

TRIPARTITE MEETING OF EXPERTS ON NON STANDARD FORMS OF EMPLOYMENT

Geneva, 16-19 February 2015



International
Labour
Office
Geneva

NOTE FOR PARTICIPANTS

The purpose of this *Note* is to assist participants with the organization and procedures of the Meeting, so to facilitate their effective participation, from the outset, in its work.

Venue

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

From 16 to 19 February 2015
Room V

Registration is from 8:00 to 8:45 on Monday 16 February.

Purpose of the Meeting

The Governing Body of the International Labour Office took the decision, at its 321st Session (June 2014), to organize a *Tripartite Meeting of Experts on Non-Standard Forms of Employment*. The purpose of this Meeting is to formulate recommendations regarding possible ILO follow-up on this issue and to contribute to preparations for the recurrent item on labour protection (104th Session of the ILC, 2015).

A background paper entitled *Non-Standard Forms of Employment* is being prepared by the Office in English, French and Spanish and will be sent to the participants by the 15 January 2015.

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

http://www.ilo.org/travail/whatwedo/eventsandmeetings/WCMS_310212/lang--en/index.htm

Composition of the Meeting

In accordance with the Governing Body decision, the Meeting is composed of 8 Government experts, 8 Employers' experts and 8 Workers' 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.

The Governing Body also decided that the Meeting would be open to observers from interested Governments.

Working of the groups

Government, Employers' and Workers' experts will hold separate consultation meetings during the course of the Meeting.

Government experts: room V

Employers' experts: room III

Workers' experts: room IV

Interpretation

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

Visas

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

Attendance Form

Please complete the attached Attendance form (see Annex 1). Please ensure **all** sections are completed, (i.e. name; private address...).

Please return this **signed** form to Séverine Bozzer (workqualitymeeting@ilo.org).

Access to the ILO building

- **By bus:** Take bus 8 (direction OMS) and get off at "BIT" bus stop. Follow the pedestrian signs through the car park into the building. Take the escalator which arrives at the Security Desk (R2 North).
- **By taxi:** Arrival at **Door 3** (Control Centre, R3 North). On entering the building take the stairs directly on the left down to the Security Desk (R2 North).
- **By private car:** Follow the signs to the visitors' parking **P1**, take the door to the left to reach the Security Desk (R2 North).

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 after the Security Desk.

The Meeting rooms are on the opposite side of the building. Follow the indications until you reach the Registration desk (R3 South), in front of Room V.

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> <p>Should participants plan to visit nearby France or other European countries, please ensure a multiple-entry Schengen visa is processed.</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>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.</p> <p>Other options may be viewed at the Geneva Tourism website:</p>

	http://www.geneve-tourisme.ch 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 5 th floor, South Tel. 7134
Snack bars, cafeterias and restaurant	
The “Delegates” bar	R3 South 8.00 until the end of the meetings
“Le Viennois” snack bar	R2 North 7.30 to 17.30
“EUREST” self-service	R2 North 11.45 to 14.00
“EUREST” 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 completed documents at your earliest convenience.

