



International
Labour
Organization

Fifth Meeting of the Special Tripartite Committee established under the Maritime Labour Convention, 2006, as amended (MLC, 2006)

Practical information for participants



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1. Registration

To access the ILO building, all participants will have to be in possession of an ILO access badge which can be obtained at the registration desks located at the ILO car park (P1 North). A valid ID will be required for the issuance of a badge.

PLEASE RETURN YOUR BADGE UPON DEPARTURE ON FRIDAY 11 APRIL AT THE DESIGNATED DROP BOXES LOCATED AT THE EXIT TO THE BUILDING.

1.1. Registration office

Location: P1 North car park (access by door 5).

Opening hours

Monday 7 April	From 7.45 a.m. to 11.45 a.m.
Tuesday 8 April to Friday 11 April	From 8.00 a.m. to 9.00 a.m.

For any further enquiries please contact mlcstc@ilo.org.

2. Special arrangements and rules of procedure applicable to the Fifth Meeting of the Special Tripartite Committee

At its 353rd Session (March 2025), the Governing Body approved [special arrangements](#) for the fifth meeting of the STC to facilitate the meeting's conduct by virtual means.

3. Access to ILO headquarters and participating at the sessions

3.1. How to get to the building

3.1.1. Public transport

For information on public transport in Geneva, visit www.tpg.ch or download the mobile application.

BUS STOP NAME: **OMS - BIT**



From the bus stop you can follow the footpath through the car park P3 or P2 (see the map in section 6). Take staircase or the lift to level R2, where are located door 5 to enter the building and the registration office on P1.

3.1.2. Taxis

Taxi Phone Centrale SA. Call +41 22 331 41 33 or book online [at www.taxi-phone.ch](http://www.taxi-phone.ch) or via their mobile app.

Taxis pick up passengers in P2.



Apple Store



Google Play

Figure 1 QR codes to access mobile App

3.2. Where to find the meeting rooms

For the sittings of the Plenary:

Participants, and accredited observers, have their reserved seats with nameplates in the GB room.

- An overflow room is available to follow the sittings from room II (free seating).

All the meeting rooms are indicated in the table below.

Room	Meeting	Floor
GB	Plenary	R3-SOUTH
II	Transmission of Plenary sittings	R3-SOUTH
GB	Government group	R3-SOUTH
C	Seafarers' group	R1- NORTH (TEMPORARY BUILDING)
D	Shipowners' group	R1- NORTH (TEMPORARY BUILDING)

3.3. Documents

No printed documents will be made available during the meeting. All meeting documents will be published on the [dedicated webpage](#) for the meeting.

3.4. Electronic voting

In order to exercise the right to vote, participants physically attending the meeting must be able to access internet via a laptop or a phone.

4. Safety, health and well-being

For all emergencies, call 112 from an internal landline.
From a mobile phone, dial + 41 22 799 81 12

4.1. First aid services

The International Labour Office actively endeavours to safeguard the safety and health of participants in meetings and conferences at ILO Headquarters. Participants are requested to report to the organizer's secretariat any situation they consider hazardous to safety or health.

The ILO Medical Service (MEDSERV) is available to provide basic medical advice and immediate medical assistance if required. MEDSERV is located at the north end of the building, on level R3. Opening hours are Monday to Friday, from 8.30 am to 11.30 am and from 1.30 pm to 4.00 pm.

A response team from the ILO's Security Centre is always on hand to provide first aid in the event of an incident.

4.2. Hygiene, transmissible infections and preventive measures

To ensure continuity of activities and to protect vulnerable participants, the ILO provides advice and assistance to prevent transmissible diseases.

This advice follows WHO and ILO recommendations and is regularly reviewed in consultation with the Occupational Safety and Health Committee (COSH).

The World Health Organisation (WHO) has announced that COVID-19 is now an established and permanent health problem that no longer constitutes a public health emergency of international concern. The ILO is also closely following the infectious diseases Mpox and Marburg Virus Disease (MVD) and the upsurge of cases.

General safety and health measures

The ILO continues to apply all local occupational safety and health regulations and will maintain existing preventive measures in the buildings regarding ventilation, cleaning and the provision of hydro-alcoholic gel and masks. Masks are no longer required in conference and meeting rooms but are available at the information and registration desks for those wishing to protect themselves.

Ensure regular hand hygiene with soap and water or disinfectant gel available at conference rooms and other entrances.

