



Meeting of experts on wage policies, including living wages

Geneva, Switzerland, 19 – 23 February 2024

► Note for participants

The purpose of this *Note* is to assist participants to familiarize themselves with the organization and procedures of the meeting to enable them to take an effective part, from the outset, in its work.

Venue

International Labour Office (ILO)
Route des Morillons 4
1211 Geneva
Switzerland

19-23 February 2024

Room A (Temporary room of the Governing Body, level R1 North)

Registration will take place at the badge security desk (near the accreditation desk), R2 North, parking P1, from 08:00 to 08:45 on Monday, 19 February.

A cocktail is organized on Monday, 19 February at the ILO restaurant (R2 North), between 18:30 and 20:00.

The agenda of the meeting

The agenda of the Meeting, as approved by the Governing Body at its 349th Session, is as follows:

- (a) Examine the key principles of wage-setting processes, as well as factors and parameters that should be taken into account for adequate wage-setting practices, including the needs of workers and their families and economic factors, such as labour productivity and the cost of labour; and the improvement of wage-setting systems.
- (b) Review recent initiatives on living wages, including aspects such as the definition of living wages that these initiatives use, their geographical coverage, the type of actors involved, the mechanisms used in their implementation, methodologies used and more specifically whether they are based on the use of estimates or benchmarks.
- (c) Provide guidance on a definition of living wages; on the role of living wages within the broader wage-setting process; on the key principles of wage-setting processes that living wage initiatives should follow; on how to operationalize the concept of living wages from an ILO perspective and how they can be used in conjunction with efforts to take economic factors into account in wage-setting processes, as well as the role of social dialogue.
- (d) Examine how the ILO could provide additional support to its constituents and strengthen its global leadership on the question of wage policies, including living wages.

Further information concerning this meeting will be posted on the meeting's [webpage](#).

Composition of the meeting

The Meeting will be composed of 24 experts - eight experts each nominated respectively by the Employers' and Workers' groups; and eight experts nominated after consultation with the Governments. Each expert may be accompanied by one adviser, who shall be designated by the same government or by the Employers' or Workers' group.

The Officers of the meeting shall consist of the Chairperson, and three Vice-Chairpersons, respectively elected from among the experts or their advisers in each of the three groups. The Chairperson shall direct the debates. The Officers shall approve the tentative plan of work of the Meeting.

The Meeting is open to interested government observers (one per government). Representatives of certain official international organizations and selected non-governmental international organizations, as approved by the Governing Body, have been invited to attend the Meeting as observers.

Plenary sittings are not open to the public.

Group meetings

Arrangements have been made for government, employer and worker experts to hold group meetings during the meeting at the times indicated in the [tentative plan of work](#).

Employers' group	Room D – Zoom
Workers' group	Room C – Zoom
Government group	Room E – Zoom

Interpretation

Simultaneous interpretation will be provided in English, French and Spanish.

Documents

To enable participants to take a full part in the work of the meeting, the following documents are available in English, French and Spanish:

1. Background report on *Wage policies, including living wages*;
2. Proposed points for discussion;
3. Tentative plan of work;
4. Working methods; and
5. Provisional list of participants.

Participants are strongly advised to check the [meeting web-page](#) for regular updates and relevant information about the meeting.

DSA

The ILO will grant a daily subsistence allowance, (CHF 363 per day) for the duration of the Meeting in Geneva, and for travel time. This DSA covers hotel, meals and incidentals. A terminal allowance to cover taxi fares to and from respective airports is also granted.

These allowances will be made **by bank transfer after the closure of the Meeting**. Hence, it is essential that participants have a valid credit card or sufficient cash to cover hotel and subsistence expenses whilst in Geneva. During the course of the meeting, participants will be contacted for individual appointments during which the **itinerary, boarding pass will need to be provided and passport handy**. Please note that reimbursement will not be possible without these supporting documents.

Insurance

The ILO provides sickness and accident insurance coverage on the days for which the subsistence allowance is paid.

