

**Sectoral Meeting on Promoting Decent Work and
Safety and Health in Forestry**Geneva
6-10 May 2019

Note for the participants

The Sectoral Meeting on Promoting Decent Work and Safety and Health in Forestry will be held at the International Labour Office, in Geneva, from 6 to 10 May 2019. The opening plenary sitting, which will be held in Room II (R3 South) of the ILO building, will begin at 11.30 a.m.

The purpose of this *Note* is to assist participants in the meeting to familiarize themselves with the organization and procedures of the Meeting so as to enable them to take an effective part, from the outset, in its work.

Purpose of the Meeting

The purpose of the Meeting is to discuss issues related to the promotion of decent work and safety and health in forestry. The Meeting may adopt conclusions and resolutions.

The Office has issued, in English, French, and Spanish, a report for discussion (document SMSHF/2019) which will serve as the basis for the Meeting's work. Print copies will be available at the ILO in Geneva, and it will be also available on-line via the following link: https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---sector/documents/meetingdocument/wcms_679806.pdf

Composition of the Meeting

The meeting will bring together interested Governments of ILO member States, as well as eight Employer representatives and eight Worker representatives nominated by the Employers' and Workers' groups of the Governing Body.

In accordance with the *Standing Orders for technical meetings*¹, each Government interested in the meeting may appoint one representative only, who may be accompanied by a maximum of one adviser. Alternatively, Governments may attend as observers.

Employers' and workers' representatives may be accompanied by a maximum of one adviser each. In addition, nominated employer and worker observers may attend the meeting.

Certain intergovernmental organizations, as well as other international non-governmental organizations, will also be invited to attend the meeting as observers.

¹ *Standing Orders for technical meetings*, adopted by the ILO Governing Body at its 334th Session (October-November 2018): <https://www.ilo.org/technical-expert-meetings>

Rules of the Meeting

The [*Standing Orders for technical meetings*](#), adopted by the ILO Governing Body at its 334th meeting (October-November 2018), apply to the Sectoral Meetings.

Working of the groups

Arrangements have been made for the Government, Employer and Worker representatives to hold separate consultation meetings in the course of the Meeting.

Arrangements have been made for official meetings of the groups on the opening day of the Meeting:

09.00–11.00:	Government group	Room II
	Employers' group	Room III
	Workers' group	Room IV
14.30–15.30:	Government group	Room II
	Employers' group	Room III
	Workers' group	Room IV

Briefings

Government participants are invited to an introductory session at **9.00 a.m.** in **Room II**. The participants will be informed about the Sectoral Meeting, its draft programme over the five days' duration, and the roles of participants.

Documents

In order to enable participants to take a full part in the work of the Meeting the following documents will be issued in English, French and Spanish:

- (a) the report for discussion (SMSHF/2019);
- (b) the list of participants (provisional, SMSHF/2019/2);
- (c) the draft timetable (SMSHF/2019/3); and
- (d) proposed points for discussion (SMSHF/2019/4).

Participants are strongly advised to check the *official notice board* when they first arrive each day before going to the various meetings.

In the weeks following the Meeting, the Office will send to all participants a brief report of the discussion of the Meeting for comments.

Miscellaneous information

Transport to the ILO building

Participants coming by private car are asked to use car park P1. Please do not park in front of the main entrance.

Public transport services link the railway station (Cornavin) (lines F and 8) and the airport (line 28) to the ILO building. The stop for the ILO is marked “BIT” and is located on Avenue Appia. From 7 a.m. to 7 p.m. the “8” bus runs every six to eight minutes and every 15 to 20 minutes there-after; from 7 a.m. to 8.00 p.m. the “28” bus runs every 20–30 minutes and less frequently there-after; the “F” bus runs every 15-20 minutes during rush hour and hourly after 8 p.m. Bus tickets valid for several journeys are on sale at the news agent inside the ILO building on the R2 level (south).

Arrival at the ILO building

Please note that due to increased security procedures and on-going renovations of the ILO building, access to the ILO is restricted. Participants should bring with them valid identification (passport or national identity card).

Participants arriving by car should follow the signs to the visitors’ parking P1 and from there, the signs indicating “Door 4”. Participants arriving by taxi should request the taxi to deposit them to Door 4 of the ILO, while participants arriving by bus should follow the signs from the bus stop to the ILO and follow the signs to **Door 4** (situated in R2 South) (see map in Appendix II) .

At the security desk, participants will be welcomed by a staff member of the Secretariat, who will provide them with a visitor’s badge. This unmarked visitors’ badge contains a microchip and allows you to access and exit the building throughout the duration of the Meeting.

Participants will have to return this security badge when leaving the ILO building the last time (either at the last day of the Meeting or earlier if applicable). Please deposit the badge in the box at the exit.

Once having entered, participants are asked to direct themselves to the Meeting registration desk at level R3 on the South side of the building.

Coat racks are placed at various points in the building, including near the meetings rooms. *The coat racks are not guarded and property is left at the owner’s risk.*

Registration

Participants will find registration forms at the Registration and Information Desk. Every participant, whether expert, adviser, or observer, is requested to complete a registration form carefully, in block capitals, and to hand it in at the Registration and Information Desk on R3 immediately on the first day of the Meeting, in order that he/she may be officially registered.

