fifth floor	A-567	71794
Document Distribution service	Entrance hall, Assembly Building	A-247	76537

Programme of meetings

The complete programme for each day is published in the *Daily Bulletin*, available from 8 a.m. at the Document Distribution service, located in the entrance hall to the Assembly Building, and from the Information Desks, and may also be consulted on the Conference web site: www.ilo.org/public/english/standards/reIm/ilc/ilc94/index.htm

Delegates may obtain information about the following morning's programme of meetings, by dialling the following telephone numbers, each evening after 10 p.m.:

English: 022 917 69 82
 French: 022 917 69 83
 Spanish: 022 917 68 44

Reservation of meeting rooms

Conference participants who wish to reserve a meeting room in the *Palais des Nations* or at the ILO are requested to contact the secretariat services (Office A-239 telephone 76576), from Mondays to Fridays before 5 p.m., in respect of meetings planned for the following day, and on Saturdays, before 3 p.m.

It should be noted that, while every effort will be made to satisfy requests, space is limited and only those requests for scheduled Conference meetings can be guaranteed. Furthermore, participants are advised that no meeting room may be occupied without the prior authorization of the secretariat services.

Registration in committees

Composition: Except when provided otherwise, the initial composition of committees is decided by the Conference at its opening sitting. Any modifications are carried out through the respective groups and must **be done before 6 p.m. to be effective the following day.**

Registration for membership of the committee of the Whole: For Employers' and Workers' delegates and advisers, this is undertaken at the group meetings on Monday, 6 February, or by obtaining registration forms from the group secretariats; Governments may register during the Government group meeting on Monday, 6 February, or subsequently at the Composition of committees Office.

Government delegates: A-241

Employers' delegates: A-531

Workers' delegates: E-3004

List of delegations

A first provisional list of delegations is published one week before the opening of the Conference. A revised list and a final list will be published at a later stage. The lists give, in French alphabetical order of member States, the names and designations of delegates and advisers, as indicated in the official credentials submitted, and the names of the representatives of the United Nations, specialized agencies and other official international organizations, as well as registered observers of international non-governmental organizations.

Plenary sittings – General information

The plenary sittings of the Conference are held in the Assembly Hall on the third floor of the Assembly Building of the *Palais des Nations*. The opening session will be held on Tuesday, 7 February at 10 a.m.

The delegations of member States represented at the Conference are seated in French alphabetical order of country names, as indicated in the seating plans posted on either side of the podium and at the back entrance of the Assembly Hall. Seats without desks are reserved for advisers.

Members of delegations wishing to take the floor should contact the Clerk of the Conference, who is seated to the right of the President.

This year in plenary

The first plenary sitting of the Conference, at **10 a.m. on Tuesday, 7 February**, deals with the election of officers and a number of administrative matters. The second sitting, at **4.30 p.m.**, will take decisions on the report of the Selection Committee as well as other decisions concerning Conference arrangements.

The Conference will meet in plenary sittings, from Monday, 20 February to Thursday, 23 February, to discuss the reports of the Chairperson of the Governing Body and of the Director-General, and to consider reports of committees and resolutions submitted. It will also be addressed by special guests.

It will, in particular, consider the report of the Committee of the Whole and decide upon the adoption of the instrument prepared by the Committee.

Work in Conference committees

The first meeting of the Selection Committee will be held immediately after the opening session.

The Committee of the Whole will meet at 4.45 p.m. on Tuesday, 7 February, to begin consideration of the text of the draft instrument submitted to the Conference. It will continue its discussions until **Friday, 17 February**. In order to promote rapid progress, it is likely that early dates will be set for the submission of proposals for the amendment of the text of the Convention. Further information regarding the programme and procedures of the Conference will be published in the Daily Bulletin.

Members of delegations wishing to speak at committee meetings should give their names to the Chairperson or secretariat of the committee. Speakers are usually called in the order in which their names are received, at the discretion of the Chairperson. Statements should be as brief as possible.

Representatives of international non-governmental organizations may only take the floor after obtaining the formal authorization of the Officers of the committee.

To facilitate the work of the committee secretariat, delegates are requested always to sit in the same places.

Proposed amendments to the draft text must be communicated to the secretariat in writing.

