



Meeting of Experts on decent work in the platform economy

Geneva, 10 - 14 October 2022

► 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 de Morillons 4
1211 Geneva
Switzerland

10-14 October 2022
Room A (Temporary GB room, 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, 10 October.

A cocktail is organized on Monday, 10 October 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 344th Session, is as follows:

- examine the plurality of the realities the expression “platform economy” encompasses, including: the different types of platforms and sectors in which they are present; the profile of the companies and workers engaged in their activities; the interactions with the labour market; and the competitive relationship between platforms and other undertakings;
- examine the opportunities and challenges of employment generated by the platform economy, including for people facing difficulties in accessing the labour market and considering recent developments related to the COVID-19 crisis;
- review how platform workers are classified and the responses given by the public authorities, social partners and other relevant stakeholders to the issue of classification;
- review the working conditions and social protection enjoyed by platform workers, including protection of workers’ personal data and existing safeguards regarding the utilization of technologies for organizing and monitoring work;
- examine access to freedom of association and to the effective recognition of the right to collective bargaining for platform workers; and

- provide, based on the above, guidance to inform a possible general discussion or standard-setting on decent work in the platform economy, should the Governing Body decide to place such an item on the future agenda of the International Labour Conference.

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 programme 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 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 III – Zoom
Workers' group	Room IV – Zoom
Government group	Room V – 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 will be available in English, French and Spanish:

1. *Background report on decent work in the platform economy*;
2. Provisional list of participants;
3. Tentative plan of work;
4. Proposed points for discussion;
5. Working methods; and
6. On the last day of the Meeting and based on the discussions, the conclusions, as adopted by the Meeting, will be published on the Meeting's web-page;
7. Additional documents will be made available on the meeting webpage.

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 359 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 to the ILO building

- By bus (see map below): Take bus F (Direction Gex) and get off at "BIT" bus stop or take bus 8 (direction OMS) and get off at "OMS" bus stop and then walk a few meters down the street before entering the ILO building . Follow the pedestrian signs through the car park into the building. Take the escalator which arrives at the Security Desk (R2 North). Then take your right onto the car Park 1 (P1) to access the Badge Security Desk (just near the Accreditation desk).
- 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). After the registration, please take the door to the left to reach the Security Desk (R2 North) to enter the building.
- At the car Park 1 Security Desk, participants will be welcomed by a staff member of the Secretariat, who will issue a Security badge and a meeting 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 visitors' badges in a designated box placed after the Security Desk.
- Coat racks are placed at various points in the building, including near the meeting rooms. *The coat racks are not guarded and property is left at the owner's risk.*

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 neighbouring country 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 on: 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. In annex 2 you will find 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 web site 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.
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 and on R2 South, next to the newsagent.
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 on levels	Available throughout the building
First Aid	Medical Service Located at R3 North. Open Monday, Tuesday, Wednesday, Friday: 8:15-12:00 and 13:30-16:00. Thursday: 13:30-16:00.
Snack bars, cafeterias and restaurant	
The “Delegates” bar	R3 South 7.30 until 16.00
“Les Trois Clefs” cafeteria	R2 North 7.30 to 17.00

