

MEETING OF EXPERTS ON CROSS-BORDER SOCIAL DIALOGUE

Geneva, 12-15 FEBRUARY 2019



International
Labour
Office
Geneva

NOTE FOR PARTICIPANTS

The *Note* provides information on the organization and procedures of the Meeting of Experts on Cross-Border Social Dialogue.

Venue

Room V
International Labour Office (ILO)
Route des Morillons 4
1211 Geneva 22
Switzerland

Dates

12-15 February 2019

Registration of participants attending the meeting will take place in front of Door IV at the ILO Building from 8:00 a.m. to 9:00 a.m. on 12 February 2019.

Purpose of the Meeting

The purpose of the Meeting is to analyse the contemporary experiences, challenges and trends characterizing cross-border social dialogue initiatives, as well as the role and value added of the ILO. It will also seek guidance on the future work of the Organization in this area.

Further information concerning this meeting will be posted on the following internet page:

https://www.ilo.org/global/about-the-ilo/how-the-ilo-works/departments-and-offices/governance/dialogue/WCMS_651368/lang--en/index.htm

Composition of the Meeting

In line with the decision by the Governing Body of the International Labour Office (ILO) at its 334th Session (November 2018), this meeting will bring together eight experts in the field of cross-border social dialogue nominated by governments, eight experts nominated by the employers' and eight experts nominated by the workers' groups of the ILO Governing Body respectively.

A number of intergovernmental organizations have been invited to attend the meeting as observers. Representatives from other interested governments may attend as observers upon prior notification by 31 January 2019.

Working of the groups

Government, Employers' and Workers' experts will also have the possibility of holding their separate group meetings before each sitting:

Government experts - Room V

Employers' experts - Room III

Workers' experts - Room IV

Interpretation

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

Travel

The ILO will provide each expert a pre-paid, round-trip, economy class travel air ticket using the most direct route. The general policy of the ILO is to purchase the tickets through its travel agent. Regulations stipulate that participants arrive the evening before the opening of the Meeting and depart following the closure of the Meeting, based on availability of suitable flights.

In case the expert travelling to Geneva for this meeting has a preferred itinerary, we would appreciate to be informed as early as possible so that we can explore with our travel agent if the preferred route can be selected without any increase in the price of the ticket. An expert travelling from close distance wishing to travel by car or train is requested to let us know as early as possible..

Any costs incurred by up-grades, re-routing, prolongation or changes in the ticket provided by the ILO is to be borne by the expert.

Daily Subsistence Allowance (DSA)

The ILO will grant a daily subsistence allowance at the standard UN rate, which today is 368 Swiss francs per day (subject to change) 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 passes and passport** will need to be handed over. Please note that no reimbursement will 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.

Visas

The ILO is not in a position to arrange entry, or in-transit visas, for Switzerland or other countries. It is the responsibility of the participant to contact the local Swiss Embassy or Consulate to request the processing of a Schengen visa (see page 4 for further details).

Attendance Form

In order to issue the pre-paid tickets and to reimburse allowances, please complete the attached Attendance form. Please ensure **all** sections are completed, (i.e. name; private address and **full** personal bank account details). Without this information, it is not possible to process the reimbursement.

Please return this **signed** form to Mme Germaine Ndiaye-guisse (dialogue@ilo.org) before **15 January 2019**.

Access to the ILO building

- **By bus:** Take bus 8 (direction OMS) and get off at “BIT” bus stop. Follow the pedestrian signs and cross the car park into the building. Take the escalator which arrives at the Security Desk (R2 South).
- **By taxi:** Arrival at **Door 4** (Security Desk, R2 south).
- **By private car:** Follow the signs to the visitors’ parking **P1**, take the door to the right to reach the Security Desk (R2 South).

At the Security Desk, participants will be welcomed by a staff member of the Secretariat, who will issue a visitor’s 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 place their visitors’ badges in a designated box placed at the Security Desk.

The Meeting rooms are one floor above (R3 South). A member of the Secretariat will guide you to the meeting rooms.

PRACTICAL INFORMATION

TRAVEL	
Visas	<p>The ILO is not in a position to arrange entry, or in-transit visas, for Switzerland.</p> <p>The formal invitation letter 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.</p> <p>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 (http://www.eda.admin.ch/eda/en/home/rebs.html) 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.</p>
Airport	<p>Geneva airport is approx. 5 km from the city centre.</p> <p>Geneva International Airport Route de l'Aéroport 15 CH-1218 Grand-Saconnex, Geneva</p> <p>www.gva.ch Mobile app: www.gva.ch/GVApp</p>
Airport Transfer	<p>The easiest means of transport is taxi, which costs approx. CHF 35.-/45.- depending on hotel destination.</p> <p>Public transport, which is very reliable, is also available. The Genevan authorities offer a free bus ticket, valid for 80 minutes which is available in the luggage collection lounge, prior to passing through customs. The bus stops are situated at departure level. A train runs from the airport to Geneva "Cornavin" station (city centre).</p>
Local transport TPG (Geneva Transport Services)	<p>Tram and bus lines are well-networked and extensive. The services operate seven days a week from early morning until after midnight.</p> <p>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.</p> <p>Further information, timetables and network schedules are available on: http://www.tpg.ch</p>
Travel Agency	<p>Carlson Wagonlit Travel ILO building – R2 South Monday to Friday , 9 – 17 hrs.</p>
ACCOMMODATION	
Hotels	<p>Participants are responsible for making their own hotel reservation. We urge participants to reserve the hotel well in advance of the Meeting.</p> <p>A list of hotels with UN preferential rates can be sent to you upon request. Upon making reservations at Hotels, please ask for the preferential UN rate.</p> <p>Other options may be viewed at the Geneva Tourism website: http://www.geneve-tourisme.ch</p>

	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 http://www.geneve-tourisme.ch
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.
Postal Services	ILO building – R2 North Monday to Friday, 10.00 – 11.30 and 12.30 – 16.30
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.
Library (with access to computers and internet)	R2 south Monday to Friday, 9.00 – 18.00
WIFI access on levels	Level R2 and R3 (South), meeting rooms and coffee bars
Newspaper kiosk Naville	Newspapers, books, tobacco, prepaid cards valid for the Geneva public transport system, prepaid phone cards, etc. R2 South Monday to Friday, 8.00 – 17.00
First Aid	ILO Medical Service R3, North Tel. 7134
SNACK BARS, CAFETERIAS AND RESTAURANT	
The “Delegates” bar	R3 South 8.00 until 19.15 depending on meeting programme
“Le Viennois” snack bar	R2 North 7.30 to 17.30
“ ELDORA” self-service	R2 North 11.45 to 14.00
“ELDORA” Restaurant	R2 North 12.00 to 14.00

We thank you in advance for your attention to this Note, and we look forward to receiving the requested information and the completed documents at your earliest convenience.

Should you have any queries, please do not hesitate to contact:

Ms. Germaine Ndiaye-guisse

dialogue@ilo.org

Tel: +41 22 799 6474