Accessing the ILO building

- **By bus** (see map below and website to plan your trip):
 - From Geneva airport (Cointrin): Depending on when you arrive, many bus options are available. Here are the main ones: **Bus 5** towards Thônex/Vallard (get off at “Crêts-de-Morillons”, in front of MSF), then the ILO building is a 5min walk from this bus stop **or** you can take **bus 60** from “Crêts-de-Morillons” towards Gare Cornavin (and get off at “OMS-BIT”) and then walk a few meters down the street before entering the ILO building through the Parking entrance.
 - From Geneva Train station (Gare Cornavin): Depending on when you arrive, many bus options are available. Here are the main ones: behind the train station take **Bus 8** towards OMS **or bus 60** towards Ferney-Voltaire **or 61** towards Gex-l'Aiglette (and get off at “OMS-BIT”) and then walk a few meters down the street before entering the ILO building through the Parking entrance.

Through the car park follow the pedestrian signs. Take the two escalators or the lift to arrive at the Security Desk (R2 North).

- **By taxi**: Arrival at Door 5 (Security Desk, R2 North). Before entering the building, at the same level, stay on car Park 1 (P1) to access the Badge Security Desk (just near the Accreditation desk).
- **By private car**: Follow the signs to the visitors' parking P1. On the car Park P1, you will find the Badge Security Desk (just near the Accreditation desk).
- Coat racks are placed at various points in the building, including near the meeting rooms. *The coat racks are not guarded and your property is left at the owner's risk.*

Registration and Security badges

- Upon your first day, you will have to register at the Accreditation Office which is on R2 North. This Office is at the top of the second escalator on your right onto the car Park 1 (P1) it is located in the white temporary Office.
- You will be given a security and nominative badge which contains a microchip and allows participants to access and exit the building throughout the duration of the Meeting.
- Upon departure, participants are kindly requested to return their security badges in a designated box placed after Security Desks. The nominative badge can be kept.

Harassment and violence

- The ILO is committed to ensuring a safe and harassment-free working environment and a culture of mutual respect across the Organization. If you encounter any issues in this regard, please alert the meeting secretariat.

People with disabilities

- The ILO actively promotes the inclusion of people with disabilities. If you have special needs related to meeting facilities, kindly inform the meeting secretariat.

Practical information

TRAVEL	
Visas	The ILO is not in a position to arrange entry, or in-transit visas, for Switzerland. The invitation e-mail along with flight schedule is sufficient for visa application. If needed, the ILO will also send a separate letter (Note Verbale) directly to the relevant Swiss authorities in the respective countries to facilitate visa application. Switzerland is part of the Schengen area, visa provisions are therefore based on the Schengen regulations. The website of the Swiss Federal Department of Foreign Affairs (Département fédéral des affaires étrangères DFAE (admin.ch)) features an information page listing all Swiss representations in the world. For each country, information about the Swiss representation responsible for visa matters is provided. If Switzerland does not have an embassy or consulate in the respective country, the information page mentions which Swiss representation in neighboring countries is responsible for visa issuance. Should participants plan to visit nearby France or other European countries, please ensure a multiple-entry Schengen visa is processed.
Airport	Geneva airport is approx. 5 km from the city centre. Geneva International Airport Route de l'Aéroport 15 CH-1218 Grand-Saconnex, Geneva www.gva.ch Mobile app: www.gva.ch/GVApp
Airport Transfer	The easiest means of transport is taxi, which costs approx. CHF 35.-/45.- depending on hotel destination. Public transport, which is very reliable, is also available. The bus stops are situated at departure level. A train runs from the airport to Geneva "Cornavin" station (city centre).
Local transport TPG (Geneva Transport Services)	Tram and bus lines are well-networked and extensive. The services operate seven days a week from early morning until after midnight. All participants staying at hotels or hostels in Geneva can benefit from a free Geneva Transport Card, which is a free passport to Geneva's transport network. Please check with your Hotel Reception desk upon arrival. Further information, timetables and network schedules are available at: http://www.tpg.ch
Travel Agency	Carlson Wagonlit Travel ILO building – R2 North Monday to Friday , 9 – 17 hrs.