Remote participation through Zoom



International Labour Organization

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

HIGHLIGHTS FOR A SUCCESSFUL ZOOM MEETING

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



Unmute



Mute

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



Ask your questions through the chat

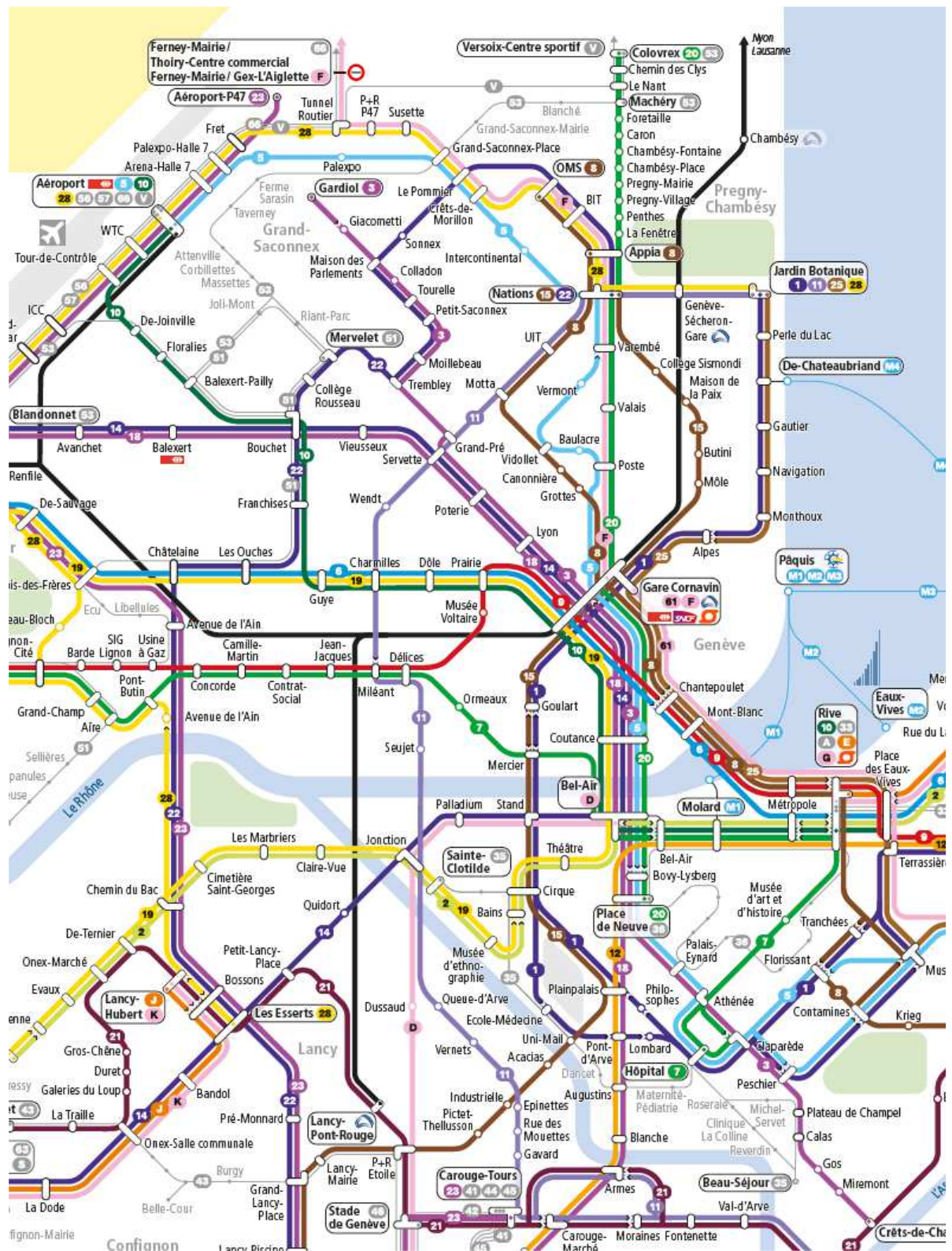


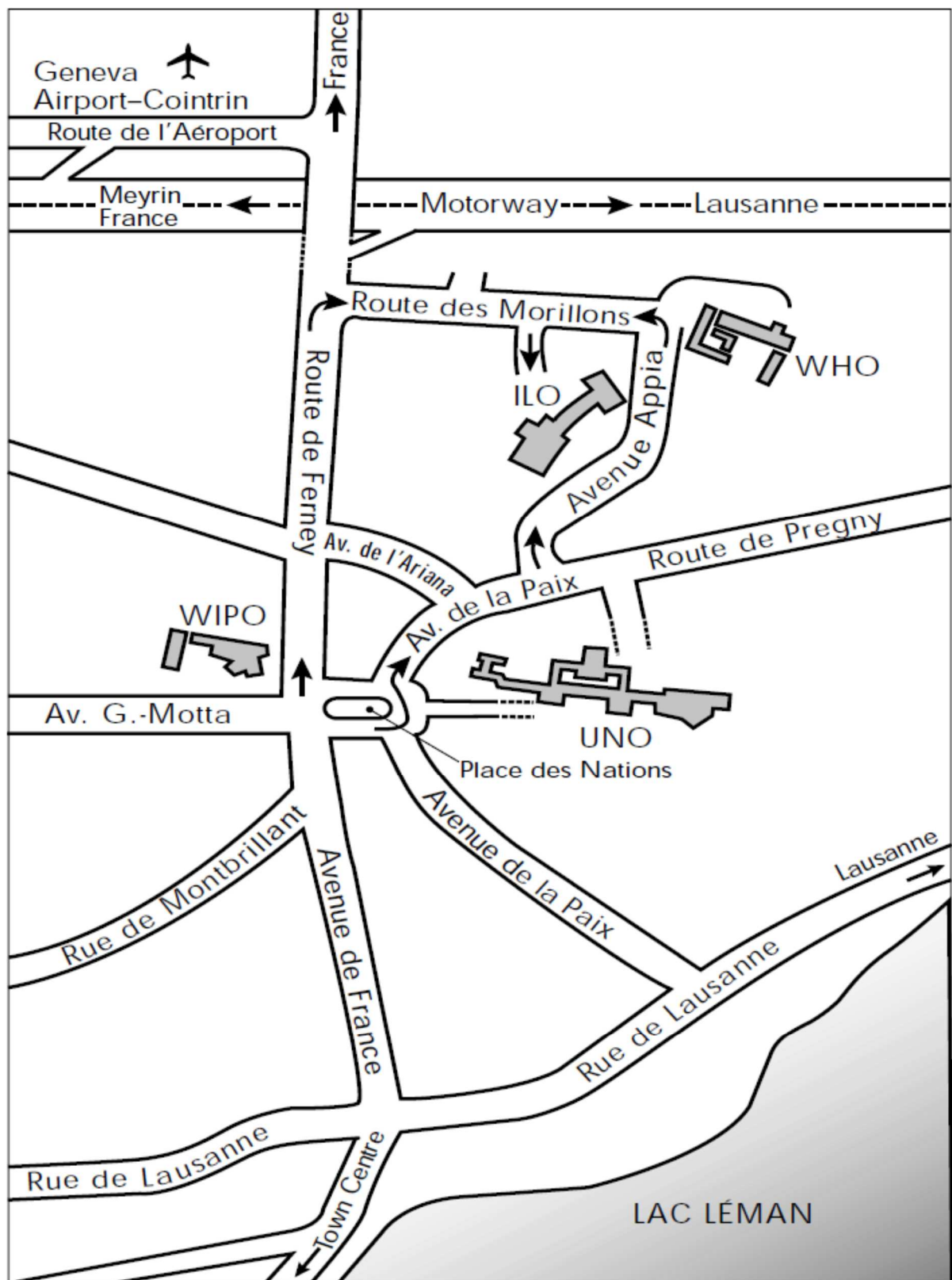
Participants

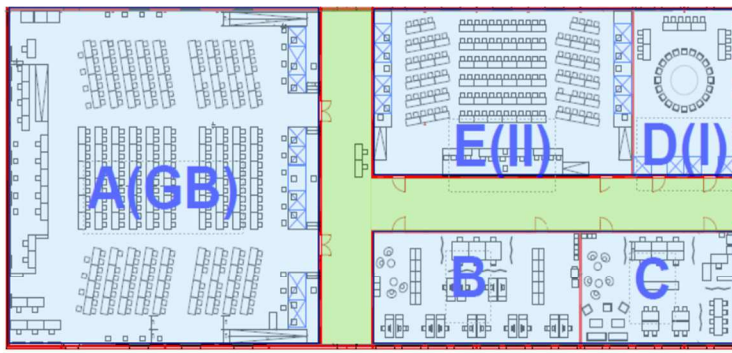
FOR SPECIFICS: www.zoom.us

- The platform used to enable remote participation in a technical meeting is **Zoom**, preferably the latest version 5.9.3.
- You will receive **two different invitations** from TME-PLATFORM@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 tme-platform@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 TME-PLATFORM@ilo.org, please check first your spam and, if necessary, contact tme-platform@ilo.org with details of the group or entity you represent and your name.

