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## TRIPARTITE MEETING OF EXPERTS ON WORKING TIME ARRANGEMENTS

17 – 21 October 2011, Geneva, Switzerland

### Note for the participants

The Tripartite Meeting of Experts on Working Time Arrangements will be held from 17 to 21 October 2011 at the International Labour Office, Geneva. The opening plenary sitting, which will be held in Room VII (R2 south) of the ILO building, will begin at 9:00 a.m.

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

### Purpose of the Meeting

The Governing Body of the International Labour Office took the decision, at its 309<sup>th</sup> Session (November 2010), to organise a *Tripartite Meeting of Experts on Working Time Arrangements*.

The purpose of this Meeting is to review and advise on modern working-time arrangements, which would include identifying the main policy issues that need to be addressed to develop future ILO guidance for advancing decent work in the area of working time.

The Office has issued, in English, French and Spanish, a report for discussion entitled *Working Time in the Twenty-First Century*. A copy is attached to this Note, and print copies will also be available in Geneva.

### Composition of the Meeting

The Meeting will be composed of six Government experts, six Employer experts and six Worker experts appointed by the Governing Body on the basis of nominations submitted by the Director-General after consultations with the secretariats of the Employers' and the Workers' groups, respectively.

The Governing Body has also decided that the Meeting would be open to interested Government observers. In addition, representatives of certain intergovernmental organizations, observers representing certain international non-governmental organizations have been invited to attend the Meeting. Their seats will be located behind the experts' seats in the meeting room.

## Working of the groups

Arrangements have been made for the Government, the Employer and the Worker experts to hold separate consultation meetings in the course of the Meeting.

Government group	Room VII (R2 south)
Employers' group	Room X (R2 south)
Workers' group	Room I (R3 south)

## Format and Information materials

The meeting will be conducted in English, with simultaneous interpretation in French and Spanish.

If you wish to share brochures, statements and other printed materials, please bring enough for 40 participants, or send them to the secretariat before 10 October 2011.

## Registration

Please return the **registration form** before 20 September 2011.

## Travel and daily allowance

The ILO will provide a daily allowance of US\$ 422 for all participants coming from outside of Geneva to cover accommodation and meals. The ILO will also reimburse the cost of your economy travel (you are requested to arrange your journey by the most economical route, and to make use, wherever possible, of any available reduction fare). Before the meeting, we will collect:

- an original invoice from your travel company
- your boarding passes
- a copy of your plane tickets

Please note that, without these documents, the reimbursement will not be possible. The amount will be transferred on your bank account after the meeting (no cash will be distributed in Geneva). In this regard, please complete, sign and return the attached **Individual Supplier Form** before 20 September.

## Insurance

Please also note that although the ILO covers the cost of travel and subsistence, no liability will be accepted in the event of accident or illness. It is your responsibility to take any insurance felt necessary. Please sign and return the attached **insurance disclaimer form** before 20 September.

## Hotel booking

The ILO is not equipped to make hotel reservations for the participants. It is advisable to make your own hotel booking as soon as possible. Please see the Geneva Tourism website for more information: <http://www.geneve-tourisme.ch/>

## **Visas**

Participants requiring entry visas for Switzerland, which is part of the Schengen group, will need to obtain these in their own countries well in advance of their departure. If you need assistance, please don't hesitate to ask.

## **Miscellaneous information**

### ***Transport to the ILO building***

Participants coming by private car are asked to use car park P1. Please do not park in front of the main entrance.

Public transport services link the railway station (Cornavin) (lines F and 8) and the airport (line 28) to the ILO building. The stop for the ILO is marked "BIT" and is located on Avenue Appia. From 7 a.m. to 7 p.m. the "8" bus runs every six to eight minutes and every 15 to 20 minutes thereafter; from 7 a.m. to 8 p.m. the "28" bus runs every 20–30 minutes and less frequently thereafter; the "F" bus runs every 15–20 minutes during rush hour and hourly after 8 p.m. Bus tickets valid for several journeys are on sale at the newsagent inside the ILO building on the R2 level (South). Upon request, your hotel will give you a personal bus card, valid for the duration of your stay.