ACCOMMODATION	
Hotels	Participants are responsible for making their own hotel reservation. We urge participants to reserve the hotel well in advance of the Meeting. Upon request, we will send you a list of hotels with UN preferential rates. Upon making reservations at Hotels, please ask for the preferential UN rate. Other options may be viewed at the Geneva Tourism website: https://www.geneve.ch/fr/geneve-tourisme Participants are responsible for settling their hotel account, including all extras, prior to departure.
GENERAL INFORMATION	
Restaurants in Geneva	Please refer to the Geneva Restaurants website to find your preferred restaurant: http://www.geneverestaurants.ch/en/index.php
Tourism	Geneva Tourism Tel: +41 22 909 7000 https://www.geneve.ch/fr/geneve-tourisme
Electricity	Switzerland uses 220-230 vol current. It is recommended to bring adapters/converters. These can also be purchased at the ILO Coffee Shop on R2 South.
INFORMATION AND SERVICES WITHIN THE ILO	
UBS Bank	ILO building – R3 North Monday to Friday, 09.00 – 12.30 (full service) Monday to Friday, 14.00 – 17.00 (non-cash transactions only) Cash machines are available at R3 North, outside the bank.
Telephone Services	Local calls can be made from any telephone in the ILO building, including the meeting rooms. Dial 0 to get an outside line. Internal calls within the ILO can be made by dialing the extension (last 4 digits) of the number.
WIFI access	Available throughout the building “ILO-Public”.
First Aid	ILO Medical Service Located at R3 North. Open Monday to Friday, 8:15-12:00 & 13:30-16:00. EMERGENCIES: Dial 112 from any fixed-line telephone.
SNACK BARS AND CAFETERIAS	
The “Delegates” bar	Please note that the Delegates Bar (R3 South) is closed during the renovation, a new Coffee Shop has been opened on R2 South and is open from 8.30 until 16.00
“Les Trois Clefs” cafeteria	R2 North 7.30 to 17.00

Remote participation through Zoom



HIGHLIGHTS FOR A SUCCESSFUL ZOOM MEETING

To optimize your interpretation, please send your statement / speaking notes to: workqualitymeeting@ilo.org

CONNECTING PROCESS

- Ensure a good internet connection
- Ensure Zoom is up to date



- Silent work environment, turn off notifications on all devices

AUDIO QUALITY IS CAPITAL

Wired headset with mic is required




Audio testing



Poor quality sound will disrupt interpretation

CAMERA ADJUSTEMENT

Adjust eyes height to the screen of your device




MANAGE AVAILABLE FEATURES



Mute your mic whilst not speaking



Language interpretation is only available with audio on. Listen in the language you are speaking