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

Séverine Bozzer

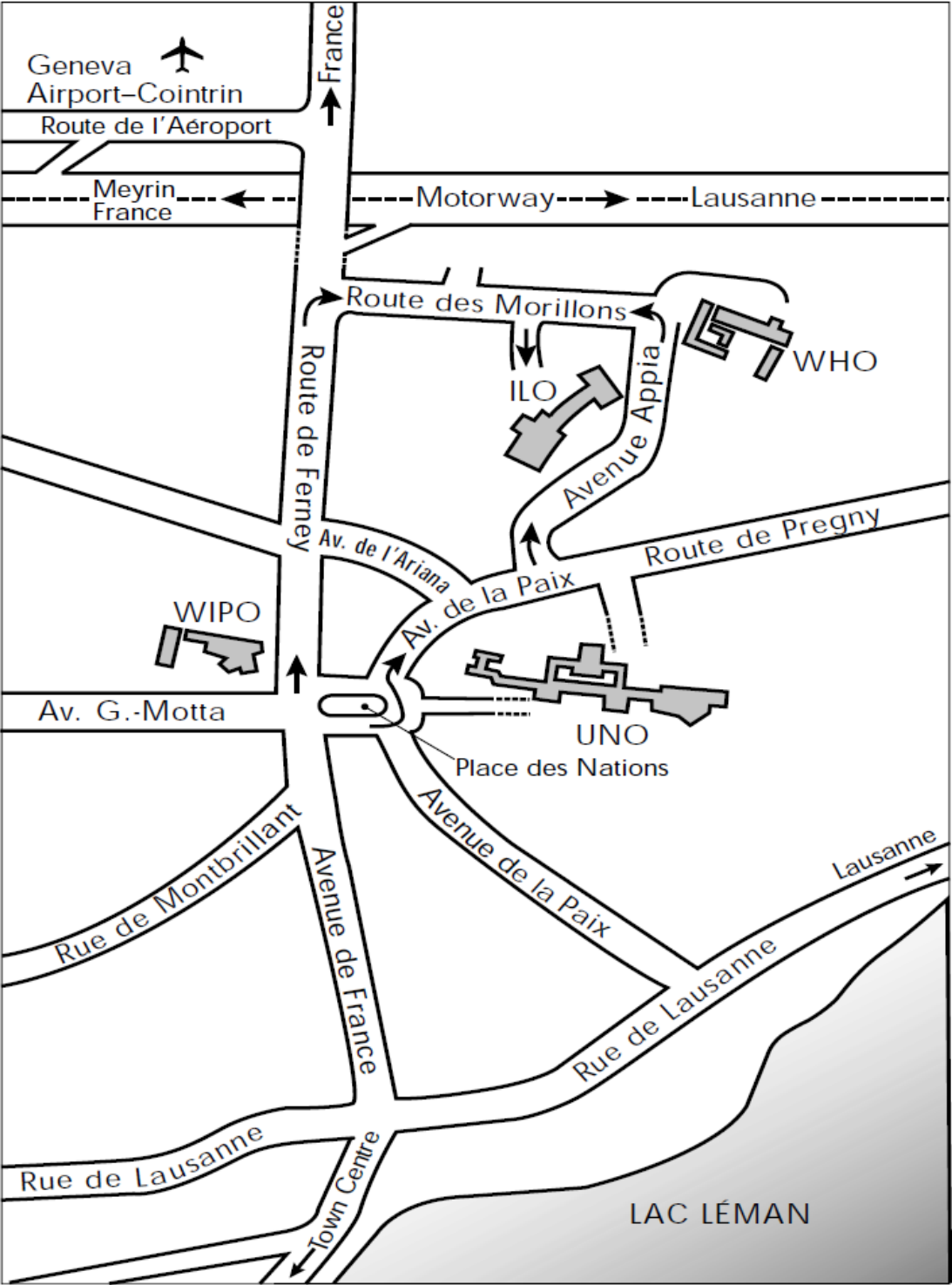
workqualitymeeting@ilo.org

Tel: +41 22 799 6783

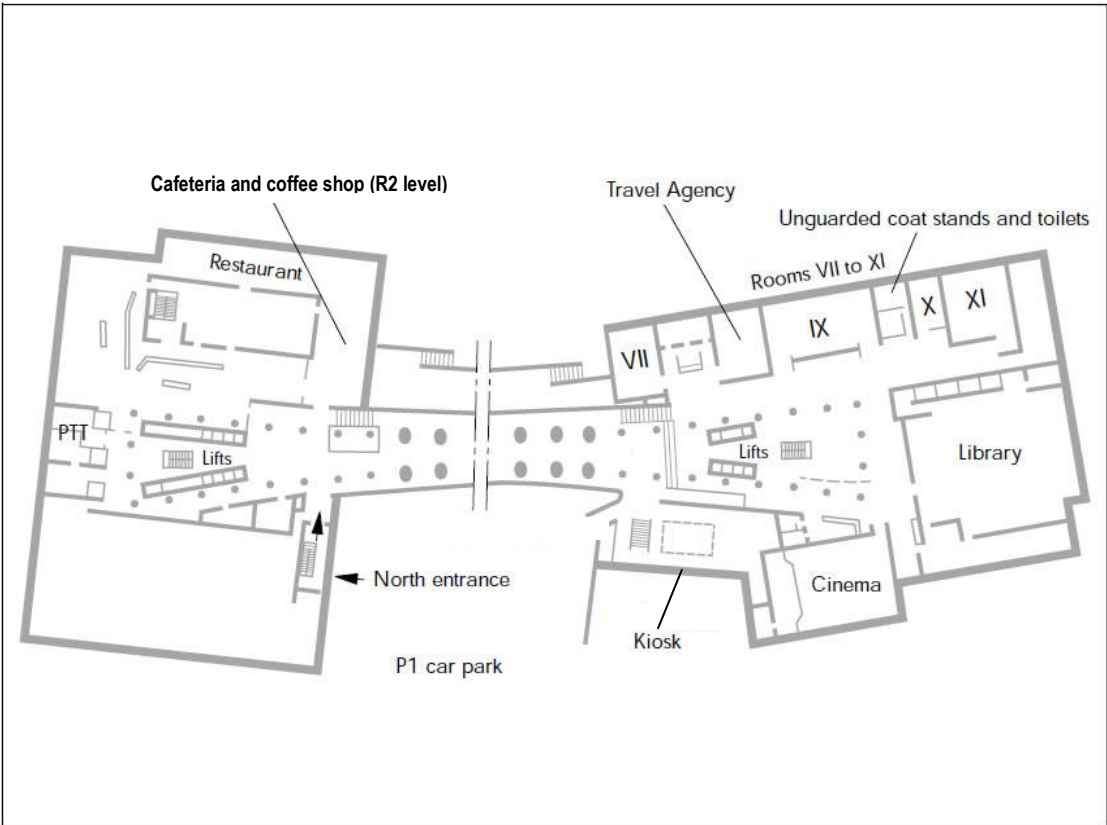