Space permitting, the public is admitted to committee meetings, unless a committee decides otherwise or if it is contrary to the Standing Orders of the Conference.

Optimizing the use of simultaneous interpretation

Make sure your mobile phone is switched off.

Each seat in the Assembly Hall and in committee rooms is equipped for simultaneous interpretation with earphones, volume control and a language selection switch. Channel "0" transmits the speeches in the original language; the other numbered channels give access to interpretation.

Except where special interpretation services are supplied by delegations, all statements are made in one of the official or working languages of the Conference – English, French, Spanish, Arabic, Chinese, German and Russian – and are interpreted into the other six.

Upon taking the floor: before pressing the button to activate the microphone, remove the earphone and place it in your lap, to prevent potentially harmful feedback.

Avoid touching the microphone, shuffling papers, drumming fingers or making other noises close to an open microphone.

When speaking: if you are reading from a written text or have notes, please provide a copy in advance to the secretariat for immediate delivery to interpreters, so they can prepare the interpretation of the statement and render it as accurately as possible.

Speak clearly and at a moderate pace, pausing for punctuation: other languages may require more words to convey the meaning. This is particularly important for the delivery of written statements.

Cite figures slowly.

When referring to a passage in a document or quoting from a text, give the chapter and/or paragraph number concerned, *not* the page number, which may vary with the language versions. Leave time for the other participants, and especially the interpreters, to find the passage to which reference is made. Special conditions apply to speeches delivered in plenary (cf. section below entitled “Speaking from the podium in plenary”).

Speaking from the podium in plenary

At least one day before they are scheduled to speak, delegates are requested to hand in to the Clerk’s office eight copies of their speeches for the use of the interpreters and the Conference Record Service; a ninth copy is requested from delegates who wish their speeches to be made available to the press and radio.

Delegates are encouraged to submit the text of their speeches on diskette in a format that is compatible with the Word text processing system, to facilitate their inclusion in the Record.

Delegates who wish to have corrections made to the printed text of their speeches must communicate these corrections in writing to the International Labour Office (Conference Record Service) within ten days of the close of the Conference.

The time limit for speeches, under article 14, paragraph 6, of the Conference Standing Orders, is **five minutes**. The time allowance is managed by a timing device on the speaker’s desk on the podium, indicating the time left for speaking. A buzzer sounds to show that the speaker’s time is over.

Electronic voting in plenary

The electronic voting system operates with individual, touch-sensitive screens (voting stations) at each delegation’s place in the Assembly Hall.

Access to the voting system is through a personal identification number (PIN), which will be issued to all accredited members of delegations. PINs can be obtained from:

- Registration Desk (ILO Pavilion), Saturday 4 – Monday 6 February
- Information Desk (R3, ILO building), Sunday 5 February
- Information Desk (Assembly Building, *Palais des Nations*), Tuesday, 7 February onwards.

At the beginning of a vote, the voting station screen will ask each delegate to enter the PIN and confirm his or her identity. Clear instructions will then appear on the screen, in English French and Spanish, explaining the voting procedure in a series of stages.

Usually, it is titular delegates or their substitutes who are authorized to vote. If they are unable to vote, they may delegate their right to an adviser.

Delegations of authority vote should be submitted to the secretariat of the Credentials Committee, preferably the day before the vote and, in any event, not later than one hour before voting begins. Forms for delegation of authority to vote may be obtained from the Information Desk or from the secretariat of the Credentials Committee.

Three types of vote are possible: a vote by a **show of hands**; a **record vote**; and a **secret ballot**. All three, including the “show of hands” are carried out using the electronic voting station. In the three cases, the numerical results (votes in favour, against, abstentions, quorum and required majority) of the vote are immediately displayed and subsequently published in the *Provisional Record*. In the case of a record vote, a list of delegates showing how they voted is also published, while in a secret ballot no access is possible to individual votes.

Proposed Convention

The draft text of the proposed Convention is published in the *Provisional Record* and submitted, with the draft report of the Committee of the Whole, to the Conference in plenary sitting, for adoption. If necessary, the Drafting Committee will meet to review the text as adopted by the plenary.

The final text of the English/French version of the Convention is published in the *Provisional Record*, and is then returned to plenary for a record vote, which will be held at a time announced in the *Daily Bulletin* and on the notice boards.