The Registration and Information Desk will be open during the following times:

6 May: 8.00 – 14.30 and 18.00 – 18.30
7 May: 8.30 – 14.30 and 18.00 – 19.00
8 May: 8.30 – 14.30 and 17.00 – 18.00
9 May: 8.30 – 14.30 and 18.00 – 19.00
10 May: 8.30 – 14.30 and 14.30 – 18.00

Each participant will be issued with a meeting badge bearing his/her name. Participants are requested to wear this badge whenever they are in the ILO building.

Meeting rooms

The times and places of the meetings to be held each day will be shown on the notice board next to the Registration and Information desk.

The plenary sittings will be held in Room II, where seats are reserved in three separate blocks for Government, Employer and Worker representatives.

Participants will be given the opportunity to engage in a discussion. All of these statements are made from the speakers' places. It is essential that speakers should speak into a microphone to permit simultaneous interpretation of their remarks.

The meeting rooms are equipped with a simultaneous interpretation apparatus, by means of which statements can be heard in the original or in an interpretation into one or another of the languages. The apparatus consists of an earphone, two push buttons for regulating volume and two push buttons for selecting a number corresponding to a particular channel.

When a participant has been authorized by the Chairperson to speak, he/she should press the button on the microphone to ensure that it is switched on. The ear piece should be removed from the vicinity of the microphone during the intervention in order to avoid a disturbance on the audio devices.

Travel agency

A branch of Carlson Wagonlit Travel is located on the R2 level (south). It is open from 9 a.m. to 5 p.m., Monday to Friday. *In order to avoid any problems with their return journey, participants who have not yet confirmed their reservations should contact the travel agency without delay.*

Financial matters

Delegates, who are entitled to receive reimbursement of travel and payment of subsistence allowances by the ILO, will be given instructions about these payments at the registration desk.

Bank

A branch of the UBS is located at the north end of the building (R3 level), together with cash dispensers (ATMs) that accept Euro cards. Another cash dispenser is located on the

R2 level near the newsagent. The bank is open from 9 a.m. to 12.30 p.m., Monday to Friday for cash withdraws and currency exchange.

Postal and telephone services

There is a post office on the R2 level at the north end of the building near the restaurant. It is open from 10 a.m. to 11.30 a.m. and from 12.30 p.m. to 4.30 p.m., Monday to Friday.

Local calls can be made from any telephone in the ILO building, including the meeting rooms, by first dialling 0 to get an outside line.

Restaurants and bar

A restaurant, a self-service cafeteria and a snack bar are located on the R2 level at the north end of the building. There is a bar in the meeting area that is open while meetings are in progress.

Smoking

The ILO is a smoke-free environment. For this reason, smoking is not permitted indoors. Participants can, however, smoke outdoors on the balcony next to the Delegates' Bar on R3 South.

First aid

Where needed, participants may contact the Medical Service on the R3 level North (Tel. 7134).

Appendix I

Draft Timetable

Monday, 6 May	Tuesday, 7 May	Wednesday, 8 May	Thursday, 9 May	Friday, 10 May
08:30 – 09:00 Registration 09:00 – 11:00 Group meetings (G, E, W) 11:30 – 13:00 Opening plenary - Welcome - Designation of Vice-Chairpersons - Opening speeches - Presentation of the meeting procedures - Agreement on the draft points for discussion and the draft timetable - Presentation of the report for discussion - General statements	09:00 – 10:30 Group meetings (G, E, W) 10:30 – 13:00 Plenary Point for discussion 1 (contd.) Point for discussion 2	09:00 – 10:30 Group meetings (G, E, W) 10:30 – 13:00 Plenary Point for discussion 3 (contd.) Point for discussion 4	09:00 – 10:30 Group meetings (G, E, W) 10:30 – 13:00 Working Party on Conclusions Consideration of tentative conclusions of Points for discussion 1 – 3	09:00 – 10:30 Group meetings (G, E, W) 10:30 – 13:00 Plenary Consideration and adoption of draft conclusions / resolutions
14:30 – 15:30 Group meetings (G, E, W) 15:30 – 17:30 Plenary session Point for discussion 1 18:00 Deadline for submission of draft resolution(s)	14:30 – 15:30 Group meetings (G, E, W) 15:30 – 18:30 Plenary Point for discussion 2 (contd.) Point for discussion 3 19:00 – 21:00 Working party on Resolutions (<i>if necessary</i>) Receivability of draft resolution(s)	14:30 – 15:30 Group meetings (G, E, W) 15:30 – 17:30 Plenary Point for discussion 4 (contd.) 18:00 – 21:00 Working Party on Resolutions (<i>if necessary</i>) Consideration of draft resolution(s)	14:30 – 15:30 Group meetings (G, E, W) 15:30 – 18:30 Working Party on Conclusions Consideration of tentative conclusions of Points for discussion 1 – 3 (contd.) Consideration of tentative conclusions of Point for discussion 4	14:30 – 17:30 Plenary Consideration and adoption of draft conclusions / resolutions (contd.) Closing statements
Abbreviations: G= Government group (Room II); E= Employers' group (Room III); W= Workers' group (Room IV); Plenary sessions (Room II)				

Appendix II

Bus and tram routes

Plan des lignes d'autobus et de tramway

Plano de las líneas de autobús y tranvía







