

▶ 111th Session of the ILC

INTSERV

Date: Tuesday 30 May 2023

► **Emergency and first aid**

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► What to do in case of fire at the ILO or the Palais des Nations?

Priorities : **ALARM** – ASSIST – EVACUATE

1. ALARM



Red Push Button



ILO : 022 799 8112



ILO or UNOG : 112

► What to do in case of fire at the ILO or the Palais des Nations?

Priorities : ALARM – **ASSIST** – EVACUATE

2. **ASSIST**



Help others as you may

► What to do in case of fire at the ILO or the Palais des Nations?

Priorities : ALARM – ASSIST – **EVACUATE**

3. EVACUATE



Public Address Broadcast in the official languages :

“Attention please, attention: Please evacuate the building immediately via the nearest emergency exits. Do not use the lifts.”

► What to do in case of first aid situation or any incident at the ILO or the Palais des Nations (suspicious luggage, abnormal behaviour...)?

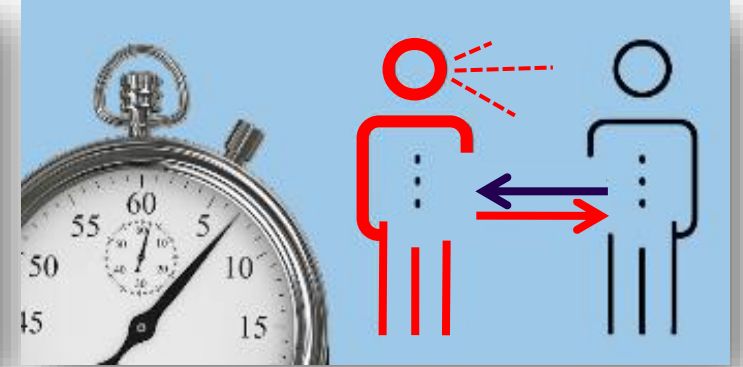


- Do not try to act alone.
- Contact the control centre on 112 or +41 22 799 8112 for the ILO and 112 from landline phone for the Palais des Nations, **or warn a guard near you.**
- Do not put yourself in danger.

► Sanitary measures and general services

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Occupational Safety & Health



- ▶ Remaining OSH measures related to Covid-19 for all to protect vulnerable staff and maintain BCP:
 - ▶ Daily health self-check
 - ▶ Stay home if you are sick and contact manager for **business continuity (see ILC 111 conference guide)**
 - ▶ **Mask recommended** in shuttles, in conference rooms, whenever tasks do not allow to keep at least 1 m distance or in poorly ventilated areas.
 - ▶ Keep hand hygiene
- ▶ Movers, ushers, guards and information desk staff will be provided briefings:
 - ▶ Occupational Hygiene, remaining measures to prevent contamination
 - ▶ How to assist people with disabilities
 - ▶ Stress management, Health and wellbeing
- ▶ Collaboration with MEDSERV; RELMEETINGS; JUR; etc.

► Moving from ILO HQ to the Palais des Nations

- Use the moving form to indicate what should be moved:
 - Sent individually to each member of the Secretariat, (Does not include external recruits)
 - Move is restricted to blue boxes and chairs
- Prepare boxes and chairs (labeled with name and destination) for pick-up by Friday 2nd June in the evening
- Installation of furniture: From 2nd to 4th June
- Workplaces available on Sunday 4th June afternoon only as of 16:00 (except for ACTRAV as of 8:00)
- The return to ILO HQ will start immediately after the ILC closure on 16th June

► Change in Locations and transportation

► Building E

- 1st floor : ACTRAV/CSI + ACTEMP/OIE + DCOMM & Stand DCOMM + INFORMATION Desk + DISTR
- 2nd floor : GENERAL DISCUSSION COMMITTEE + ILC PROGRAM + INTERPRETATION + SECURITY + INFOTEC + CYBER COFFEE + WIFI AREA + MEDIACENTER
- 3rd floor : RECURRENT DISCUSSION COMMITTEE + GENERAL DISCUSSION COMMITTEE + STANDARD-SETTING COMMITTEE + RELMEETINGS + PROTOCOL + DIRECTION GENERALE

► Building H

- 2nd floor : RECURRENT DISCUSSION COMMITTEE + GENERAL DISCUSSION COMMITTEE + STANDARD-SETTING COMMITTEE

► Building A

- Will not be available for ILC

► Shuttle buses between the ILO and the Palais des Nations

- This service will run between the “Allée du Centenaire”, Door 3, R3 North, and door 40 at the Palais des Nations
- Schedule: Monday to Saturday, from 7:30 to 20:00.
- Sunday 4th June, from 10:00 to 18:00. Sunday 11th June from 14:30 to 22:00.

