

Terms of Reference/Specifications

Title	Production and scripting of a three minute film to feature trade union work and services in support of OFWs in Hong Kong and review/editing of draft Post-Arrival Orientation Seminars (PAOS) modular videos
Location	Philippines-Hong Kong
Contract duration	22 July – 30 September 2019

Background

The Integrated Programme on Fair Recruitment (FAIR) - Phase II project is based on a three-pronged approach: **1)** implementing fair recruitment processes in selected migration corridors and sectors, **2)** providing reliable information, improved services including facilitating access to justice, to migrant workers in the recruitment process and **3)** producing and disseminating global knowledge and guidance about fair recruitment, including through the media.

Recruitment of migrant workers can take many forms and patterns and affect differently women and men. Cross-border recruitment can be facilitated by public or private employment agencies, through different degrees of informality, or can happen outside regulatory or institutional framework through family and social networks. Among those actors, private employment agencies play an increasing role in matching labour demand and supply across borders. The global growth in the private employment agency industry has accelerated since the mid-1990s. In 2013, there were almost 260,000 private employment agencies worldwide, 56 per cent of which were located in the Asia and Pacific region,¹ although not all of these agencies were involved in cross-border activities. As a result, the intermediation landscape today is complex, owing to the fragmented global governance system of labour migration and the large number of actors involved: from private employment agencies to the multiple levels of sub-agents, to whom work is passed by the main agencies. The revenues generated by the industry come from fees charged for temporary staffing, search-and-placement and corporate training services.

Public and private employment agencies, when appropriately regulated, play an important role in the efficient and equitable functioning of labour markets by matching available jobs with suitably qualified workers. However, concerns have been raised at several levels. First, unscrupulous recruiters often take significant resources away from migrants, through the charging of recruitment fees and related costs, putting them in situations of serious debt. The UN Special Rapporteur on the human rights of migrants has argued that unethical recruiters commonly exploit migrants, directly or indirectly, at every stage of the migratory process. Recent reports have highlighted the increasing role of informal labour recruiters and private employment agencies operating in the informal economy, outside of the legal and regulatory framework.

¹ International Confederation of Private Employment Services: *Economic Report: 2015 Edition*, p. 14. The Confederation changed name in September 2016 to become the World Employment Confederation.

In addition, other abusive practices from unscrupulous recruiters and employers have been reported worldwide, including deception about the nature of the job and living and working conditions; retention of passports; deposits and illegal wage deductions; threats if workers want to leave their employers, coupled with fears of subsequent expulsion from a country; and in some instances physical and sexual violence. A combination of these abuses can amount to forced labour, which is a serious violation of workers' fundamental rights. These abuses have also been linked with generalised deficits in decent work, poor labour migration governance and the inadequate application of fundamental principles and rights at work.

While adopting a holistic approach and operating at multiple levels, through its pilot interventions, the FAIR Philippines would like to commission the production of a video to feature the work and services of Progressive Labor Union of Domestic Workers (PLUDW), an affiliate of Sentro ng mga Nagkakaisa at Progresibong Manggagawa (SENTRO), in Hong Kong.

Post-arrival Orientation seminars (PAOS) include structured orientation programmes facilitated by the Philippine embassies and consulates to OFWs upon their arrival at the destination countries. These programs may be delivered by governments, workers' organizations, employers, civil society organization, or a combination of these key stakeholders. Post-arrival orientations reinforce and contextualize pre-departure orientation training.

As a pilot migration corridor, the FAIR project is taking the Philippines-Hong Kong corridor to implement alternative and innovative information campaign strategies. The Philippine Overseas Labor Office (POLO) and the Philippine Consulate-General have been active in ensuring that the rights of Filipinos in Hong Kong are protected. As a follow-up to the PDOS, the POLO in Hong Kong had been conducting PAOS for newly-arrived Overseas Filipino Workers (OFWs). The POLO coordinates with the HK Labor Department, Assistance to Nationals (ATN) unit of the Philippine Consulate, OWWA Welfare Officer, and workers organizations/unions (specifically the Progressive Labour Union of Domestic Workers in Hong Kong, PLU) to provide information on rights, responsibilities and working conditions in the country of destination and information on the assistance that can be expected from the Philippine diplomatic mission and on personal safety and information on Filipino community activities.