Appendices

1. Attendance Form to be completed
2. List of hotels with preferential UN rates

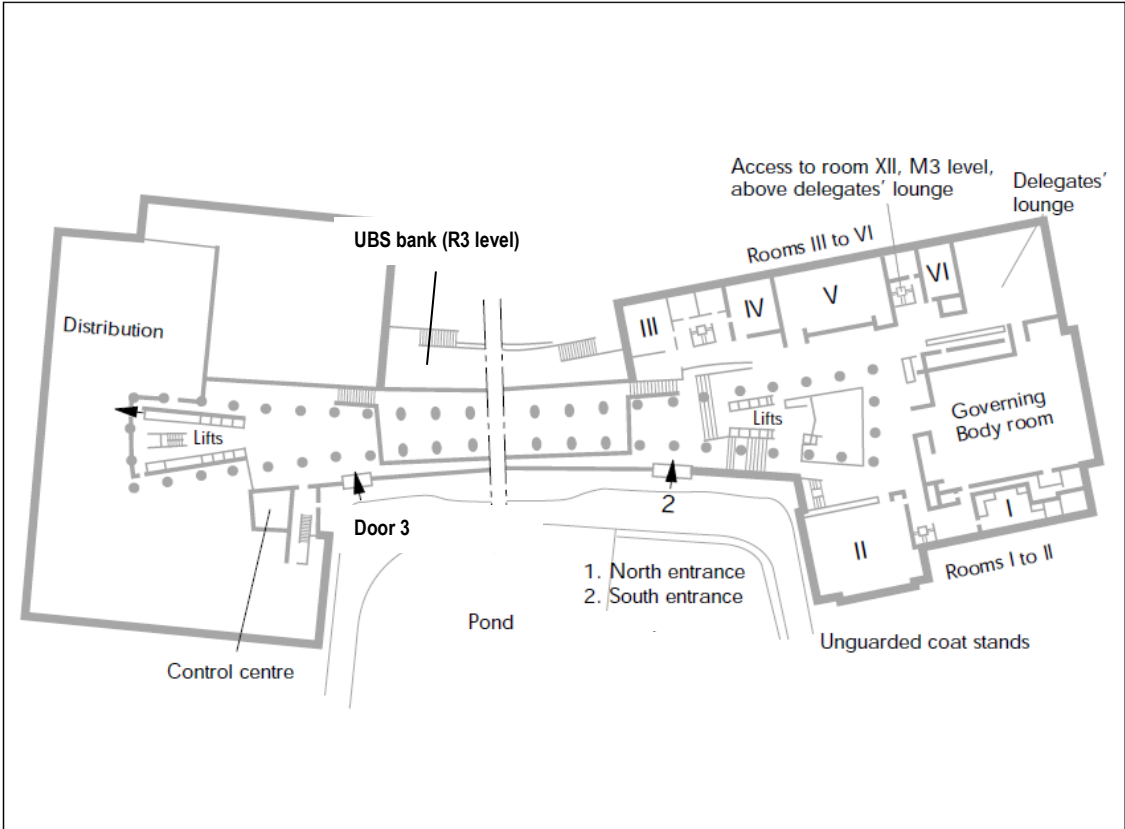
Access Map



Map of the building



Plan of R2 level



Plan of R3 level