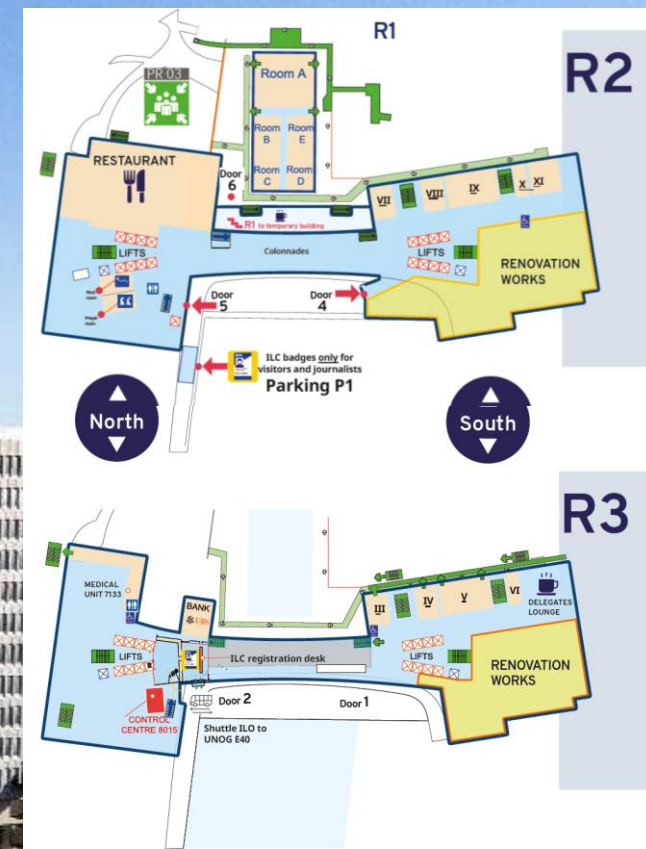
Find your way around



Delegates R3

Shuttle ILO-UN Door 2

Visitors - journalists R2 - P1



Find your way around

Delegates Pregny

Shuttle UN-ILO Door 40

Advancing social justice, promoting decent work



► Internal mail

- No individual delivery to the Palais des Nations
- **Centralized boxes at the information desk**
- **One inbox per Committee / entity (per request)**
- **One outbox**
- **Label mail: ILC + the name of the Committee / entity**
 - Delivered to the Conference Committees Secretariats at the Information Desk at 10:00, 12:00, 14:00 and 16:00
 - In ILO – R2 (Porte 5) : one mailbox “IN” for all delivery to the Palais
 - Continuation of standard mail to be picked up at the ILO mailroom

► Set-up of your workplace in the Palais des Nations

- All support requests are centralized by each Focal Point of the Conference Committees and passed on the helpdesk
- ILC phone directory will be available online as of 3rd of June
 - PALAIS DES NATIONS: 86113
 - ILO HQ: 113
- Login to your phone
 - Login name = telephone number
 - Password = telephone number
 - Alphanumeric keyboard
- Other useful phone numbers
 - Infodesk : 86080
 - IT support Palais : 86086
 - Service des Salles : 86085

Catering locations and opening hours

- ▶ Cafeteria and Bar at the Palais:
 - ▶ A building, level R : **Open from Monday 5th to Friday 9th June and from Monday 12th June to Friday 16th June: 11:30-14:00. Closed on Saturday 10th June.**
 - ▶ E building, the Bar Serpent: **open from Monday 5th June to Saturday 10th June and from Monday 12th June to Saturday 16th June: from 8:00 to 17:00.** On the days on which extended meetings/drafting is foreseen, the Bar Serpent will be open until 19:00.
- ▶ Cafeteria and Bars at the ILO:
- ▶ From Monday to Friday:
 - ▶ Cafeteria, R2 North: 7:30-17:00, for lunch from 11:45 to 14:00
 - ▶ Delegates' Bar, R3 South: 8:30-17:00 (or until the end of a night sitting)
 - ▶ Coffee Bar, R1 North: 8:00-18:00
- ▶ **Saturday 10th June:**
 - ▶ Coffee Bar, R1 North: 8:00-18:00 (or later in the event of an extended sitting)
 - ▶ Cafeteria, R2 North: 7:30-17:00, for lunch from 11:45 to 14:00
- ▶ **Sunday 11th June: ITUC lunch at the cafeteria**
 - ▶ Approx. 200 persons, cafeteria will be open for lunch