If you think you might have Mpox or any transmissible disease, you can act to protect others by seeking medical advice and isolating from others until you have been evaluated and tested. Do not go to the Medical Unit directly if you have symptoms, contact + 41 22 799 71 33.

- You may also call and visit the [University Hospital of Geneva \(HUG\)](#)
- More information on Mpox: <https://www.who.int/news-room/fact-sheets/detail/mpox>
- For more information on MVD: [Marburg virus disease](#)

4.3. Anti-harassment policy

The ILO is committed to ensuring a workplace free from all forms of harassment, in particular sexual harassment. The ILO's anti-harassment policies apply to all ILO staff, to anyone working with the ILO or on ILO premises, and to delegates and others participating in ILO events. If you think you are a victim of harassment, or if you see it happening to others, don't hesitate to report it. You might consider contacting the organiser, your focal point or, in an emergency, the ILO Security Centre available 24/7 and by telephone on +41 022 799 8015.

For further information on the behaviours that constitute sexual harassment and how to report them, please refer to the *[Code of conduct for prevention of all forms of violence and harassment at ILO events](#)*.

4.4. No-smoking policy

Smoking is prohibited inside the ILO premises and is only permitted in designated outdoor areas.

For everyone's health and well-being, please do not smoke near the building entrances. Smokers are also asked to dispose of their cigarette butts in the bins and ashtrays provided.

4.5. Participants with disabilities

The ILO has a policy to promote the inclusion of people with disabilities throughout the Organization. The main objective of this policy is to ensure that the ILO is an inclusive and fully accessible organization, for which disability is an expression of human diversity.

ILO premises are accessible and as far as possible, inclusive for all. The maps in section 6 and banners in the building indicate the location of toilets and other facilities adapted for persons with disabilities.

For further information or assistance for people with disabilities, please contact the Occupational Safety and Health Coordinator alonso-maestre@ilo.org (+41 79 593 13 20) or the ILO Security Centre available 24/7 and by telephone on +41 022 799 8015.

4.6. Environment sustainability at the ILO

The ILO recognizes its responsibility to protect the environment and is committed to enhancing environmental sustainability. Part of the efforts to green the Office are:

- Perpetuating sustainable publication production processes and promotion of

responsible paper use. Most documents are available online.

- Waste sorting management with dedicated bin containers near meeting rooms.
- Water dispensers with disposable organic cups and promotion of the use of branded water bottles for sale at the kiosk (R2 South).
- Strict management of energy consumption.
- Promotion of use of local products at the cafeteria [GRTA Genève Région Terre d'Avenir](#)
- Promotion and protection of biodiversity

5. Facilities

5.1. Library

- The reading room is located on R2 South in the *Gobelins* area.
- Librarians welcome you at the desk from 1 to 4 p.m. from Monday to Friday to answer your questions.
- Information service is available from 9 a.m. to 5 p.m. from Monday to Friday by email at library@ilo.org and by phone at +41 22 799 8682.
- Computer space to consult:
 - [Labordoc - The ILO Institutional and OA Repository](#)
 - [ILO Library & Knowledge Hub](#)
- For onsite consultation of ILO publications and research assistance, please make an appointment by email at library@ilo.org 24h in advance.

5.2. Catering

Floor		Opening hours and other details
R2-North	Cafeteria	Monday to Friday from 7.30 am to 5.00 p.m. Lunch from 11.45 a.m. to 2.15 p.m.
	Restaurant Les Morillons	Monday to Friday from 12.00 noon to 2.00 p.m. On reservation only by calling + 41 22 799 81 54 or online at Les Morillons . For bookings of more than 15 people, please reserve at least 48 hours in advance.
	Vending machines	• For snacks and soft drinks (payment with credit card) • Nespresso coffee machine (payment with tokens that can be purchased at the cafeteria and kiosk)
R2-South	Kiosk	Monday to Friday from 8.00 a.m. to 4.00 p.m. A Nespresso coffee machine is also available at the <i>Gobelins</i> area, next to the auditorium (payment with tokens that can be purchased at the cafeteria and kiosk).

5.3. Water fountains

There are water fountains available in central areas in the building and close to the conference rooms. The water fountains offer filtered cold and tempered water. In general tap water in Geneva and in the building is drinkable.

Disposable organic cups are available next to the fountains. To reduce waste in line with the ILO's greening policy, visitors can also opt to refill their water bottle at the fountains. ILO branded water bottles are for sale at the kiosk (R2 South).