### ***Arrival at the ILO building***

Participants arriving by car or by taxi should follow the signs from the main doors at the R3 level or the car park P1 to the visitors' entrance at R2 North, while participants arriving by bus should follow the signs from the bus stop to the visitors' entrance (R2 North) (see map in Appendix II) .

At the security desk, participants will be welcomed by a staff member of the secretariat, who will provide them with a badge. This badge contains a microchip and allows you to access and exit the building throughout the duration of the Meeting.

Upon their departure, participants are kindly requested to drop their unmarked visitors' badges in a designated badge return box placed after the gates, so they can be reused.

Once having entered, participants are asked to direct themselves to the Meeting registration desk in front of room VII (R2 south).

### ***Travel agency***

A branch of Carlson Wagonlit Travel is located on the R2 level (South). It is open from 9 a.m. to 5 p.m., Monday to Friday. *In order to avoid any problems with their return journey, participants who have not yet confirmed their reservations should contact the travel agency without delay.*

### ***Bank***

A branch of the UBS is located at the north end of the building (R3 level), together with cash dispensers that accept Euro cards. Other cash dispensers (ATMs) are located on the R2 level near the newsagent. The bank is open from 9 a.m. to 12.30 p.m., Monday to Friday, for cash withdrawals and currency exchange.

### ***Postal and telephone services***

There is a post office on the R2 level at the north end of the building near the restaurant. It is open from 10 a.m. to 11.30 a.m. and from 12.30 p.m. to 4.30 p.m., Monday to Friday. There are public telephone booths and letter boxes outside both the post office and the newsagent on the R2 level.

Long-distance or international calls can be made from the telephone booths near the post office. Local calls can be made from any telephone in the ILO building, including the meeting rooms, by first dialling 0 to get an outside line.

### ***Restaurants and bar***

A restaurant and a self-service cafeteria are located on the R2 level and a snack bar is located on the R1 level at the north end of the building. There is also the Delegates' Bar in the meeting area that is open while meetings are in progress.

### ***Smoking***

The ILO is a smoke-free environment. For this reason, smoking is not permitted indoors. Participants can, however, smoke outdoors on the balcony next to the Delegates' Bar on R3 South and outdoors on the terrace of the snack bar located on R1 North.