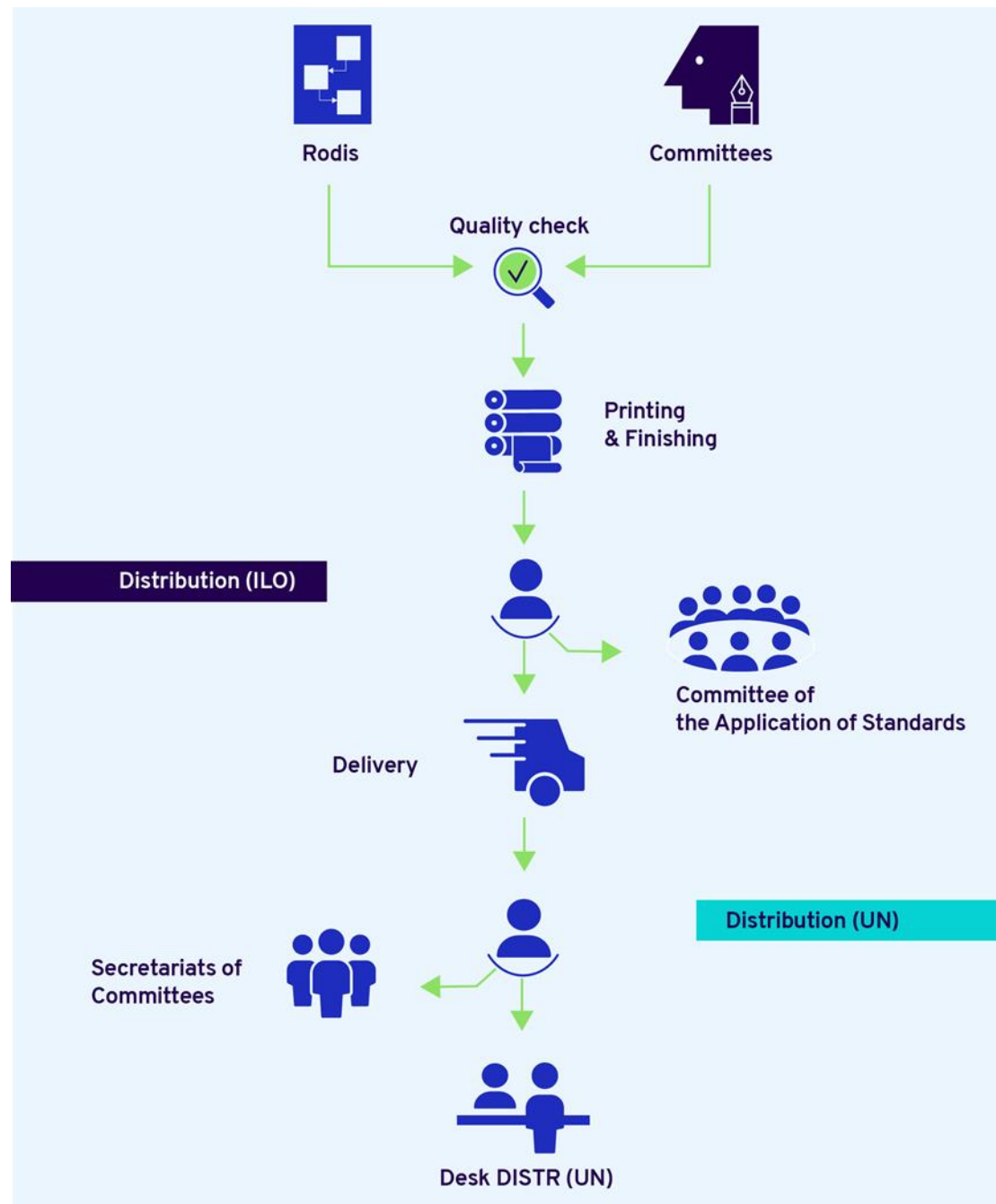
► **Printing of documents**

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▶ **Printing and distribution services during the ILC**

- ▶ Printing services available from 6:00 to 16:00 and 21:00 to 6:00
- ▶ Additional staff dedicated to supporting the ILC
- ▶ Professional Print On Demand digital printing services
- ▶ Binding
- ▶ Delivery and distribution of documents

ILC Print & Delivery Workflow



► Printing and distribution, 111th ILC, contacts and procedures

08 May 2023

Coordination

Stéphane Pellet Bourgeois, pellet@ilo.org, +41 79 593 15 54

Printing

- Day shift, 06:00 to 16:00, Mathieu Chenut, chenut@ilo.org, mobile +41 77 443 37 14
- Night shift, 21:00 to 06:00, Lionel Baverel, baverel@ilo.org, mobile +41 79 593 14 09
- Requests should be sent to repro@ilo.org |

Note – no printing will be possible between 16:00 and 21:00. In case of urgent requests, we will adapt the schedule accordingly.

Distribution

General distribution and document requests should be sent to distr@ilo.org
Palais des Nations, distribution desk, Sanna Salvatore, sanna@ilo.org, mobile +41 79 647 01 94.
ILO Head quarter, Stéphane Pellet-Bourgeois, pellet@ilo.org, +41 79 593 15 54

Management

Head of PMSERV (Production Management Services), Régis Brinster, brinster@ilo.org, +41 79 646 24 58

Green printing – at Production Management Services we apply print on demand to reduce waste and costs. Paper, packaging as well as cartridges are recycled, and all documents are exclusively printed using FSC certified paper.

- END OF PRESENTATION -