Through a consultation with the Ambassador and Labour Attaché, the ILO received a request to support the production of a video on Freedom of Association and an online learning system to support the delivery of the PAOS. The *FAIR Project* will therefore commission the production of a PAOS video and documentation through filming of key stakeholders, animation and high resolution photographs with detailed captions of the Post-Arrival Orientation Seminar (PAOS), administered by the Philippine Overseas Labor Office of the Philippine Consulate General (PCG) in Hong Kong, for use in enhancing better access to Hong Kong-specific rights-based information regarding domestic work and the migration cycle, and to support overall ILO promotional activities in relation to *the FAIR project* and other areas of ILO work.

Objectives:

To produce and script a **three-minute** short film on the work and services of PLUDW in Hong Kong in support of Filipino migrant domestic workers and of empowering them with accurate and reliable information, particularly on migrant workers' rights and access to services in Hong Kong. This

three-minute video on Freedom of Association (FoA) is part of an existing list of eighteen (18) draft videos which will also be review and finalized as part of the online PAOS learning system.

Target audience

The final story will be targeted at Filipino domestic workers in Hong Kong who are required to undergo a post-arrival orientation seminar within the first month upon their entry to Hong Kong SAR or upon the start of their employment in Hong Kong SAR.

The project will include:

1. Production of three-minute video on Freedom of Association

- Story research and development
- 2 days location shooting
- Interviews with:
 - Ms Shiella Estrada
 - Labor Attaché Mr Jalilo dela Torre
 - Other key stakeholders to be approved by ILO FAIR National Project Coordinator in Manila
- Preparation of interview transcripts and shot lists
- Delivery of raw material to the ILO no later than 15 September 2019 (OR):
- Integrating stakeholder/national partner/ILO staff comments into draft script
- Delivery of edited story to the ILO no later than 15 September 2019
- Delivery of international version of edited story to the ILO no later than 15 September 2019 (note to ILO staff: an international version edit means there are no graphics, no music and no narration – this means the footage can be re-purposed, and a copy should be shared with DCOMM along with the script)

2. Review and editing of draft eighteen (18) PAOS videos on the following modules:

- Pre-deployment
- Post-arrival
- Employment ordinance
- Immigration
- Compensation ordinance
- Termination
- HKSAR Labor department
- POLO-HK
- Agency obligations
- Saving
- Reintegration
- OWWA
- Police case
- Balik Manggagawa Online Processing System – Overseas employment certificate
- Consulate General

- Renewing passport
- Managing relationship
- Watch-listing employers

Upon receipt of comments from ILO and key stakeholders, the service provider will incorporate these inputs into the final draft of the 18 modular videos.

Output

Broadcast quality raw material, accurate shot lists and interview transcripts for a three-minute film on Freedom of Association for Filipino domestic workers in Hong Kong.

Final edited version of eighteen (18) modular PAOS videos based on comments from ILO and key FAIR project stakeholders.

All raw footage, photos and videos stored in a hard drive including interviews and related video materials become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the rights to use, publish (including the Web), or distribute the photos and videos, privately or publicly.

All graphics, images, music and other elements to be used should be all original, and the consultant should submit proof of copyright obtained for the ILO.

Please save all files in 3 external hard drives and get exclusive copyright of music to be used in the film.

This consultant will be directly supervised by Mr Hussein Macarambon, Fair National Project Coordinator, ILO Country Office for the Philippines (ILO CO-Manila)

Annex 1: Technical notes for external producers and video crews

Format:

The shooting should be done on new, professional standard tapes or discs.

We work in PAL, SD or HD, with a screen format of 16/9 (4/3 no longer accepted). We can convert from NTSC but we require good quality.

We prefer (in order of preference):

- **XDCAM HD discs** (single layer 23Gb or dual layer 50Gb)
- **XDCAM EX files** (any hard drive storage support Mac or PC)
- **AVCHD files** (any hard drive storage Mac or PC)
- **XDCAM SD discs** (IMX or DVCam format)
- **DVCAM tapes** (30 to 62 minute tapes, rather than longer 120 min or 184 min tapes)
- **HDV tapes** (recording format: 1080i)

Please do not use MiniDV tapes in your DVCAM camera.

To use any other format, please first consult with the Multimedia Unit.

We do not accept original footage on DVD, VHS, UMATIC, Hi8 or lower format, although this may occasionally be used as archive material.

