



# 17th Asia and the Pacific Regional Meeting

Singapore, 6-9 December 2022

## Guide

### ▶ Venue and address

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#### **Raffles City Convention Centre**

Fairmont Singapore  
80 Bras Basah Road  
189560, Singapore

Telephone: +65 6339 7777

Website: <https://www.fairmont.com/singapore/>

### ▶ Contact information

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ILO Regional Office for Asia and the Pacific  
United Nations Building  
Rajdamnern Nok Avenue  
Bangkok 10200  
Thailand

Telephone: +662 288 1234

Email: [bangkok@ilo.org](mailto:bangkok@ilo.org)

### ▶ Meeting website

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[www.ilo.org/aprm2022](http://www.ilo.org/aprm2022)

## ▶ Rules of procedure

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The *Rules for Regional Meetings*, confirmed by the International Labour Conference at its **108th Session (June 2019)**, will govern the powers, functions and rules of procedure of the 17th Asia and the Pacific Regional Meeting. The *Rules* are available on the [Meeting website](#).

## ▶ ILO Events App

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From Sunday, 4 December, the mobile application “ILO Events App” for the 17th Asia and the Pacific Regional Meeting will be available for download (in the App Store for iOS devices or Google Play for Android). Participants who install it on their mobile devices will receive updates on the Meeting programme, social events and high-level visits and be able to access practical information, documents and links to the [Meeting website](#). The App will also enable delegates to communicate with other Meeting participants registered for the App and to receive notifications about any changes to the programme and other important information.

This Guide is divided into four parts:

▶ I. Meeting programme .....	3
▶ II. Accreditation and registration .....	6
▶ III. Arrival, accommodation and other practical information about Singapore.....	9
▶ IV. Services available at the Regional Meeting .....	13

## ▶ I. Meeting programme

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### Format of the Meeting

The Regional Meeting will be organized as a physical, face-to-face meeting, in line with the practice of previous Regional Meetings. Invited Member States are expected to be represented by **fully tripartite delegations attending the meeting in person**.

In view of COVID-related developments and travel restrictions, remote connectivity via a videoconferencing platform will exceptionally be made available for those invitees unable to be physically present in Singapore. In this context, delegates connecting remotely to the meeting will have the possibility to exercise their participation rights under the [Rules for Regional Meetings](#). Nevertheless, please note that the Officers of the Meeting, the Credentials Committee and the Drafting committee on conclusions of the Meeting will work in person only.

### Programme

The provisional programme of the Regional Meeting is available on the [Meeting website](#).

### Group meetings

Governments, Workers and Employers will meet on Tuesday, 6 December 2022, from 8.30 a.m. to 11.00 a.m. to agree on their respective nominations for the election of the Officers by the Meeting and, should they so wish, to discuss topics covered in the Director-General's Report. The groups will continue to meet throughout the Regional Meeting, if they decide to do so (please refer to the [online](#) programme of the Regional Meeting for the specific times).

### Plenary sittings

The opening sitting of the Regional Meeting will take place on Tuesday, 6 December 2022, at 11.15 a.m., and include the election of the Officers of the Meeting, the adoption of the provisional Meeting programme, the appointment of a Credentials Committee to deal with any issues arising out of the credentials of tripartite national delegations, as well as a Drafting Committee to draft the conclusions of the Meeting.

Following these procedural formalities, it is foreseen that the President of Singapore will address the meeting starting at 12.15 p.m. The Chairperson of the Meeting, the Director-General and the Employer and the Worker spokespersons will give their opening remarks following the President's address.

All other discussions, apart from those held in the three groups, will take place in plenary. These include:

### Sittings given over to the discussion of the Report of the Director-General

The Report of the Director-General is entitled *Renewed social justice for a human-centred recovery*. The plenary sittings during which the Report of the Director-General will be discussed will be chaired by one of the Officers of the Meeting, namely the Chairperson of the Meeting or one of the three Vice-Chairpersons.

Any statements delivered during these sittings on 6 and 7 December 2022 will follow a list of speakers, for which it is necessary to sign up in advance. Accredited delegates wishing to deliver a statement during the plenary discussion can send their request, between **16 November** and **6 December**, by email to [plenaryspeeches@ilo.org](mailto:plenaryspeeches@ilo.org). They may also register to speak once in Singapore, at the Office of the Clerk of the Regional Meeting. Registration on the list of speakers for the plenary discussion on the Report of the Director-General will close at 1 p.m. on **6 December**.

To allow as many speakers as possible to take the floor during the discussion of the Report of the Director-General, article 10(7) of the *Rules for Regional Meetings* stipulates that “except with the unanimous consent of the Officers of the Meeting, **no speech shall exceed five minutes**”. Speakers are thus urged to keep their statements brief and to the point, reducing complimentary remarks to a strict minimum.