Provisional Record

A *Provisional Record*, containing committee reports, official documents of the Conference, and other information, is published in English, French and Spanish. The issues reproducing the debates in plenary sittings may be published one or two working days after these debates have taken place.

As the *Provisional Record* is printed in limited numbers, participants are requested to take only one copy of each issue.

The text of delegates’ speeches in plenary will be published in a single, trilingual document in English, French and Spanish. Each speech will be printed only in the language chosen by the government of the delegate’s country for official correspondence with the ILO.

It is also planned to produce a DVD recording of the live address and its simultaneous interpretation into the other Conference languages, to be made available to participants the day following that upon which the address is made. The audio recording of the address in the original language is the authoritative version of the speech. Any simultaneous interpretation thereof, while delivered with best efforts at full accuracy, may contain inadvertent errors attributable to the conditions under which the recording takes place. The failure to submit written texts 12 hours in advance, may result in the omission of interpretations of the respective speech on the DVD.

Delegation boxes

These boxes, for all official and personal correspondence, are to be found next to the Document Distribution service, and should be checked at least twice daily.

Document Distribution

The Document Distribution service is located in the entrance hall of the Assembly Building. The *Daily Bulletin* will be available from this service, every morning from 8 a.m.

NB: The Document Distribution Service of the Conference does not despatch documents or reports for delegates. Delegates are requested to use the post office services at the *Palais* and the ILO.

Services available at the Conference

Medical service

Palais des Nations

For urgent medical attention, dial 15.

The infirmary in the *Palais des Nations* is located in building E, office E-3053, extension 75009. It is operational during Conference hours.

ILO building

The Medical Service is on the fifth floor, south, extension 7133. It is open on weekdays from 8 a.m. to 12.30 p.m., and from 1.30 p.m. to 5 p.m.

Dialling 144 will connect you directly to the Medical Service during opening hours. Outside these hours, it will connect you to the security guards, who are trained to provide emergency first aid or, if necessary, will call a doctor or ambulance.

External services

For extremely serious emergencies outside the ILO or the *Palais des Nations*, dial 144 (ambulance).

The emergency service of the Medical Association of the Canton of Geneva is at 022 322 20 20.

Cantonal Hospital: 022 382 6580 (24 hours a day).

Restaurants

There will be a range of snack bars and restaurants in operation, with varying opening hours (see below).

Palais des Nations	Location and access	Opening hours
Restaurant	Assembly Building, eighth floor lifts Nos. 12, 16 and 29	Mondays to Fridays, from 12 noon to 2.30 p.m.
Cafeteria (self-service)	Assembly Building, ground floor, lift No. 20 or staircase No. 16	Mondays to Fridays, from 8.15 a.m. to 4.45 p.m.
Assembly bar	Assembly Building, entrance hall, doors Nos. 13 and 15	Mondays to Fridays, from 8 a.m. to 8 p.m. Saturdays, from 8 a.m. to 3 p.m.
"Serpent" Bar	Building E, first floor	Mondays to Fridays, from 8 a.m. to 6 p.m.

ILO	Location	Opening hours
Restaurant	R2 north	Mondays to Fridays, from 12 noon to 2 p.m. (reservations before 11 a.m.)
Cafeteria (self-service)	R2 north	Mondays to Saturdays, from 11.45 a.m. to 2 p.m. (reduced service on Saturday 11, consult Daily Bulletin for Saturday 18)
Sandwich bar	R1 north	Mondays to Fridays, from 7.30 a.m. to 5.30 p.m.
"Le Club" tea room	R2 north	Mondays to Fridays, from 9 a.m. to 4.30 p.m.
Delegates' bar	R3 south	Mondays to Fridays, from 8 a.m. to 5.30 p.m.

Telecommunications and postal services

Palais des Nations

Postal services, Door 13/15 :

9 a.m. – 1 p.m. and 2 p.m. - 4 p.m., Monday to Friday

Postal services, Door 6:

Mail, fax and booths for prepaid cards.

8.30 a.m. – 5 p.m. Monday to Friday, closed Saturday.

ILO building

Post office R2 north:

Mail, telephone and fax (booths for prepaid cards are available when the post office is closed), 10.30 to 11.30 a.m. and 12.30 to 4.30 p.m.

