



108th Session of the International Labour Conference (10-21 June 2019) Protocol Arrangements

The Protocol Service of the International Labour Organization presents its compliments to the offices of the Permanent Representatives to the United Nations Office in Geneva and has the honour to inform them of the protocol, security and other organizational arrangements for the visits of high-level dignitaries (Heads of State or Government, Crown Princes or Princesses and Vice-Presidents) to the high-level sections of the 108th International Labour Conference which will take place on the following days: **10 (afternoon only), 11, 12 (morning only), 19 and 20 June 2019.**

1) Information to be sent to Swiss Authorities

An explanatory note, prepared by the Permanent Mission of Switzerland, is appended to the present Note Verbale. For any further questions, please contact: **Mr Olivier Pauchard**, Federal Department of Foreign Affairs, Permanent Mission of Switzerland to the United Nations, 9-11 rue de Varembe, CH-1211 Geneva 20; **Tel:** + 41 58 482 24 84; **Email:** olivier.pauchard@eda.admin.ch; or **Mr Emmanuel Perrin:** emmanuel.perrin@eda.admin.ch.

2) Information to be sent to Geneva Airport Protocol Service

Tel: + 41 22 717 71 03 / 07; Fax: + 41 22 717 71 17; Email: protocole@gva.ch

For all arrivals or departures of high-level dignitaries, any requests regarding their welcome and/or access to the Protocol Lounge must be communicated as soon as possible. The Protocol Service of Geneva Airport is available, during opening hours (8:00-17:00), to reply to your questions and to provide information regarding the welcome of high-level dignitaries.

3) Information to be sent to the ILO Protocol Service (see Annexes A and B)

Permanent Representatives are requested to inform the ILO Chief of Protocol, **Ms Antoinette Juvet-Mir** (juvet@ilo.org), at the earliest possible date, when a visit to the International Labour Conference of their high-level dignitaries is planned.

Annex A: Permanent Missions are requested to inform the ILO Protocol Service (protocole@ilo.org) **by 20 May 2019 at the latest** in writing of the following:

- The dates of arrival and departure to and from Geneva of the high-level dignitary;
- The date of the planned visit to International Labour Conference;
- The names and titles of the members of the official party accompanying the high-level dignitary to the Assembly Hall in the context of his/her visit to the International Labour Conference who will be granted a coloured badge (*see Sections 1 to 3 of Annex A*);
- The names and titles of the members of the delegation and the entourage for whom a courtesy card will be granted for access to the Diplomatic Gallery (*see section 4 of Annex A*).
- **NB: The coloured badges and special courtesy cards mentioned in Annex A will be available for collection on 4 and 5 June 2019** at the International Labour Organization headquarters (ILO Control Centre, R3-North).

Annex B: For welcome receptions and official luncheons, Permanent Missions are required to fill in Annex B and send it to the ILO Protocol Service by email: protocole@ilo.org **by 20 May 2019 at the latest.**

4) Registration of journalists and media representatives

Please note that press officers, photographers and camera persons working for a government delegation will be considered as members of the official delegation and be registered as such. (See Annex A). All other media personnel, including representatives of the national press, will be registered by the NEWS unit of the ILO Department of Communication and Public Information. Please consult the media accreditation webpage: https://www.ilo.org/ilc/ILCSessions/108/WCMS_686813/lang--en/index.htm or contact **Ms Rosalind Yarde:** yarde@ilo.org, Tel: + 41 22 799 7697.

5) Special security arrangements

Access to the International Labour Office building (ILO) – Venue for official luncheon

4, route des Morillons, VIP vehicular entrance

Police-escorted motorcades will be directed to **Door 1** (R3 level; South end of the building). Only those who have been registered for the official luncheon (*see Annex B*) will be permitted to proceed to Door 1. The number of vehicles in the motorcades and security coverage of the VIP groups will be determined by ILO Security in consultation with the Swiss Authorities.

All other entrances (Doors 4-5) will be utilized mainly by ILO staff, as well as by delegates with valid ILC badges. Access to the ILO building is subject to standard screening at each entry point.