Shooting:

1-Video:

- **Shoot enough material to edit a video report of 2 to 6 minutes.**

-Shoot plenty of usable **General Views** to have a choice. Ex: Traditional architecture, visual postcards of the country, street scenes, markets, city life, gardens, squares, historical monuments, landscapes, "beauty shots."

-Get plenty of usable shots of **case studies** or "characters" in the story. Set up the subject in different environments (family, work, city, transport, rest day etc.) Shoot wide views of his working area and environment. Aim to produce "sequences" of the character and his or her colleagues and family.

-Shoot **different angle shots**, like low camera angle, reverse angle, still, panoramic, out-of-focus to in-focus, zoom in, zoom out etc. Look out for potential intro shots or end shots. Think of "editable" shots, with a beginning and an end. Shoot Close-Ups of hands, sweat, dusty environment, safety and health equipment etc, according to the story.

-For **long lens** shots, use a tripod. Do not use the **autofocus** if the camera has one.

-Shoot as many **action shots** as possible. Ex: People at work, thinking and discussing with others. People going to work, entry and exit. Try to get the atmosphere in various angles. Think about a starting and ending shots that we can use to make a sequence

-For **interviews**, choose a nice background, not too messy, not too bright. Make sure the interviewee is well lit, with no shadow on the background or on the face. Do several size shots, changing the shot value for different answers. Ex: Change the shot values for each answer, wide, medium and close-up etc. Never shoot the subject in a too large shot value. Always make some shots to **set up** the subject.

-Always do some **cutaways**, ex: listening shots, hands, pan up or down on face, etc. Always do some **set-up** shots of the interviewee arriving, talking to people, on the phone or at work.

-For shots of **computer screens**, make sure the screen is phased with the camera shutter speed to avoid flickering. Shots should be full screen, well-framed. Do cutaways of the mouse and keyboard, hands and face watching the screen.

2-Sound:

-Record the sound of the interview with a tie microphone (lapel clip) or a microphone on a boom. Put the sound level on one track and get the ambiance on the other track. For an **interview**, plug microphone or mixer in on CH1. Otherwise put Cam Mic on CH1. If you have plugged a mic into CH1, make sure Camera Mic is on CH2 to provide back-up audio.

If you have decided you need two mics, to record questions and answers, put interviewee Mic on CH1 and interviewer Mic on CH2.

Additional Audio elements, such as music, ambiance, speech, should be recorded on CH1.

3- Labels, shot lists etc:

Label the tapes you have shot with a number, date, location, and quick description of contents. Include specific technical notes if necessary.

Each tape should have a **shot list** with time codes. Names of Interviewees must be written with full names and titles.

A detailed **translation and transcript** is needed if the interview is not in one of the ILO official languages, i.e. English, French or Spanish. Accurate time codes should identify interesting answers.

Annex 2: Production Plan to be completed by the video production crew in coordination with the project/programme

I. Video Pre-production Questionnaire

Video content

- What is the message or thesis you are trying to convey?
- What would be the title of the video (often this helps identify the main concept of the video)?

Purpose

- What will the video be used for? E.g. Develop of online learning system

Audience

- What or who is the target audience? Policy makers, educators, the general public, stakeholders, fundraisers? (Note: it is hard to make a video that is effective for multiple audiences so the more specific you can be the better).

Filming

- How much new filming do you foresee? Do you already have footage and rushes (of suitable quality) that can be used?

Language Versions

- Do you need language versions? If so, what?

Length

- What is the desired length of the finished video?

Deadline

- What is the time frame for the delivery of the finished project? Is it geared to a specific conference, launch or event?

Distribution

- What sort of distribution do you envisage? ILO offices, field workers, broadcasters?

Budget

- What sort of funds do you have available?

