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Réf. BIT/ILO RC 156-8-100

Votre réf.

27 November 2008

**Eighth European Regional Meeting
Lisbon, Portugal, 9-13 February 2009**

Dear Sir,

It is my pleasure to invite your country to be represented at the *Eighth European Regional Meeting* of the International Labour Organization, which will be held in Lisbon, Portugal, from 9 to 13 February 2009, at the Lisbon AIP Congress Centre. The ILO wishes to acknowledge with gratitude the strong material and logistical assistance provided by the Government of Portugal in the organization of this event.

At four-yearly intervals, the European Regional Meeting brings together the political, economic and social actors from the countries of the region. This Eighth Meeting will focus particularly on the themes taken up in the two reports that I shall submit, which will be sent to you in December 2008.

The first of these is a thematic report which assesses decent work trends in labour market, working and employment conditions in the region over the period 1995-2007. The second is an activities/outcomes report which reviews the achievements of ILO activities in the region from mid-2004 to mid-2008. These reports will set the scene for discussions and the strategic planning for the upcoming period.

The *Rules for Regional Meetings* (2008) will govern the powers, functions and procedures of the *Eighth European Regional Meeting*. Your attention is drawn in particular to articles 1 and 3 of the Rules, which deal respectively with the tripartite composition of delegations and with the submission of credentials. The attached form for the presentation of credentials must be filled in and returned to the Office of the Legal Adviser of the International Labour Office in Geneva, **before Monday, 26 January 2009**. Revisions to the *Rules for Regional Meetings* were approved by the Governing Body at its 301st Session in March 2008 and confirmed by the 97th Session of the International Labour Conference (June 2008). The Introductory Note has been reviewed by the Governing Body at its 303rd Session in November 2008. Copies of the revised Rules will be sent to participants as soon as the published version is available.

Five years ago, I called on ILO constituents to strive to meet **a target of 30 per cent representation of women in delegations** to the International Labour Conference. For the *Eighth European Regional Meeting*, as for all ILO meetings, I would urge governments, employers' and workers' organizations to increase their efforts to include more women in their delegations.

--- I enclose the draft programme for the Meeting, together with other pertinent
documentation. Further details concerning the agenda and procedures of the *Eighth
--- European Regional Meeting*, as well as particulars regarding material arrangements, are
given in the attached information note. The ILO Regional Office for Europe is at your disposal
to provide any additional information you may need. Finally, a web page concerning the
Meeting, on which you will also find the form for the submission of credentials and the draft
programme, is available on the ILO public website at www.ilo.org, by following the link to the
Eighth European Regional Meeting.

I would be grateful if you would communicate this information to the representatives of the employers' and workers' organizations that will be part of your national delegation.

The *Eighth European Regional Meeting* has the crucial task of giving form to the ILO's programme for the region in the years to come. It is the active participation of our member States from the region that will allow us, together, to chart the way forward.

Yours faithfully,

Juan Somavia
Director-General

ANNEXES

Draft Programme
Form for credentials
Information Note
Hotel booking form
Rules for Regional Meetings (2008) to be sent later