Telephone communications in Geneva

Telephones in the *Palais des Nations* and in ILO headquarters may be used to call Geneva numbers. Dial '0' to obtain an outside line. Numbers in the surrounding area of France may be called by dialling 00 33 450 plus the last six digits.

To telephone the ILO from the *Palais des Nations*, dial 63 plus the internal extension number of four figures, or ring 0022 799 followed by the extension. If the extension is not known, go through the ILO switchboard on 63 6111 (or 0022 799 6111).

To telephone the *Palais des Nations* from the ILO, dial 2 plus the five figure internal extension number. The UN switchboard can be reached on 0022 907 1234, or 0022 917 1234.

Internet access for delegates

Cyber cafés at the Palais des Nations:

- Library room B-121, 8.30 a.m. – 5.30 p.m.
- Between doors 13 and 15
- Between rooms XIX and XX

Computer access at the ILO:

- Computer Access Room, R2-105, ILO Library, R2 south, 8 a.m. – 8 p.m. (if required)

WiFi access

In order to use WiFi, delegates should have installed on their laptops, a WiFi network card, the latest Windows security update, and up-to-date anti-virus software.

Palais des Nations:

- Between doors 13 and 15
- Between rooms XIX and XX

ILO Building:

- Reading Room of the ILO Library, Monday – Friday, 9 a.m. – 6 p.m.

Banking arrangements

Palais des Nations

Door 6: 8.30a.m. – 4.30 p.m., Monday to Friday

Door 41: 8.30 a.m. – 12.30 p.m. and 1.30 – 4.30 p.m., Monday to Friday.

ILO building

UBS, ILO, R3 north:

Open Monday to Friday from 9 a.m. to 12.30 p.m. (full service) and from 2 to 5 p.m. (non-cash transactions only). Closed Saturday and Sunday.

Cash machines are available on R3 north (outside the bank) and on R2 south (next to *Naville*).

Travel Agency

Carlson Wagonlit has an office at the ILO (R2 south), tel: 022 799 7540. Opening hours are Monday to Friday, 9 a.m. to 5 p.m.

ILO Library

The Reading Room of the ILO Library (R2 south) is open Monday to Friday, from 9 a.m. to 6 p.m.

Lost property

Lost property should be handed in to, and claimed from, the Information Desk.

Text processing and secretarial services

The Conference secretariat does not provide typing or secretarial services for members of delegations. Delegates wishing to have speeches, notes or private correspondence typed can call on *Manpower* (Geneva), which operates a text processing service in English, French, Spanish and German, for a fee. The *Manpower* desk is located in the entrance hall of the Assembly Building (A-253).

Obtaining entry visas for France

Delegates unable to obtain entry visas for France in their own country, or only holding single entry visas, may make a request to the French Consulate in Geneva, open Monday to Friday from 8.30 a.m. to 2 p.m., at the address below:

Consulat général de France
15, rue Guillaume de Marcossay
1205 Geneva (Plainpalais)
Tel: 022 319 00 42
Email: info@consulfrance-geneve.org

Purchase of duty-free petrol and goods

The ILO provides heads of delegations, titular delegates and substitute delegates with authorizations to purchase duty-free petrol and goods.

These personal, non-transferable authorizations are only valid for the duration of the Conference. Delegates concerned should go to the Information Desk. The address of the duty-free shop is as follows:

Montbrillant Shopping Centre
27, avenue de France
1202 Geneva

Opening times: Monday, from 1 p.m. to 6.30 p.m.; Tuesday to Friday, from 9.30 a.m. to 6.30 p.m. and Saturday, from 9.30 a.m. to 1.30 p.m.

No smoking policy

Smoking is not permitted in either the *Palais des Nations* or the ILO building, **except in the designated areas.**

Address of the Conference

Correspondence for delegates must be sent to the following address:

International Labour Conference (Maritime Session)
CH-1211 Genève 22
Switzerland

Telephone:* (+41 22) 907 1234 or (+41 22) 917 1234

Fax:* (+41 22) 798 86 85. Messages received on the ILO's facsimile should clearly indicate the national delegation.