- II. Context and short summary**
- III. Audience analysis**
- IV. Output**
- V. Production values for outputs**
(For example: Close-up shots of the subject for the interview. Situationer and background shots of the subject using low angle, medium and close-up shots in the workplace and at home.)
- VI. Suggested shot lists**
- VII. Shooting dates and location**
- VIII. Daily schedule and logistics**
- IX. Suggested shot lists**
- X. Interview guide questions**
- XI. Draft script (see Annex 5 for sample)**

Annex 3: Full transcript and translation of interviews (in Word version)

FOLDER	FILE NAME	TIME CODE AND DURATION	FULL TRANSCRIPT	ENGLISH TRANSLATION
Interview Juan dela Cruz	MVI_0001	00:00-00:20	(Get recorded consent first to use the interview for project video, news releases and related information products)	(Get recorded consent first to use the interview for project video, news releases and related information products)
Interview Juan dela Cruz	MVI_0001	00:20-00:25	Interviewer: For ID purpose, ano pong buong pangalan nyo?	Interviewer: For ID purpose, what is your name?
Interview Juan dela Cruz	MVI_0001	00:25-00:31	Ang pangalan ko po ay Juan dela Cruz	My name is Juan dela Cruz
Interview Juan dela Cruz	MVI_0001	00:31-00:35	Ilang taon na po kayo?	How old are you?
Interview Juan dela Cruz	MVI_0001	00:35-00:38	35 po	35
Interview Juan dela Cruz	MVI_0001	00:38-00:41	Ano pong trabaho nyo?	What is your job?
Interview Juan dela Cruz	MVI_0001	00:41-00:46	Ako po ay isang magsasaka	I am a farmer
Interview Juan dela Cruz	MVI_0001	00:46-00:55	Nagtatanim po ako ng palay. Meron din po akong tanim na gulay gaya ng kalabasa at ampalaya.	I plant rice. I also plant vegetables like squash and bitter gourd.

Annex 4: Shot lists of all raw footage (in Word version)

FOLDER	FILE NAME	TIME CODE AND DURATION	SHOTS	TYPE OF SHOT	BRIEF DESCRIPTION
Rice field	MVI_0001	00:00-00:20	Rice field in Barangay Isidro, San Narciso, Quezon Province	Establishing shot	Rice field with farmers harvesting rice. A carabao sits on the mud. Motorcycles passing by the road side. Rice field then showing the sunny sky.
Rice field	MVI_0001	00:20-00:30	Children playing on the side of the rice field in Barangay Isidro, San Narciso, Quezon Province	General view shot Close up shot	Five children playing on the rice field, laughing and running. A young boy smiles as he looks at the farmers harvesting rice.
Rice field	MVI_0002	00:00-00:20	Community leader visits the farmers' rice field in Barangay Isidro, San Narciso, Quezon Province	Medium shot	Juan dela Cruz, a farmer and community leader walks to the rice field to meet his fellow farmers harvesting rice.

Annex 5: Script (draft sample and final version with time code, file name and shot description)

Draft script (in Word version)

ILO RESPONSE TO CRISIS
Rebuilding Communities through Community-Based Emergency Employment and Livelihood Development

AUDIO (V0)	VISUALS
In the past few years, The Philippines has been severely affected by a series of unusually strong tropical storms, including two typhoons in two years. In December 2011, Typhoon Sendong roared through Northern Mindanao, causing unprecedented destruction in the cities of Cagayan de Oro and Iligan. (Testimony of Joey Ross Villahermosa of Brgy. Santiago, Iligan City on impact of Typhoon Sendong) A year later, in December 2012, Typhoon Pablo struck Eastern Mindanao, flattening entire villages and wiping out farms and livelihoods. (Testimony of Maritess Diansay of Brgy. Kinablangan, Baganga, Davao Oriental on impact of Typhoon Pablo) The human toll of the two storms was catastrophic. Nearly 2,500 people lost their lives and nearly 2,000 more are still missing, presumably swept out to sea All told the two typhoons caused nearly 60 billion Philippine pesos, or 1 and a half billion US dollars, in damage to infrastructure and property in 300 towns and 40 cities, and upended the lives of 6 and a half million people. The challenge now is to help those people rebuild their communities, and their lives.	

AUDIO (V0)**VISUALS**

When disaster strikes, livelihoods and jobs disappear overnight. As part of the emergency response, the International Labour Organization, helped form the “Livelihood Cluster” ...a program to provide emergency employment to those most directly affected.

The idea behind the “Livelihood Cluster” is community-based jobs providing immediate “cash for work”... providing sustainable incomes during the recovery phase.

Workers in the program are encouraged to organize into associations and cooperatives and qualify for financing. It’s expected those jobs will continue after the ILO and its partners pull out of the communities.

It’s a model that has been demonstrated successfully throughout The Philippines.