Raise hand to ask for the floor. Available in the participants window

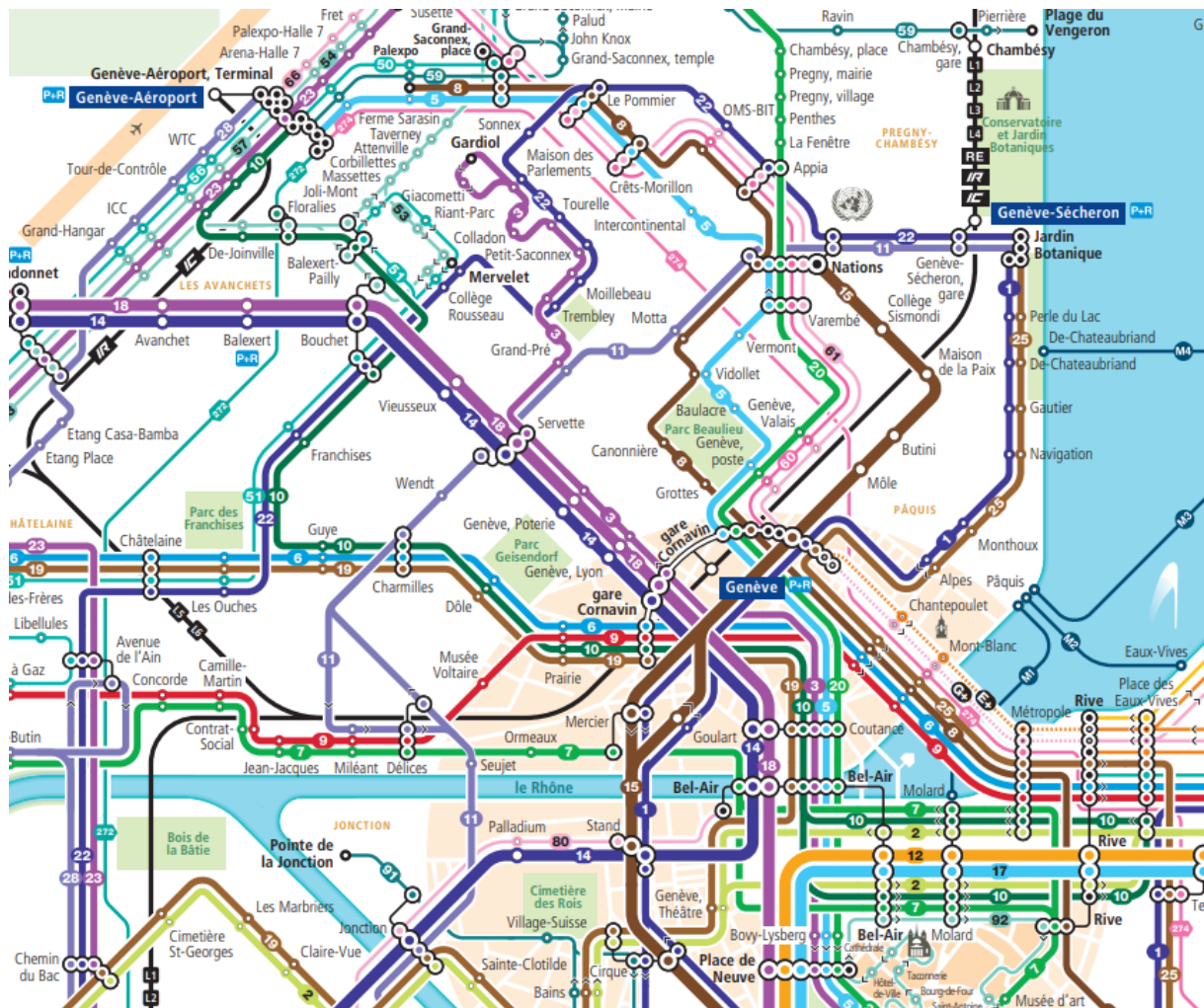


FOR SPECIFICS: www.zoom.us

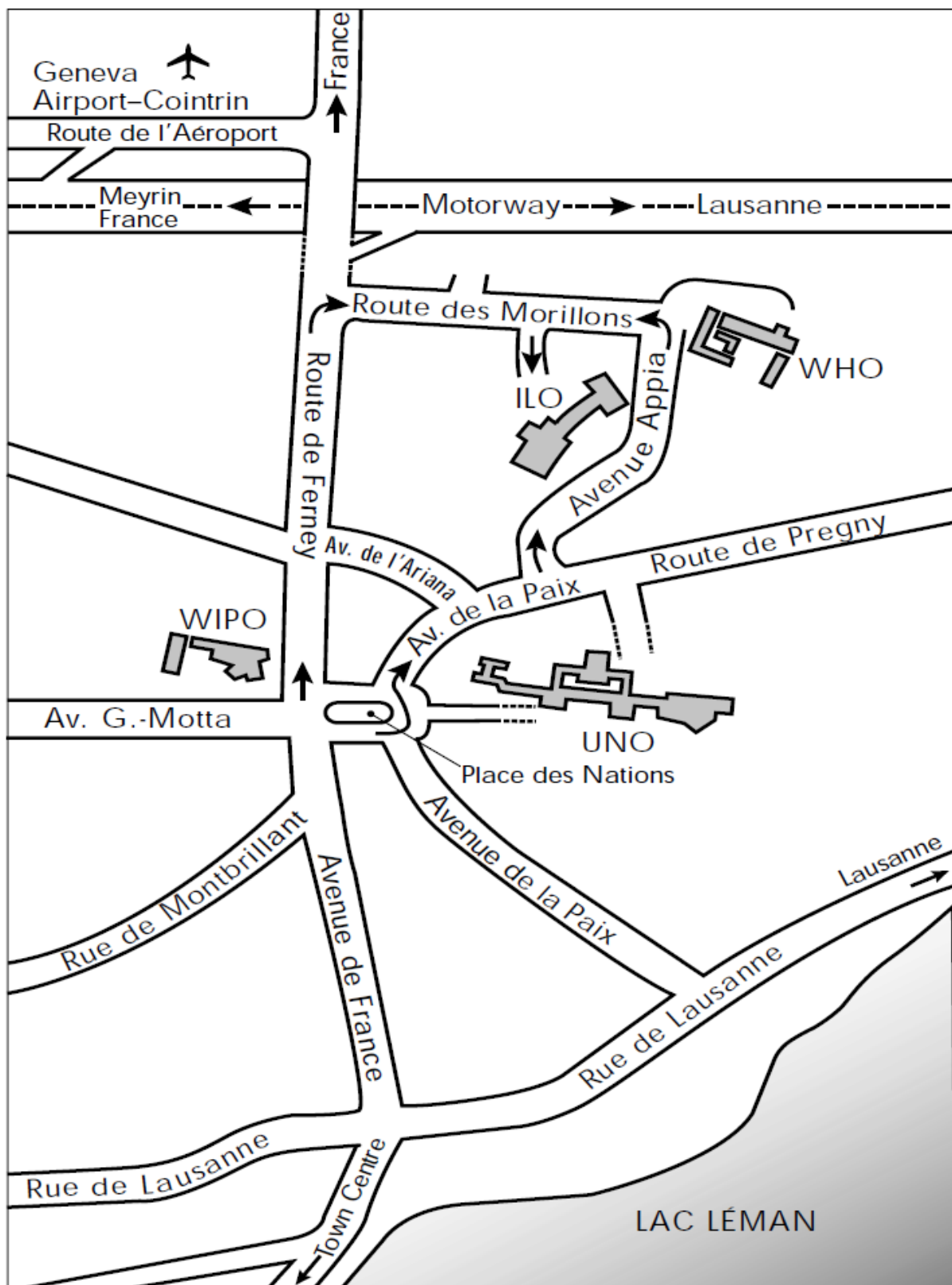
- The platform used to enable remote participation in a technical meeting is **Zoom**, preferably at least version 5.16.2.
- You will receive **two different invitations** from workqualitymeeting@ilo.org in the email provided with your accreditation to the meeting: one to participate in the meetings of your group (government, employers', or workers' group) and a different invitation to participate in the plenary sittings of the meeting. **Please note that these invitations will be valid throughout the meeting, including the group meeting before the opening plenary sitting.**
- For **group meetings**, please note that the links will remain active, allowing groups to meet any time beyond the scheduled times indicated in the [tentative plan of work](#). These unscheduled meetings will be without interpretation. Any changes to or cancellation of scheduled group meetings should be communicated by the group coordinator to workqualitymeeting@ilo.org.
- The invitation link to **plenary sittings** will also be the same throughout the duration of the session for all plenary sittings.
- These links should not be shared or forwarded. Please do not rename yourself as we have used a pre-established naming protocol for each constituent and observer to facilitate your identification in the platform.
- If your group or country has sent credentials but you have not received an invitation from workqualitymeeting@ilo.org, please check first your spam and, if necessary, contact workqualitymeeting@ilo.org with details of the group or entity you represent and your name.