### ***First aid***

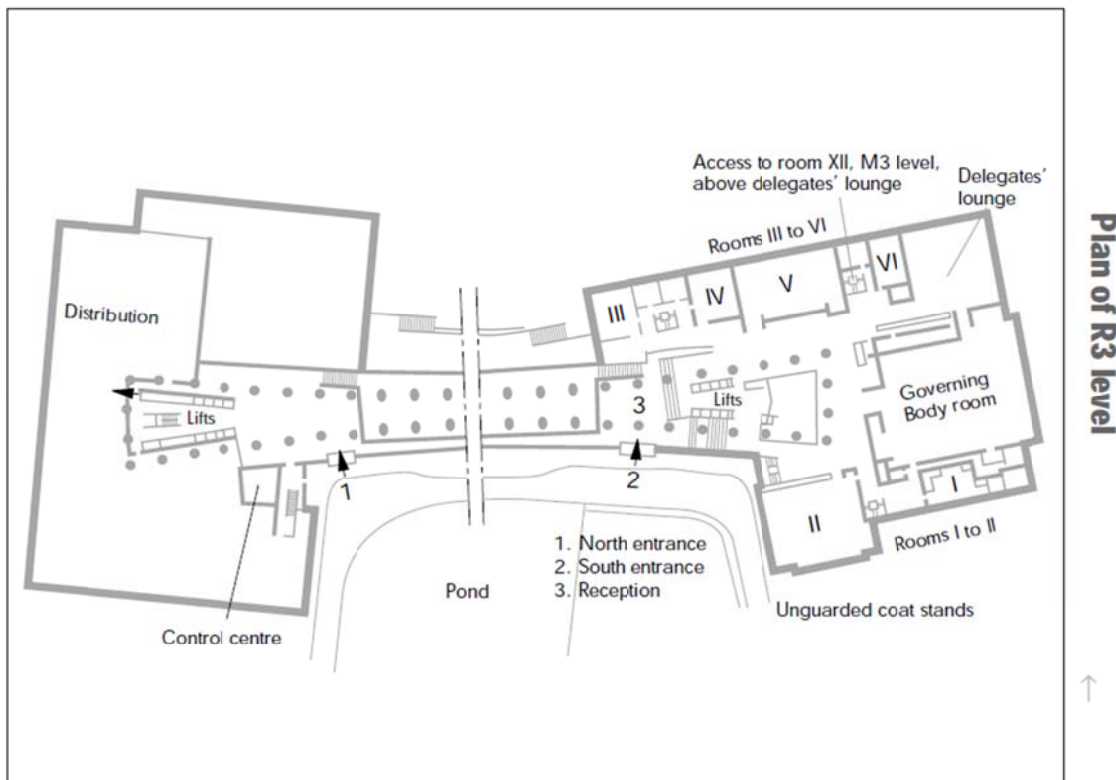
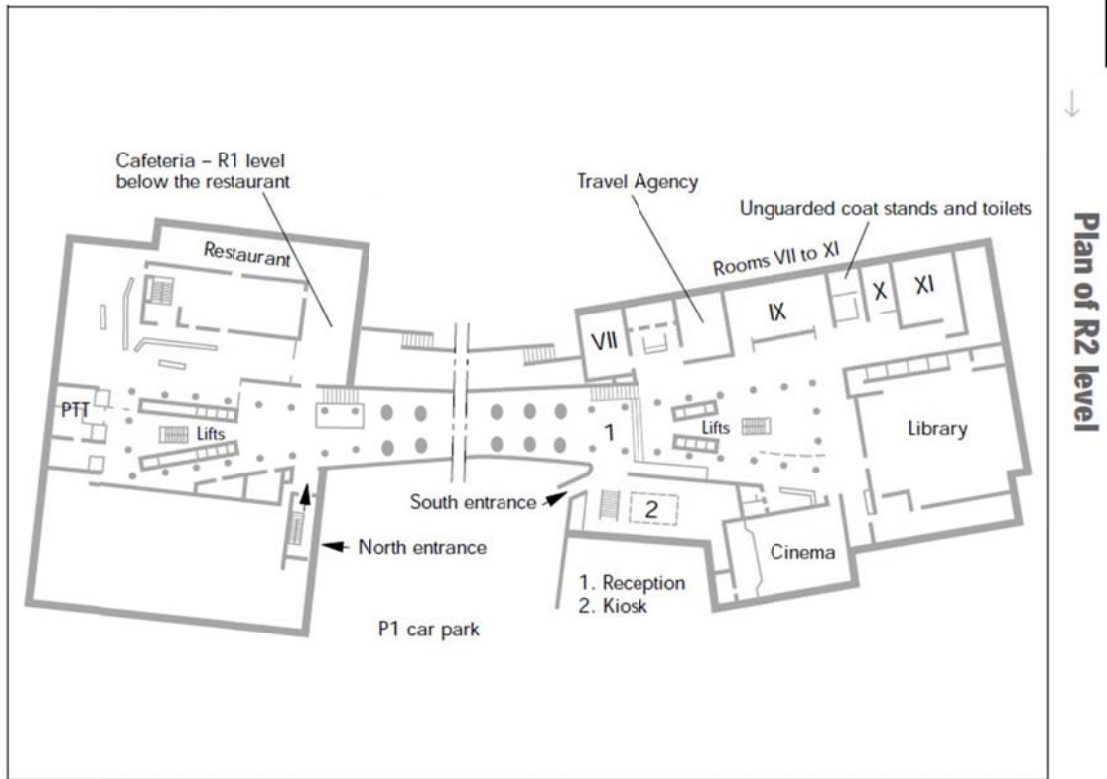
In case of need, participants may contact the Medical Service on the fifth floor (Tel. 7134).