5.4. Toilets

Due to the ongoing renovation works, the number of toilets in the conference area is temporarily reduced. Toilets for persons with disabilities are also available. Additional toilets are located one floor up or down from the conference area. All toilets are signposted (see the maps in section 6).

Sanitary products

Tampons and sanitary towels are available free of charge in toilets located near the meeting rooms and are indicated by the following symbol on the designated toilet doors. Other personal sanitary items can be purchased from the R2 South kiosk.



5.5. Nursing facilities

The ILO Medical Service (MEDSERV) manages a breastfeeding room located outside the entrance to MEDSERV on R3 North. Any staff members and delegates who would like to use this facility must first register with the nurses by sending an email to: infirmary@ilo.org or calling +41 22 799 71 33.

The key to the nursing room must be collected from MEDSERV between 8.30 a.m. and 4 p.m., from Monday to Friday. Outside these hours, please collect the key from the Security Control Centre (R3 North) open 24/7.

5.6. Rest, prayer and meditation rooms

The following facilities are available for use by delegates:

- a rest room in R2 North, close to the photo booth (if you are feeling unwell, please avoid using the rest room and contact MEDSERV for assistance);
- a prayer room in R2 North next to the rest room;
- a meditation room in R1 North close to the entrance of the Department of Communication and Public Information.

5.7. Internet access and cyber spaces

Meeting participants can access the ILO's public Wi-Fi network, **ILO-Public**.

The cyber spaces can be found:

- opposite room A in the temporary building in R1 North;
- in the *Gobelins* area, R2 South in front of room Jura.

5.8. Bank

An ATM for cash withdrawal can be found on R2 North.

The UBS office is located outside the ILO building in the nearby Green Village at 42, chemin du Pommier.

5.9. Lost and found property

Contact the Control Centre (R3-14 North) by dialling 8014 or 8015 (internal landline) or +41 22 799 8015 (external).

5.10. Luggage

Given the ILO's security and safety measures, it is forbidden to leave luggage or parcels unattended.

Only hand luggage or cabin luggage up to 55 x 35 x 25cm is permitted on ILO premises. All other baggage must be stored. To gain access to the baggage room, you must contact a member of the Security Centre. Deposits in this room are the sole responsibility of the depositor.

6. Useful contacts

- Accreditation and Zoom links: mlcstc@ilo.org
- Request for the floor: mlcstc@ilo.org
- Prepared statements for interpreters: interpreterspeeches@ilo.org

All statements will be treated with confidentiality and only for the purpose of assisting the work of the interpreters.

- Draft resolutions: mlcamend@ilo.org
- ILO Security Centre: R3 North - Tel. 022 799 80 15 hqsecurityoperations@ilo.org
- ILO Library: Tel: +41 22 799 8682, library@ilo.org
- Occupational Safety and Health coordinator Tel. +41 22 799 64 32
oshcoordinator@ilo.org
- ILO Medical Service: +41 22 799 71 33 infirmary@ilo.org
- University Hospital of Geneva (HUG): +41 22 372 96 17 - [infectious diseases unit](#) - [emergencies](#)

7. Access maps to the headquarters building and to meeting rooms



Figure 2 aerial view of the ILO with the various accesses to the building by type of transport