Useful maps

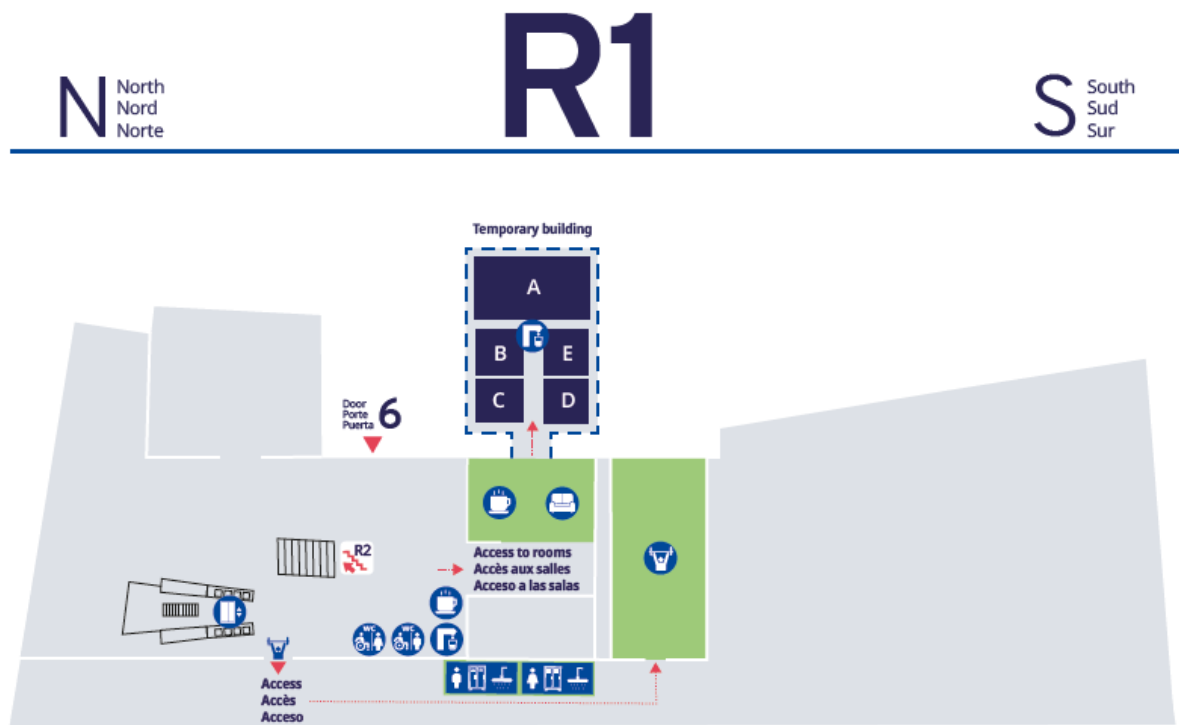
Geneva's Public Transport: (<https://www.tpg.ch/en>)



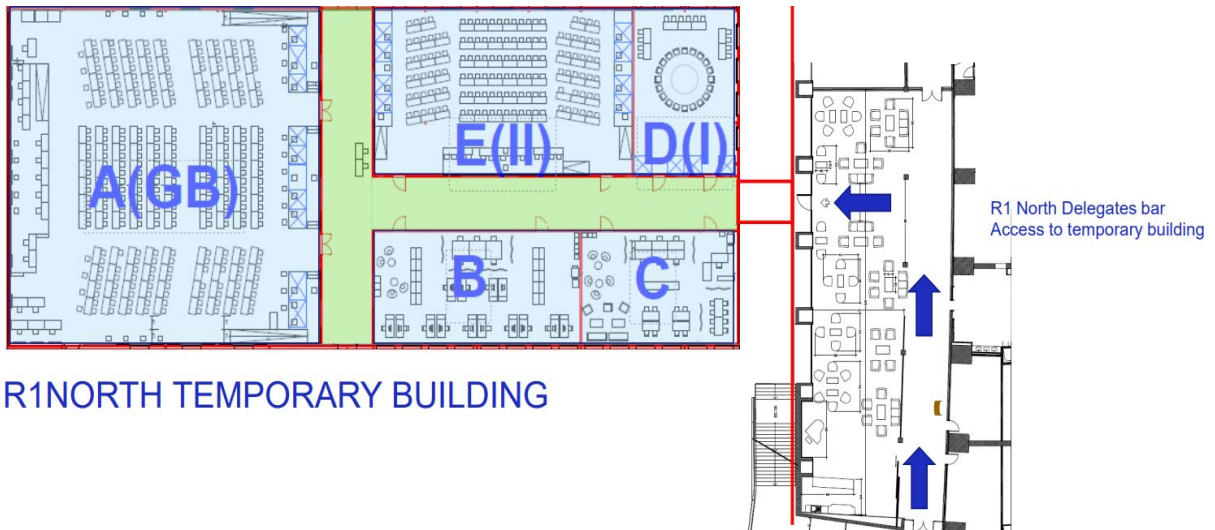
General overview of where the ILO is located:



Maps of the ILO building (R1-R2-R3):



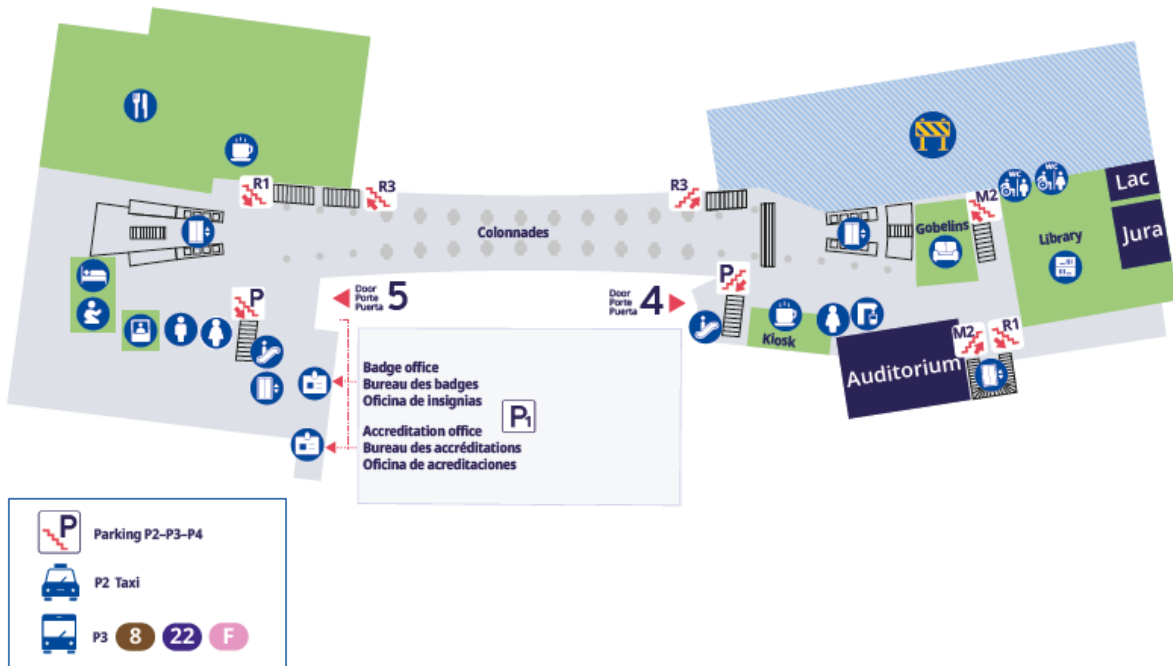
Temporary Building detail on R1 North (where the sessions will be):