When Dolores, Eastern Samar was hit by heavy flooding in 2009, the ILO helped the community organize workers groups to construct a drainage canal to minimize the floods.

In Tadian, Mountain Province, the village workers’ association repaired a road destroyed by a storm in 2010, using indigenous skills in rip-rapping and terracing.

In Iligan City, the Barangay Mahayahay Workers’ Association cleared the canals and its creek of debris, and helped control the floodwaters from Typhoon Pablo in 2012.

In Cagayan de Oro City, the CDO Resettlement Project Construction Workers Association built a large concrete fence to protect the village elementary school, and a drainage canal and two classrooms for the city National High School.

Through cash-for-work and by organizing into cooperatives and associations, local people learned skills that translated into long term jobs, including carpentry, masonry, electrical installation, accounting and management.

The association at the CDO Resettlement Site now actively manufactures rugs, sandal, and other commercial activities.

AUDIO (VO)**VISUALS**

At the Calaanan Resettlement Site, newly trained electricians and carpenters built lofts in more than 1,500 homes.

The lessons from these experiences are being put into use in Baganga town, which was devastated by Typhoon Pablo. Coconut farming is the main source of income for people here... and it will take 7 to 10 years for the trees to regenerate from the damage and become productive again.

Now, the ILO is helping people restart their lives. The first 3,500 temporary jobs will be filled beginning in early 2013, ensuring the survival of the workers and their families.

<Concluding Statement>

The ILO's community-based emergency employment and livelihood development approach to disaster-response is about empowering people...

...promoting conditions for decent and risk-free work while helping create opportunities for people in areas hard hit by disaster to rebuild their lives, and become self-reliant.

-End of VO-

Final script (in Word version)

FOLDER	FILE NAME	TIME CODE	SCRIPT	SHOT DESCRIPTION
Day 3\ Fallen Coconut Trees Kinablangan	MVI_6973	00:25-00:30	In December 2013 typhoon Bopha slammed into the island of Mindanao. It was one of the most powerful storms to hit the southern Philippines in decades.	Fallen coconut trees on the mountains of Boston going to Cateel. Half of the coconut trees were uprooted.
Day 3\Destroyed Houses Kinablangan	MVI_6993	00:05-00:10	Over 6.2 million people were affected. The strong winds, flooding and landslides left thousands homeless and even more without any livelihood....	A small clinic in the village. The walls were destroyed due to the strong winds of the typhoon.
	MVI_6992	00:00-00:05		A bed in the clinic, muddy and broken after the typhoon. Records of patients were scattered on the floor.
Day 2\ Maritess coconut farm	MVI_7047	00:10-00:20	Maritess Diansay and her family were lucky to survive the storm at all. They fled their house, but when she returned the next day, what she saw made her cry.	Maritess going around the coconut farm. All the coconut trees were uprooted.
Day 2\Maritess house	MVI_7049	00:45-00:55	Not only was the house destroyed, but along with it groves of coconut trees that had helped the family survive through tough times.	Maritess going inside her house. Her house was destroyed by the typhoon. The wind ripped off the roof and tore down the walls of the house.

Annex 6: Photographs with detailed captions (in Excel format)

Annex 1: Photo caption file (hard copy submitted and electronic copy stored in an external hard drive with the original and edited photos)

FOLDER	FILE NAME	PHOTOGRAPHER	DATE TAKEN	PLACE	ENGLISH CAPTION
Construction	ILO_0153	Marcel Crozet	18 November 2013	Iligan City, Philippines	People affected by Tropical Storm Washi (Sendong) acquired new skills in construction with the help of the ILO AusAid Emergency Employment Programme. Workers hired under the programme received wages and benefits like social security and health insurance.
Construction	ILO_0212	Marcel Crozet	18 November 2013	Iligan City, Philippines	Ruel Mahilac left his family to find a job in Marawi after Tropical Storm Washi (Sendong). Now 42-year old Ruel is back in his hometown as a construction worker. He acquired new skills in construction with the help of the ILO AusAid Emergency Employment Programme.
Agriculture	ILO_0925	Marcel Crozet	19 November 2013	Iligan City, Philippines	Merlyn Manos, 52-year old was among the farmers trained and hired to apply the Sloping Agricultural Land Technology (SALT). The ILO AusAid Emergency Employment Programme used SALT to rebuild farming communities after Tropical Storm Washi (Sendong). SALT helps increase productivity and prevents floods or damages to crops.
Fishing	ILO_1088	Marcel Crozet	19 November 2013	Iligan City, Philippines	Fishers of Barangay Acmac say they have lower fish catch after Tropical Storm Washi (Sendong). With the help of the ILO AusAid Emergency Employment Programme, fishers learned fish farming skills to increase their catch. Fish farming as compared to fish hunting is more sustainable and environment friendly.

