



International Labour Office
Bureau international du Travail
Oficina Internacional del Trabajo

Réf. BIT/ILO ILC 100-100

Votre réf.

31 January 2011

Convocation of the 100th Session of the International Labour Conference (June 2011)

Dear Sir,

It is my pleasure to inform you that, in accordance with the decision taken by the Governing Body of the International Labour Office, the 100th Session of the International Labour Conference will open on **Wednesday, 1 June 2011**. It will be held at the *Palais des Nations*, and at ILO headquarters, and will end on **Friday, 17 June 2011**. Please note that **Tuesday, 31 May** will be devoted to preparatory meetings requiring the attendance of the tripartite members of national delegations to the Conference.

This 100th Session of the Conference marks a milestone for the Organization and a series of special events will be organized to celebrate the occasion. However, it also takes place at a critical juncture as member States strive to strengthen recovery and to build the foundation for strong, sustainable and balanced growth. The need to secure an employment-intensive growth pattern with jobs that play a transformational role in people's lives and a productive role in economies remains a pressing challenge across frontiers and regions. This will be the context as we mark the 100th Session of the Conference since the ILO's foundation in 1919.

I enclose a *Conference guide* which includes detailed information on the programme for this session together with other relevant items. Reports for examination in plenary and in technical committees will be sent to you at least two months before the session, to allow their distribution to delegates, including non-government delegates and advisers, in time to enable them to prepare themselves adequately for the work of the Conference. The reports will also be accessible electronically, as is the *guide*, by visiting the ILO website (www.ilo.org/ilc).

Special attention is drawn to section 11 (Participation) of the *Conference guide*, which deals with the composition of delegations. Accordingly, member States are called upon to ensure that national delegations are fully tripartite and balanced as regards the number of advisers accompanying the respective delegates representing the Government, Employers and Workers. You are also urged to make every effort to achieve a gender balance in delegations.

--- I should be grateful if you would kindly ensure that the credentials of your country's
--- tripartite delegation are deposited with the Office of the Legal Adviser of the ILO before the
deadline of **Tuesday, 17 May 2011**. The form for credentials of delegations is attached.
The accompanying *Explanatory note for national delegations*, and the *Conference guide* in
its section 11, give detailed instructions on the deposit of credentials. Delegations requiring
visas should contact the Swiss consular services directly, as early as possible, in order to
obtain the visas required for all persons included in the credentials.

You are encouraged to take careful note of section 12 of the *guide*, which concerns the health and safety of participants during the Conference, and section 13, which, under *Registration on arrival*, gives details of the badges required for access to the Conference premises.

The Official Relations Branch will provide any further information you may require concerning the 100th Session of the Conference. The contact numbers for this Branch are given in Appendix I to the *Conference guide*.

Yours faithfully,

Juan Somavia
Director-General