### Four thematic plenary sessions

There will be four thematic plenary sessions, led by a moderator, in the form of tripartite panel discussions, followed by rounds of questions and answers between the members of the panel and Meeting participants (article 10(8) of the *Rules for Regional Meetings*). The following topics will be covered during these four sittings:

<b>Tuesday, 6 December</b> 2.30 p.m. to 4.15 p.m.	<i>Integrated policy agenda for a human-centred recovery that is inclusive, sustainable and resilient</i>
<b>Wednesday, 7 December</b> 2 p.m. to 3.30 p.m.	<i>Institutional framework to support transitions towards formality and decent work</i>
<b>Thursday, 8 December</b> 10.30 a.m. to 12 p.m.	<i>Strong foundations for social and employment protection and resilience</i>
<b>Thursday, 8 December</b> 1.30 a.m. to 3 p.m.	<i>Revitalizing productivity growth and skills for more and better jobs</i>

### Special sessions

Two special sittings are also planned:

<b>Wednesday, 7 December</b> 6 p.m. to 7 p.m.	<i>Strengthening multilateral cooperation to achieve social justice and decent work for all</i>
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**Thursday, 8 December** *Promotion and application of the ILO Tripartite  
3.30 p.m. to 5 p.m. Declaration of Principles concerning  
Multinational Enterprises and Social Policy in  
Asia and the Pacific and the Arab States*

## Social events

On **Tuesday, 6 December**, the Government of Singapore will extend an invitation to all Meeting participants to attend a reception starting at 7.00 p.m.

On **Wednesday, 7 December**, the ILO Director-General will extend an invitation to all Meeting participants to attend a reception, also starting at 7.00 p.m.

Further details regarding the venue of these events will be provided during the Regional Meeting.

## ▶ II. Accreditation and registration

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### Composition of delegations

#### Full members of the meeting

In accordance with article 1(2) and (8) of the *Rules for Regional Meetings*, each Member State taking part in the Meeting as a full member is required to send a tripartite delegation composed of two Government delegates, one Employers' delegate and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1(5) of the *Rules* stipulates that Employers' and Workers' delegates and their respective advisers will be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers as the case may be in the Member State concerned.

#### Observers of the meeting

The Governing Body has the discretion to invite liberation movements, international organizations and international non-governmental organizations, as well as Member States from another region to attend the Meeting as observers. If a Member State decides to include representatives of employers and workers in its observer delegation, it should take due account of the provisions of article 1(4) and (5) of the *Rules* applicable to tripartite delegations of full members.

#### Gender parity

Insofar as **gender parity** is concerned, only 27.9 per cent of delegates at the [16th APRM](#) (Bali, December 2016) were women. Hence, Governments and national organizations of employers and workers are called on to redouble their efforts to improve participation of women in ILO official meetings, as called for in the *Rules for Regional Meetings*. Indeed, under article 1(6) of the *Rules*, Member States taking part in the Meeting "shall make every effort to promote the equal representation of women and men in their delegations".

### Online accreditation

The delegations of Member States invited by the Governing Body as full members or as observers may submit their credentials through a [password-protected online accreditation system](#). The individual login and password for each delegation will be sent to Permanent Missions in Geneva after the second letter of invitation to the Regional Meeting. These codes will enable the focal points for the delegations to complete the online accreditation form and to submit it through the online system. Use of the online accreditation system is strongly encouraged, as it speeds up the processing of credentials and reduces the risk of clerical errors in their transcription.

Invited international intergovernmental and non-governmental organizations will also be sent individual login and password for their delegations, as they will also be given access to the password-protected online accreditation system.

## Time limit

In accordance with article 1(7) of the *Rules for Regional Meetings*, the credentials of national delegations must be deposited with the International Labour Office at least **21 days before the opening of the Regional Meeting (in other words, by Tuesday, 15 November 2022)**. Receipt of the credentials within that period facilitates the preparation of the Meeting and is particularly important in cases where obtaining a visa depends on the accreditation of the traveller as a delegate to the Meeting.

The names and titles and official functions at the Meeting of members of national tripartite delegations of Member States of the region, as well as names and titles of representatives of any Member States from another region, liberation movements, international organizations and international non-governmental organizations invited to the Meeting by the Governing Body, will be regularly updated on the [Meeting website](#).

Any queries about credentials may be submitted to the Office of the Legal Adviser by email to [credentials@ilo.org](mailto:credentials@ilo.org).

## Financial arrangements

Each Member State must pay the travel and subsistence expenses of its tripartite delegation (article 1(4) of the *Rules*).

## Registration

Delegates accredited to participate in the Regional Meeting should register upon arrival at the desk provided for this purpose. Registration for the Meeting will open at the Raffles City Convention Centre from 2.00 p.m. on Monday 5, and from 8 a.m. Tuesday to Friday.

