

107th Session of the International Labour Conference

28/05-08/06/2018

General information for interpreters

Meetings at the ILO:

CAS: Committee on the Application of Standards

Meetings at the Palais des Nations:

Plenary (Assembly Hall)

Technical Committees:

CN: Standard Setting Committee: violence and harassment in the world of work (room XVIII)

CDG: General Discussion Committee: effective ILO development cooperation (room XIX)

CDR: Recurrent Discussion Committee: social dialogue and tripartism (room XVII)

Workers Group and Employers Group meetings

Government Group meetings and Regional Groups meetings

Side-events

Documents and general information:

You can find the Conference Guide, Agenda, reports, background documents, access to the Committees webpages, practical information, etc. on the **ILC Webpage**:

(<http://www.ilo.org/ilc/ILCSessions/107/lang--en/index.htm>).

You can also access practical information, documents and Conference website links on your mobile device if you have downloaded the **ILO Events App** on your mobile phone or tablet. If it is your first contract for the ILC, please read the following section about the App for more information:

http://www.ilo.org/ilc/ILCSessions/106/practical-information/WCMS_626177/lang--en/index.htm

Information for interpreters only:

The **ILO Portal for Interpreters** contains more specific information and useful links for interpreters. Your daily assignments are also posted on the Portal this year, in order to avoid the recurrent problems with the e-mails. As this Portal was created especially for this Conference, we hope to improve it with your help. Comments and suggestions are welcome.

Statements for the Plenary and the Committees:

If you are assigned to the Plenary, the written statements will be sent to you the night before by e-mail and distributed in the booth in the morning. If you are assigned to one of the Committees, the statements will be sent directly by the delegates to the mailing list of your Committee and distributed in the booths by the Secretariat team.

Please note that the debate in the Conference Plenary is webstreamed and that the audio files of the English, French and Spanish interpretation will be kept for internal use and transcription of the debates, with the usual disclaimer.

Communication of daily assignments:

Every day, the assignments and team sheets are posted on the **ILO App** and on the **ILO Portal for Interpreters** around 10 pm for the following morning and **between 1 and 1.30 pm** for the afternoon meetings. If you use the App, you will receive a notification each time the programme is uploaded.

The assignments and team sheets are also posted on the board in the interpreters' area at the *Palais des Nations*, outside **Office E.3016**.

On the assignments list, the asterisk before your name means that you have several assignments, but even if you have only one assignment, **DO NOT LEAVE UNTIL YOUR TEAM LEADER HAS GIVEN THE "ALL CLEAR"**.

Last minute changes:

For last minute changes or cancellations, you will receive an **SMS** on your mobile phone, asking you to confirm reception to make sure you have received it.

PLEASE MAKE SURE YOU HAVE COMMUNICATED TO THE INTERPRETATION SECRETARIAT YOUR MOBILE PHONE NUMBER AND LEAVE YOUR TELEPHONE ON AT ALL TIMES, as we may need to contact you urgently.

Requests for leave:

The scheduling of the rest periods depends on the constraints of the programme of meetings, throughout the Conference, even on Saturdays, which are regular workdays. If for some compelling reason, you need to be released during the Conference, please send a request to serv-interpretation@ilo.org **BEFORE** the beginning of your contract and we will do our best to release you.

Badges and security:

The ILC badges can be collected from May 25th at the "Pavillon" (building located to the left of the main entrance to ILO premises) during its opening hours (Check timetable on the link below)

http://www.ilo.org/ilc/ILCSessions/107/practical-information/WCMS_626060/lang--en/index.htm

Ensure you have your passport (or some other form of photo-bearing ID with you) which you will need to have with you at all times. Once your badge has been issued, kindly wear it at all times, as you will not be allowed to enter the ILO building and the *Palais des Nations* without it.

Parking:

Parking at the *Palais des Nations* will be extremely limited for both participants and Secretariat members. Interpreters are therefore requested to park at the ILO and walk to the UN (it is only 5 minutes away) or take the shuttle to transfer to and from the *Palais des Nations*. Bear in mind that the trip takes 5-10 minutes and that shuttles may be full at peak hours.

Travelling back:

Remember that unless it has been agreed that you can travel back home on the last evening of your contract, you are under contract until midnight.

Contact details and closing hours of the Secretariat:

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**ILO>UN: 2+extension
UN>ILO: 63+extension**