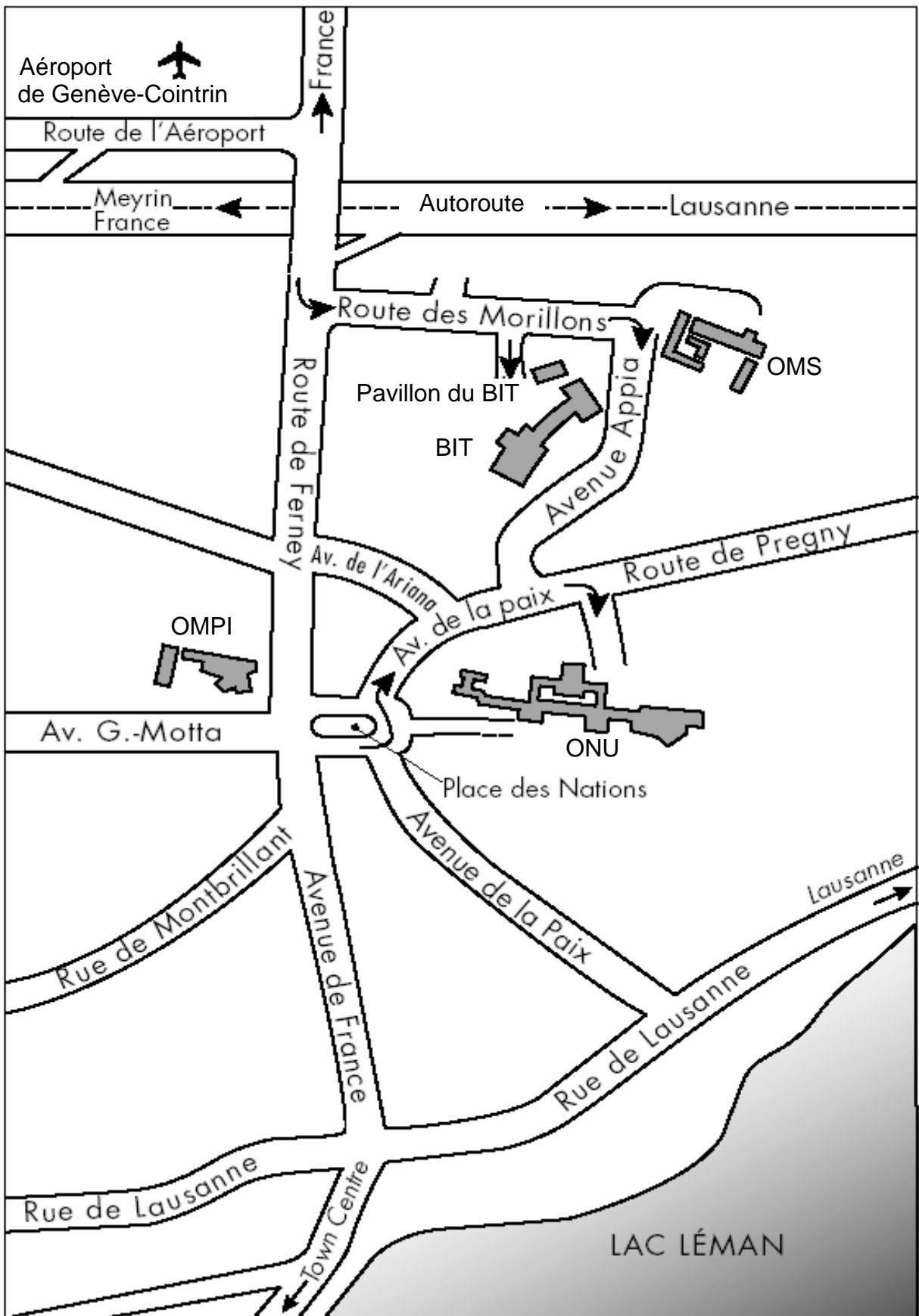
* Inside Switzerland: add the code (022) to the seven-digit telephone and fax numbers.

Members of delegations are requested to advise their correspondents to indicate their postal addresses as follows:

First name and surname:

Delegation of: (country)

International Labour Conference (Maritime Session)
CH-1211 Genève 22
Switzerland



Bus and tram routes
Plan des lignes d'autobus et de tramway
Plano de las líneas de autobús y tranvía

