

STEP 4 - TEMPLATE NO. 13 - Consultation Invitation Letter

Place, Date

Dear *(TITLE and NAME)*,

The International Labour Office conducted research on working conditions and especially Occupational Safety and Health (OSH) in the *(enter the product)* value chain of *(enter the country)* between *(enter dates)*. This research is conducted as part of the ILO global effort to generate evidence on OSH in global supply chains and contribute to innovative solutions for improvements and good practice sharing.

In this framework, the ILO is conducting consultation workshops with key stakeholders of the *(enter the product)* value chain of *(enter the country)* and its institutional environment with two objectives:

- i) To share the research findings and gather stakeholders' feedback on those findings;
- ii) To co-construct intervention models with stakeholders.

Those two inputs will then be integrated in a final report. We believe it is important that all key stakeholders be consulted and given the opportunity to share their experience and we truly hope your organization can participate to the consultation.

The agenda and logistical details of the consultation are attached for your consideration. Please confirm your attendance with *(Name, email and phone number)*. For further details on the content of the consultations, you can also reach our researcher *(Enter name) – (Enter contact)*

Sincerely,

(TITLE and NAME),