## Regional Meeting identification badge

To enter the Meeting venue, participants at the 17th Asia and the Pacific Regional Meeting will be required to be in possession of an official Meeting identification badge with a photo. Delegates will be able to upload their photo when confirming their email address. Delegates who are unable to submit a photo prior to their arrival will be able to have a photo taken at the registration desk at the time that they collect their badges.

Badges must be collected in person at the entrance to the Raffles City Convention Centre on presentation of a valid identity document containing a photograph. Badges will only be issued to participants who have been duly accredited by countries or organizations invited to the Regional Meeting by the Governing Body of the ILO.

Accredited Ministers/Vice-Ministers/Ambassadors and equivalent may issue a written authorization<sup>1</sup> for another individual to collect their badges on their behalf. Such authorization must be accompanied by a photocopy of their passport or national identification. In addition, a passport-type colour portrait photo of the person whose badge will be collected by the duly authorized individual must be uploaded in advance into the online accreditation system, so that it may be printed onto the badge. ***If any of the foregoing elements are absent (i.e., written***

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<sup>1</sup> Delegates may find a template for the written authorisations on the Meeting Website.

***authorization, passport or national identification photocopy, and uploaded photo), the Minister/Vice-Minister/Ambassador concerned will need to collect their own badge in person.***

## **Requests for disability-related reasonable accommodation or adjustment need**

Pursuant to the [ILO Disability Inclusion Policy](#), the ILO is committed to ensuring the accessibility of all its meetings. Any requests for disability-related reasonable accommodation or adjustment need at the Meeting for a participant may be submitted directly by the participant themselves at the time they confirm their email address or during registration.



## ▶ III. Arrival, accommodation and other practical information about Singapore

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### Requirements to enter the country

#### Passports and visas

All foreign visitors entering Singapore to participate in the Regional Meeting must be in possession of a passport, whether a diplomatic, special or service document, valid for at least six months from their date of arrival in the country.

The visitor's country of origin will determine whether or not a visa is required to enter Singaporean territory. Once accredited to the meeting, delegations should consult the [Singaporean Immigration & Checkpoints Authority \(ICA\)](#) website to determine their visa requirements.

Delegations requiring visas should prepare a list with the full details of delegation members, including full names, titles and email addresses of each participant. The list should also be sent to the Ministry of Manpower ([Delvinder\\_singh@mom.gov.sg](mailto:Delvinder_singh@mom.gov.sg) and [Yvonne\\_ho@mom.gov.sg](mailto:Yvonne_ho@mom.gov.sg)), along with a scanned copy of the passport information page for each participant requiring a visa.

Lastly, all participants must also fill out a [SG Arrival Card](#) three days before arrival.

#### Insurance

Participants must obtain insurance coverage, either at their own, their government's or their organization's expense, against costs arising from sickness, accident (including the cost of medical care), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The ILO neither provides insurance coverage nor accepts any liability for claims relating to sickness, accidents or medical disorders arising before, during or after the Meeting. Participants are advised to travel only when in good health and are encouraged to comply with any medical requirements that may arise at departure and arrival points.

#### Vaccinations

##### 1. Yellow fever

Participants having visited any country/region in Africa or Latin America identified by the WHO to be at risk of yellow fever transmission in the past six (6) days before arrival in Singapore are required to produce an International Certificate of Vaccination for Yellow Fever.

Travellers must serve a six (6) day quarantine on arrival if they cannot meet the requirement. Quarantine also applies to individuals aged one (1) year and below or have medical contraindications to yellow fever vaccination.

##### 2. COVID-19

Participants may enter Singapore without testing or quarantine only if they have taken the minimum WHO-EUL vaccine dosage listed below at least two (2) weeks before their arrival in Singapore, and can show proof of vaccination:

- ▶ One dose of CanSinoBIO/Convidecia or Janssen/J&J vaccine; OR
- ▶ Two doses of AstraZeneca, Covaxin, Moderna/Spikevax, or Covishield vaccine administered at least 24 days apart; OR
- ▶ Two doses of Novavax/Covovax/Nuvaxovid, Pfizer/BioNTech/COMIRNATY, or Sinopharm vaccine, administered at least 17 days apart; OR
- ▶ Two doses of Sinovac vaccine, administered 13 days apart; OR
- ▶ Mixture of any two doses of vaccines listed in points 1-4, administered at least 17 days apart; OR
- ▶ Any of the vaccination combinations listed in points 1-5 and subsequently recovered from COVID-19; OR
- ▶ At least one dose of any WHO EUL approved vaccines listed in points 1-4, taken at least 28 days after a COVID-19 positive diagnosis.

