



International Labour Office
Bureau international du Travail
Oficina Internacional del Trabajo

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INTERNATIONAL LABOUR OFFICE

29 January 2016

**Convocation of the 105th Session of the
International Labour Conference**
(Geneva, 30 May-11 June 2016)

«Politesse»,

It is my pleasure to inform you that, in accordance with the decision taken by the Governing Body of the International Labour Office, the 105th Session of the International Labour Conference will open on **Monday, 30 May 2016**. It will be held at the *Palais des Nations* and at ILO headquarters in Geneva. After the successful trial of a two-week Conference in 2015, the Governing Body has decided that the Conference should take place, once again, in a shortened, two-week format. This year's World of Work Summit is expected to take place on **Thursday, 9 June**; further information regarding the Summit will be communicated to member States in due course. Please also note that provision has been made for the holding of preparatory group meetings on **Sunday, 29 May** and in the morning of **Monday, 30 May**, prior to the opening sitting.

A document entitled *Advance information* on the 105th Session of the Conference will shortly be posted on the ILO website at www.ilo.org/ilc. In line with the Governing Body policy of reducing the use of printed texts, certain documents, including *Advance information*, will only be available in electronic form. A *Conference guide*, containing fuller details on this year's Conference, will be posted on the website following the 326th Session of the Governing Body (March 2016), when the Governing Body will review a finalized plan of work for this year's Conference, and may take decisions altering the programme. The Conference reports have already been or will be posted on the website as soon as they become available.

Special attention is drawn to the section in *Advance information* on "Participation", which deals with the composition of delegations. Member States are required to ensure that their 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, taking note of the section on "Gender parity" in *Advance information*.

Please ensure that the credentials of your country's tripartite delegation are deposited with the Office of the Legal Adviser of the ILO before **Monday, 9 May 2016**, using the online accreditation system (credentials@ilo.org). Upon request, a form for depositing the credentials of national delegations is available from the Office of the Legal Adviser (credentials@ilo.org). To return the completed form please consult the contact details given in *Advance information*. The *Explanatory note for national delegations*, also available on the website, and the section on "Credentials" in *Advance information*, 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.

As part of the continuing reform of the International Labour Conference, and as trialled successfully in 2014 and 2015, the Office will again make the form for the registration of delegates in technical committees available online. For further details, I refer you once again to *Advance information*, and its section on "Advance registration in committees".

The Official Meetings, Documentation and Relations Department will provide any further information you may require concerning the 105th Session of the Conference. The contact numbers for this Department are also given at the end of *Advance information*.

The International Labour Office very much looks forward to doing its utmost to ensure the efficient and effective functioning of this session of the International Labour Conference in Geneva.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Guy Ryder', with a stylized flourish at the end.

Guy Ryder
Director-General