Access to the “Palais des Nations” – High-Level Section, Assembly Hall

Pregny Gate, Avenue de la Paix (VIP vehicular entrance)

Upon entering the grounds of the Palais des Nations via the Pregny gate, police-escorted motorcades will be directed to **Door 14**. Only those persons who are in possession of coloured badges will be permitted to proceed to Door 14. The number of vehicles in the motorcades is limited to five (5) and security coverage of the VIP groups will be determined by ILO Security in consultation with the Swiss authorities. Only two (2) vehicles will be permitted for drop off at Door 14, all others will proceed to Door 13.

Guests of Delegations with special courtesy cards (up to 15 seats available in the Diplomatic Gallery, 5th floor, access by elevators 13 and 15) will be escorted after screening by the ILO Protocol Service (*see Annex A for registration instructions*).

6) High-level sections in the Assembly Hall (see Annex A)

High-level dignitaries will be escorted from the “Salon Suisse” to the Assembly Hall by a Protocol Officer five minutes before the scheduled time of his/her address. If the high-level dignitary is holding a private meeting in a different protocol room, it will be the responsibility of the delegation to monitor the proceedings by informing the ILO Protocol Officer.

It is to be noted that a maximum of **eight** members of the delegation with specific coloured badges (*see Sections 1 and 2 of Annex A*) will be allowed to accompany a dignitary to the Assembly Hall. At the conclusion of the address, the high-level dignitary will be escorted from the podium by the ILO

Protocol Service.

The ILO Protocol Service will be available to arrange preparatory meetings with the respective Permanent Missions, including meetings with advance teams coming from the capital, to discuss logistical details and view meeting locations.

7) Social events (see Annex B)

- **Welcome reception**

A welcome reception, hosted by the Director-General of the International Labour Organization, will take place on **11, 12, and 19 June 2019** from **9.00 a.m. to 9.50 a.m.** in the “Salon Suisse” (Palais des Nations, 3rd floor), in honour of the high-level dignitaries addressing the International Labour Conference during the morning sittings of the high-level sections. Access to the welcome reception will be restricted to the high-level dignitary and **four** accompanying persons.

- **Official luncheon**

The Director-General of the International Labour Organization will host an official luncheon in honour of high-level dignitaries participating in the 108th Session of the International Labour Conference on **10, 11, 12, 19 and 20 June 2019 at 1.30 p.m.**, in the “Salon de marbre” on the **11th floor of the International Labour Office building**.

Access to the 11th floor of the International Labour Office is restricted to only those persons attending the official luncheon (high-level dignitary, plus **two** accompanying persons).

If a high-level dignitary is not attending the official luncheon, no substitute or replacement will be accepted.

Interpreters will be provided with seats behind their respective high-level dignitary, only if requested in advance and duly registered.

8) Protocol rooms for bilateral meetings at the Palais des Nations and at the International Labour Organization headquarters

Requests for rooms for bilateral meetings during the visit of the high-level dignitary to the International Labour Conference should be addressed **ONLY** to the ILO Protocol Service by email: protocole@ilo.org.

The Protocol Service avails itself of this opportunity to renew to the offices of the Permanent Representatives to the United Nations Office in Geneva the assurances of its highest consideration and remains at their disposal should they need any additional information.

108th Session of the International Labour Conference

Protocol Arrangements

Annex A: DELEGATION INFORMATION

Permanent Mission of		
High-level dignitary: (Name and title)		
Date of address:		Morning: ☐ Afternoon: ☐

Arrival date in Geneva: Departure date:

1. Accompanying delegation (e.g. Minister of Foreign Affairs, Minister of Labour, Ambassador) – will be provided with a coloured badge valid for access to the Assembly Hall and seats are reserved in the front row of the podium, adjacent to the high-level dignitary (maximum of **4 seats** are available)

Names and titles:

1.

2.

3.

4.

2. Accompanying delegation (e.g. spouse of high-level dignitary and other members of accompanying delegation) – will be provided with a coloured badge valid for access to the Assembly Hall and seats are reserved in the front row

(N.B. Due to limited seating capacity, a maximum of **4 seats** are available for the accompanying delegation;

Names and titles:

1.