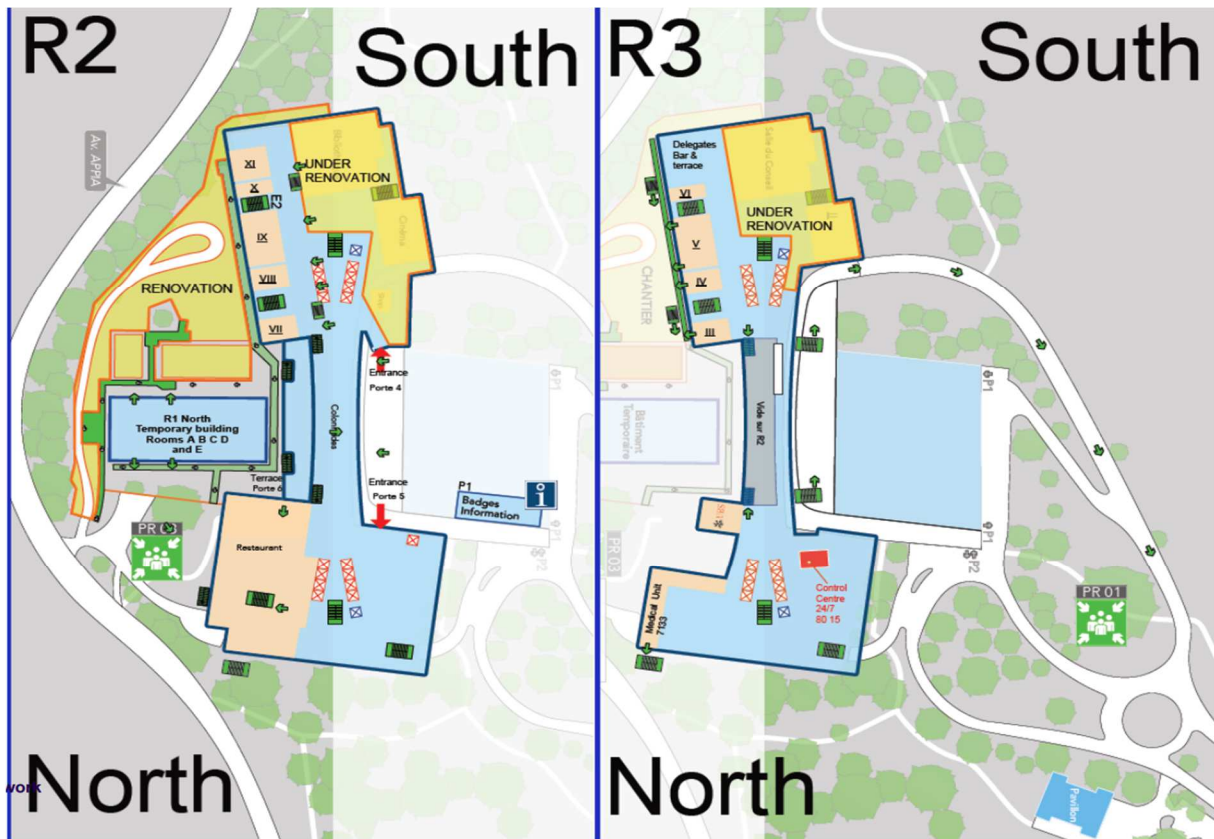
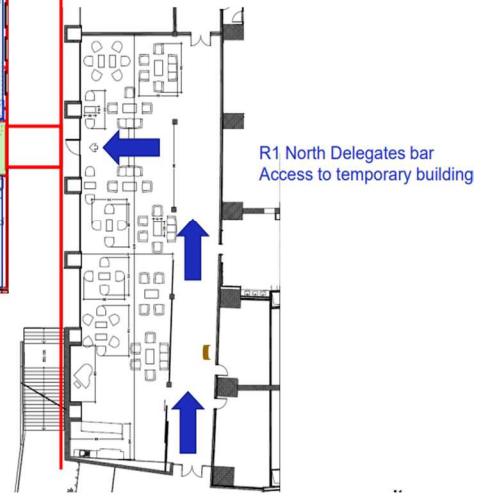
Useful maps







R1NORTH TEMPORARY BUILDING



NORTH

SOUTH

LEVEL R2