## Appendix I - Timetable of the Meeting

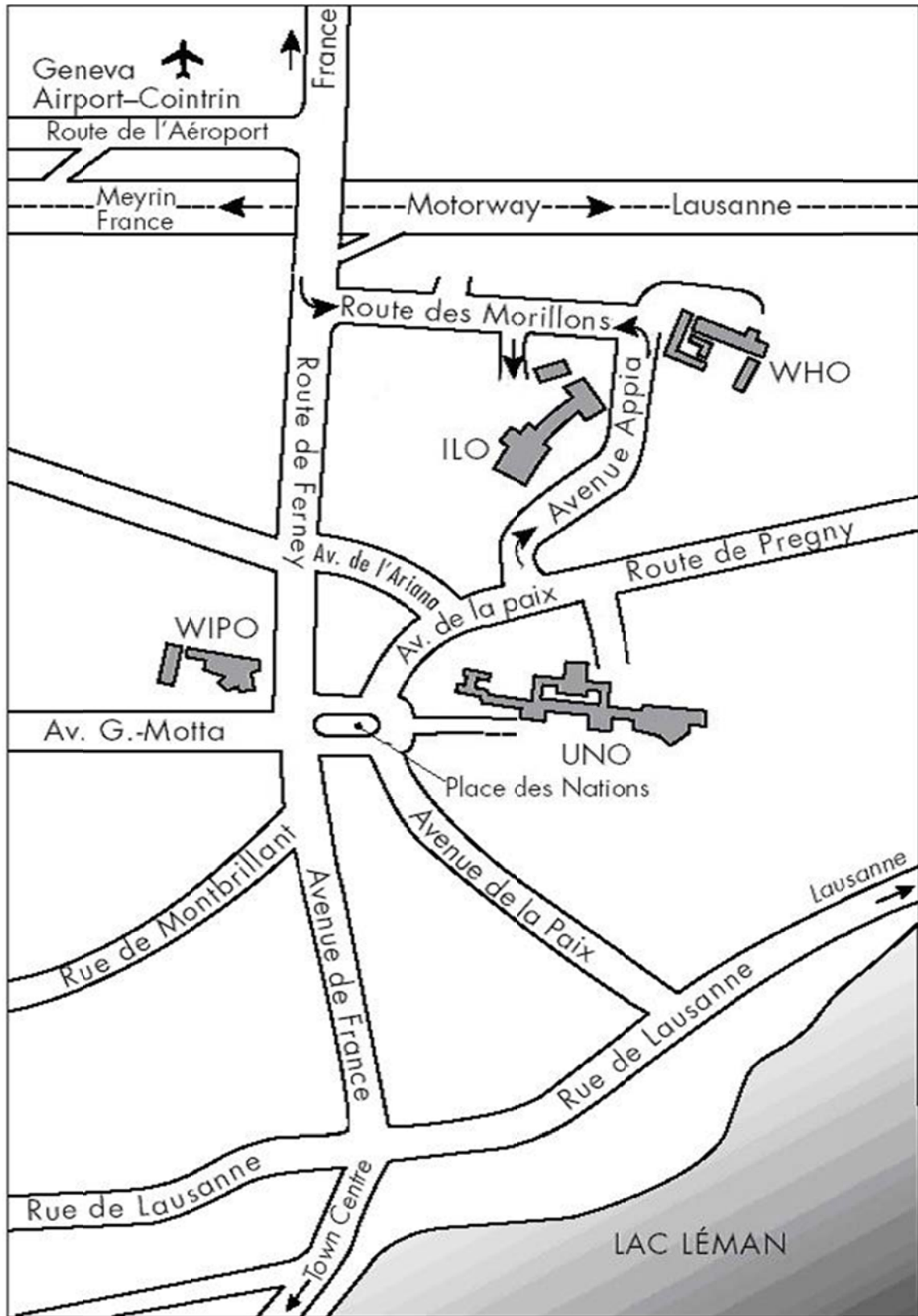
Monday 17 October	Tuesday 18 October	Wednesday 19 October	Thursday 20 October	Friday 21 October
<p><b>09:00-11:15</b> Group meetings (G, E, W)</p> <p><i>11:15-11:30: Coffee break</i></p> <p><b>11:30-13:00</b> <b>Opening plenary</b></p> <ul style="list-style-type: none"> <li>✓ Opening speeches</li> <li>✓ Election of Vice-Chairpersons</li> <li>✓ Presentation of the ILO report and update</li> <li>✓ Agreement on points for discussion</li> <li>✓ Adoption of draft timetable</li> <li>✓ General statements</li> </ul>	<p><b>09:00-10:30</b> Group meetings (G, E, W)</p> <p><i>10:30-10:45: Coffee break</i></p> <p><b>10:45-13:00</b> <b>Plenary session</b> (Point for discussion b)</p>	<p><b>09:00-10:30</b> Group meetings (G, E, W)</p> <p><i>10:30-10:45: Coffee break</i></p> <p><b>10:45-13:00</b> <b>Panel: Working time arrangements as crisis response measures</b> <b>Plenary session to follow</b> (Point for discussion d)</p>	<p><b>09:00-10:30</b> Group meetings (G, E, W)</p> <p><i>10:30-10:45: Coffee break</i></p> <p><b>10:45-13:00</b> <b>Plenary session</b> (Point for discussion f)</p>	<p><b>09:00-10:00</b> <b>Group meetings (G,E,W)</b></p> <p><i>10:00-10:15: Coffee break</i></p> <p><b>10:15-12:00</b> <b>Plenary session</b></p> <ul style="list-style-type: none"> <li>✓ Final consideration of draft conclusions (including proposals for follow-up activities)</li> <li>✓ Consideration and adoption of draft conclusions (including proposals for follow-up activities)</li> <li>✓ Closing statements</li> </ul>
<i>LUNCH BREAK</i>				
<p><b>14:30-15:45</b> Group meetings (G, E, W)</p> <p><i>15:45-16:00: Coffee break</i></p> <p><b>16:00-18:00</b> <b>Plenary session</b> (Point for discussion a)</p> <p><b>18:15-19:45</b> <i>Reception offered by the Secretary-General of the Meeting (French Restaurant, (R2))</i></p>	<p><b>14:30-15:30</b> Group meetings (G, E, W)</p> <p><i>15:30-15:45: Coffee break</i></p> <p><b>15:45-18:00</b> <b>Plenary session</b> (Point for