N North
Nord
Norte

R2

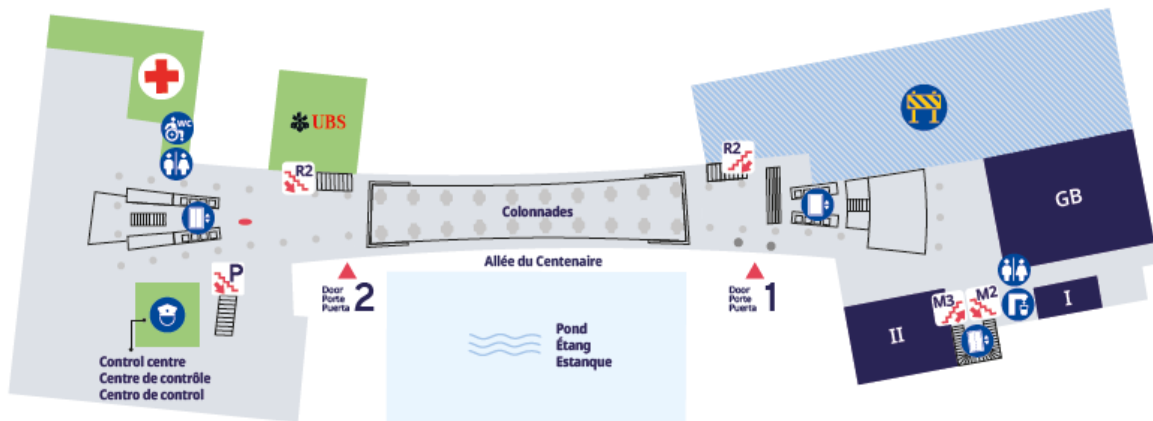
S South
Sud
Sur



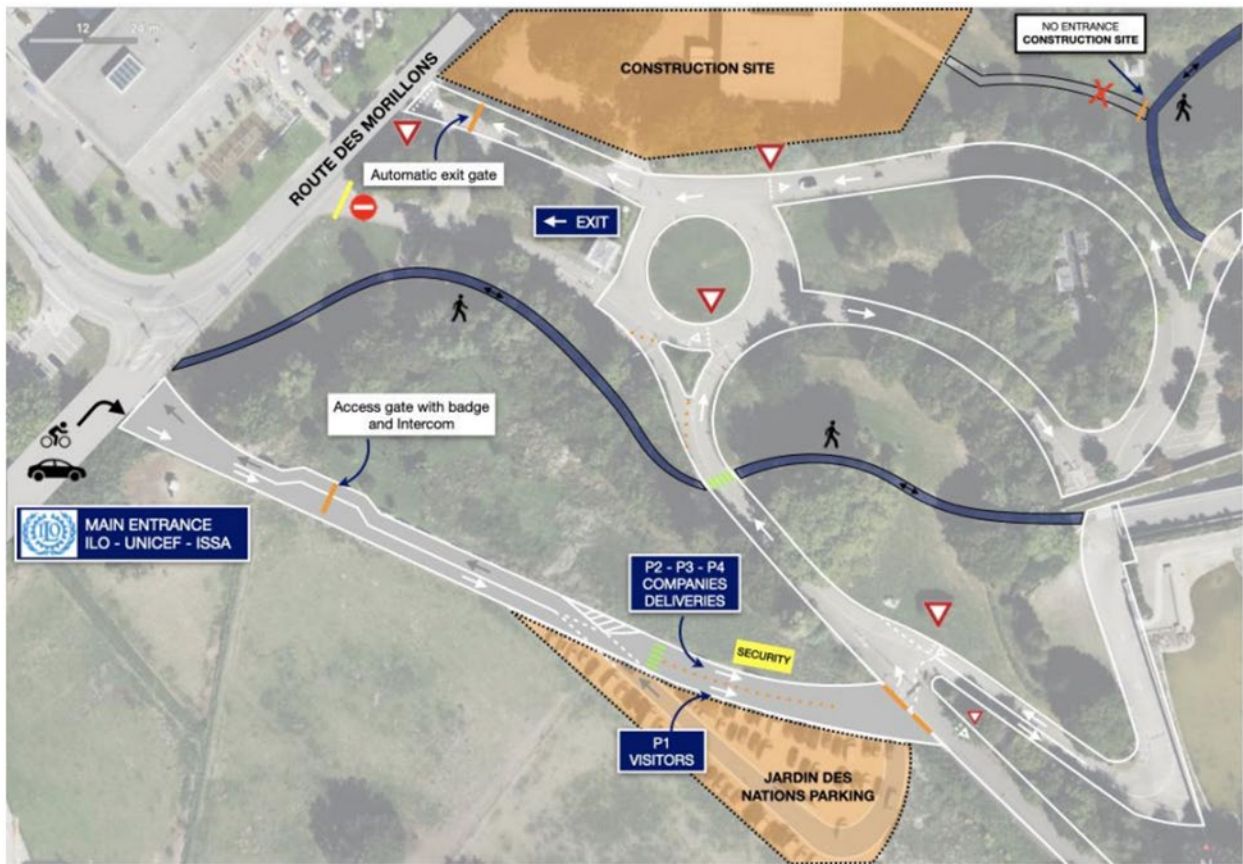
N North
Nord
Norte

R3

S South
Sud
Sur



Entrance to the ILO building by car:



TEMPORARY ENTRANCE - HQ SECURITY PERIMETER