2.

3.

4.

3. Maximum of four (4) other members of the high-level dignitary's delegation requiring access to the Assembly Hall and/or podium (will be provided with a coloured badge valid for access to the Assembly Hall)

Names and titles (e.g. one Protocol Officer, one Aide-de-Camp, one personal photographer and one cameraperson):

Please note that the personal photographer and the cameraperson will be accompanied by the ILO communication officers to the reserved area but no seats will be reserved.

1.

2.

3.

4.

4. Maximum of two (2) unarmed Security Officers of the high-level dignitary's delegation requiring access to the Assembly Hall and/or the podium (will be provided with a specific security badge valid for access to the Assembly Hall but no seats reserved). Accreditation is to be requested through the ILO Security Office (verwaerde@ilo.org) and the UNOG Security Office (yves.nabet@un.org).

1. _____
2. _____

5. Courtesy cards for guests or other members of delegations in the Diplomatic Gallery (5th floor) (entrance through Door 13)

Names and titles (maximum fifteen (15) guests):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

6. Drivers and vehicles

- 1) **IF NOT PROVIDED by Swiss Authorities: VIP LIMOUSINE** (Drop Off Door 14): Driver Surname, First Name, DOB – Vehicle Make, Type, Colour, Number plate _____
- 2) **VIP VAN** (Drop Off Door 14) (max. 7 pax): Driver Surname, First Name, DOB – Vehicle Make, Type, Colour, Number plate _____
- 3) Delegation (Drop Off Door 13): Driver Surname, First Name, DOB – Vehicle Make, Type, Colour, Number plate _____
- 4) Delegation (Drop Off Door 13) – Driver Surname, First Name, DOB – Vehicle Make, Type, Colour, Number plate _____
- 5) Delegation (Drop Off Door 13) – Driver Surname, First Name, DOB – Vehicle Make, Type, Colour, Number plate _____

7. Contact details of the person in charge in the Permanent Mission:

Full name: _____

Title: _____

Email: _____

Mobile number: _____

Signature: _____

This form must be submitted to the ILO Protocol Service by email (protocole@ilo.org) by 20 May 2019 at the latest.

108th Session of the International Labour Conference: High-level Sections Protocol Arrangements

Annex B: PARTICIPATION INFORMATION

Please type or print only

Permanent Mission of		
High-level dignitary: (Name and title)		
Date of address:		Morning ☐ Afternoon ☐

A. Welcome reception hosted by the Director-General of the International Labour Organization on 11, 12 and 19 June, from 9.00 to 9.50 a.m. in the “Salon Suisse”, 3rd floor, United Nations Office in Geneva (UNOG) (Palais des Nations, 1211 Geneva)

Will attend the welcome reception ☐ Unable to attend the welcome reception ☐

Accompanying delegation (a maximum of four persons)

Access to the welcome reception will be restricted to the high-level dignitary accompanied by four persons duly accredited by ILO Protocol Service.

Names and titles:

1.

2.

3.

4.

With interpreter:

- ☐ Yes (If yes, interpreter must have a coloured badge; please provide the name here:

- ☐ No

B. Official luncheon hosted by the Director-General of the International Labour Organization on 10, 11, 12, 19 and 20 June at 1.30 p.m., in the “Salon de marbre”, 11th floor, ILO Headquarters (4 route des Morillons, 1211 Geneva 22)

Will attend the official luncheon ☐ Unable to attend the official luncheon ☐

With interpreter:

- ☐ Yes (If yes, interpreter must have a coloured badge; please provide the name here:

- ☐ No

Accompanying persons (a maximum of two persons)

Access to the Official Luncheon will be restricted to the High-level dignitary, accompanied by two persons duly accredited by ILO Protocol Service.

Names and titles:

1. _____

2. _____

C. Dietary restrictions, if any: _____

D. Contact details of the person in charge in the Permanent Mission:

Full name: _____

Title: _____

Email: _____

Mobile number: _____

Signature: _____

This form must be submitted to the ILO Protocol Service by email (protocole@ilo.org) by 20 May 2019 at the latest.