discussion c)</p> <p><b>18:30-21:00</b> <b>Plenary session</b> (Continuation of point for discussion c)</p>	<p><b>14:30-15:30</b> Group meetings (G, E, W)</p> <p><i>15:30-15:45: Coffee break</i></p> <p><b>15:45-18:00</b> <b>Plenary session</b> (Point for discussion e)</p> <p><b>18:30-21:30</b> <b>Working Party</b> Begin consideration of draft conclusions</p>	<p><b>15:30-16:30</b> Group meetings (G, E, W)</p> <p><i>16:30-17:00: Coffee break</i></p> <p><b>17:00-20:00</b> <b>Working Party</b> Continue consideration of draft conclusions</p>	<p><b>14:00-16:00</b> Continuation of discussion of proposals for follow-up activities (if necessary)</p>
Abbreviations: G = Government group; E = Employers' group; W = Workers' group				

## Appendix II

### Map of the ILO building



**Road access map**



## Bus and tram routes







International  
Labour  
Office

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### REGISTRATION FORM

*to be returned before 20 September 2011 to:*

Coralie Thompson, Administrative Assistant  
fax. +41 22 799 84 51 / [thompsonc@ilo.org](mailto:thompsonc@ilo.org)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Arrival date & time: \_\_\_\_\_

Departure date & time: \_\_\_\_\_

Estimated price of an economy ticket: \_\_\_\_\_



International  
Labour  
Office

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**INSURANCE DISCLAIMER FORM**

*to be returned before 20 September 2011 to:*

Coralie Thompson, Administrative Assistant  
fax. +41 22 799 84 51 / [thompsonc@ilo.org](mailto:thompsonc@ilo.org)

Would you please note that although the ILO may cover your travel cost and subsistence during your visit to Geneva from 17 to 21 October 2011, it accepts no liability in the event of accident or illness, and it is your responsibility to take out any insurance policy you may consider necessary.

Would you please signify your acceptance of the above by signing below.

Manuela Tomei  
Chief, TRAVAIL

26 August 2011

**AGREED AND ACCEPTED**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_