Scanned copies stored in the external hard drive

Individual General Photography/Video Release

I hereby give the International Labour Organization (ILO) the right to publish photographs and/or video footage taken of me, and use my likeness in print, online and video-based materials and publications to promote the ILO's aims, messages and advocacy objectives. I understand there will be no commercial use of these images.

In addition, ☐ I do/ ☐ do not agree that the ILO may use my name with the photos. If I do not tick any box, I should be deemed to have withheld such permission.

I acknowledge that my participation is voluntary and that I will not receive any kind of financial compensation for the use or publication of this material. I acknowledge and agree that publication of this material confers no rights of ownership or royalties whatsoever.

I understand that all photos become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the rights to use, publish (including the Web), or distribute the photos, privately or publicly.

Authorization

Printed name: _____

Signature: _____

Date:

Optional additional information

Address: _____

City: _____ Country: _____

Post code: _____

Contact phone number:

Email:

Birthdate _____

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Photo Consent Form for children/minors

I, _____ the Undersigned, voluntarily agree that I and/or the minor named below (of whom I am the legal representative) be photographed by a photographer acting for or on behalf of the International Labour Organization (ILO).

I hereby irrevocably grant the ILO to freely use, reproduce, publish and distribute (or have used, reproduced, published and distributed) the photograph(s) taken of me, or the minor named below (of whom I am the legal representative), in any format and through any medium whatsoever, to promote the activities of the ILO and the fight against child labour, including but not limited to publications, posters, audio-visual materials, web pages, social media and publicity material concerning the same. In connection with the foregoing, I agree that the ILO will -at its discretion- have the right to change, edit and/or treat the photograph(s), provided that my image, or the image of the minor named below, and/or the setting in which the photograph(s) were taken, are not misrepresented.

I hereby furthermore grant the ILO the right to superimpose text or quotations taken from interviews with me or with the minor named below (of whom I am the legal representative) on the photograph(s).

By ticking "yes" or "no" at the end of this sentence, I indicate whether or not I grant the ILO permission to use my name in captions that appear with my image:

YES ☐ / NO ☐

If I do not tick any box, I should be deemed to have withheld such permission.

I understand that the photographs will become the property of the ILO. The photographs may be used by ILO, without any further consultation with me, for the above-mentioned purposes, free of charge, in any and all countries of the world.

I confirm that the content of this consent form has been explained to me, and that I fully understand its meaning.

NAME _____

DATE _____

SIGNATURE _____

(Minor's Name)

(Address)

(Address)

THIS BOX FOR PHOTOGRAPHER'S USE

Photographer Name: _____ Project: _____

File Name/Frame #: _____ Folder Name: _____

Caption/Notes: _____

Date: _____

It is the responsibility of the photographer or videographer to obtain signed release forms and to send these records to the ILO Country Office for the Philippines (CO-Manila).

Please return all completed copies to:

ILO Country Office for the Philippines

19th Floor, Yuchengco Tower, RCBC Plaza

6819 Ayala Avenue, Makati City 1200, Philippines

Tel: +63 2 5809900

Fax: +63 2 8567597

Website: www.ilo.org/manila

Email: manila@ilo.org

Annex 8: Group photo consent form

Scanned copies stored in the external hard drive



International
Labour
Organization

ADD NAME OF YOUR EVENT HERE

ADD DETAILS OF YOUR EVENT HERE.....

ILO Photo Consent Form

The ILO would like to take photographs to assist with its promotional and advocacy work. Photographs may be shared with the ILO's Headquarters, be placed in one or more of the ILO's photo libraries, and/or be used in online and print productions, as the ILO deems relevant to its work. The pictures will not be used for commercial purposes. All photos become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the rights to use, publish (including the Web and Social Media), or distribute the photos, privately or publicly.

By signing this form you are consenting to being photographed and to those images being used to promote ILO work.

Name	Signature	Email	Date