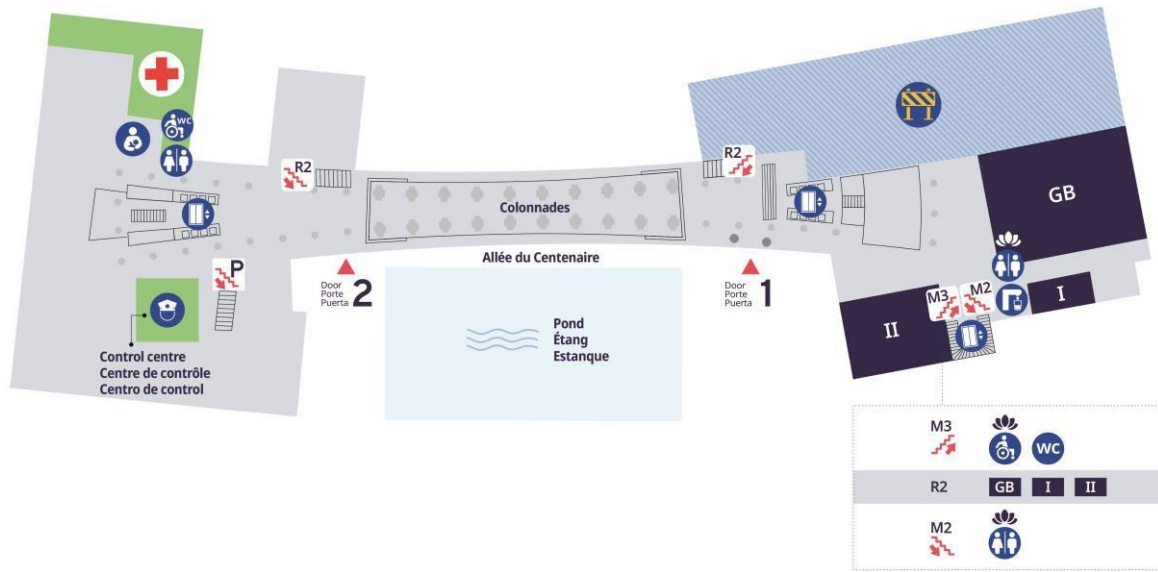


Figure 3 map of R3



Figure 4 map of R2

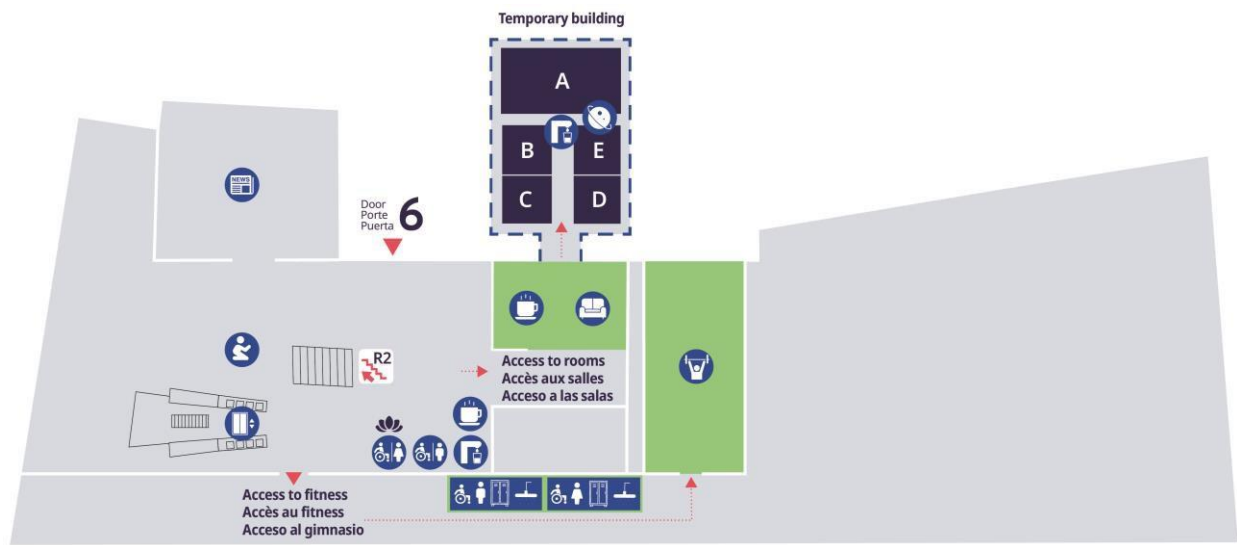


Figure 5 map of R1

8. Remote participation through Zoom



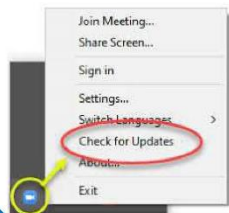
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HIGHLIGHTS FOR A SUCCESSFUL ZOOM MEETING

To optimize your interpretation, please send your statement / speaking notes to: interpreterspeeches@ilo.org

CONNECTING PROCESS

- Ensure a good internet connection, wired if possible 
- Silent work environment, turn off notifications on all devices
- Ensure Zoom is up to date



AUDIO QUALITY IS CAPITAL

Wired headset with external mic is required



Audio testing



Poor quality sound will disrupt interpretation



Heavy noise might harm interpreter's health

MANAGE AVAILABLE FEATURES



Mute your mic whilst not speaking



Language interpretation is only available with audio on. Listen in the language you are speaking

CAMERA ADJUSTEMENT

Adjust eyes height to the screen of your device



FOR SPECIFICS: www.zoom.us