The following types of vaccination proof in English or translated to English are accepted if they contain personal identification details (e.g. name, date of birth, ID number) that match against the traveller's passport:

- ▶ Digital vaccination apps clearly indicating vaccination doses taken; or
- ▶ Hardcopy certificates clearly indicating vaccination doses taken; or
- ▶ Acceptance letter from the [Vaccination Check Portal](#) (see conditions on the Singaporean Immigration & Checkpoints Authority [website](#)).

Participants not fully vaccinated with COVID-19 WHO EUL vaccines may take a pre-departure test within two (2) days before their departure, and must ensure they have travel insurance covering COVID-19, with at least \$30,000 of medical coverage. For more information, please refer to the Singaporean Immigration & Checkpoints Authority [website](#).

## **Arrival in Singapore and transportation from the airport to the city**

Singapore has two commercial airports, including Changi Airport (SIN), the country's main international airport.

Airport transfer services through 24-hour Ground Transport Concierges (GTC) are available. Transportation options include 4-seater (S\$ 55) and 7-seater (S\$ 60) vehicles to any destination in Singapore.

Taxis are also available outside the airport. A 20 to 30-minute taxi drive (depending on traffic) from Changi Airport to the Meeting venue costs between S\$20 and S\$ 40. Please note there is an additional airport surcharge for all trips originating from the airport, that varies depending on the time of the day.

City shuttles, trains and public buses are also available, but are not recommended for delegates as they leave the airport at specific times and/or take significantly longer to reach the city.

For more information, please refer to the [Transportation section](#) on the Changi Airport website.

For safety reasons, baggage may be subject to X-ray checks at the airport both at arrival and departure. Participants are encouraged to check customs regulations.

## Accommodation: Booking rooms at designated hotels

Delegates are invited to make their own travel arrangements and to book hotel rooms as far in advance as possible in order to benefit from the preferential rates that the the Ministry of Manpower has negotiated with the [hotels listed](#) on the [Meeting website](#).

Reservations should be made using the links, email addresses or promotional codes provided, indicating in the reservation request **“17th Asia and the Pacific Regional Meeting of the ILO”**. While there is no deadline for booking rooms, the negotiated rates are subject to room availability.

Delegates may prefer to choose other hotels. It should be noted that transportation between other hotels and the Meeting venue is not provided. Nevertheless, the Meeting venue is well served by public transports.

Participants staying in other hotels should consult the Singaporean Land Transport Authority [website](#), or use taxi services.

## Safety

Discretion is advised when visiting any foreign city.

### Inside the Meeting venue

Below are the names and contact details for the persons responsible for security during the Regional Meeting:

Mr Jean-Louis Dominguez, ILO Field Safety & Security Coordinator

Email: [dominguezj@ilo.org](mailto:dominguezj@ilo.org)

Telephone : 41227998268

## Currency

The Singapore dollar (S\$ or SGD) is the official currency of the Republic of Singapore. It is divided into 100 cents. There are coins in denominations of 5, 10, 20, 50 cents and 1 Singapore dollar. Bank notes have denominations of 2, 5, 10, 50, 100, 1,000 and 10,000 Singapore dollars. Foreign currency may be exchanged at the airport, banks and exchange offices. ATMs are widely available at banks, MRT stations (metro system), bus interchanges, hotels, large shopping centres, etc.

Major credit cards (including Visa, MasterCard and American Express) are accepted in most hotels, restaurants and shops.

## Tips

In the city, tips in restaurants are not expected, as all prices are exclusive of a 10% service charge and a 7% GST (Good and Services Tax). Taxis have meters, and it is not customary to tip taxi drivers.

## Communications

The international dialling code for Singapore is +65.

The most common mobile phone providers are Singtel, Starhub and M1, which offer a prepaid card service.

## Time zone

Singapore observes Singapore Time (GMT+8) all year long.

## Climate

The climate in Singapore is equatorial, with no distinctive seasons; however, more rain is typically expected between November and February. In December, temperatures in Singapore range between 24 and 31 degrees Celsius, with frequent rain and thunderstorms.

## Food and drink

Tap water in Singapore is safe to drink, and there are no special precautions to take when dining in hotels or restaurants.

The import and sale of gum is prohibited in Singapore, except for therapeutic, dental, and nicotine chewing gum, which can be bought from a doctor or registered pharmacist.

## Smoking and e-cigarettes

In Singapore, smoking is banned indoors, and increasingly outdoors (public parks and gardens, beaches, and some shopping districts, e.g. Orchard Road). In those places, smoking is only allowed in designated areas. Smokers are liable to a composition sum of S\$200 if caught smoking in prohibited places, or up to S\$1,000 if convicted in court.

For more information, please visit the National Environment Agency's [website](#).

Furthermore, it is illegal to possess, purchase and use vaporizers in Singapore. This includes e-cigarettes, e-pipes and e-cigars. Persons found guilty of this offence can be fined up to S\$2,000.

## Electricity

Singapore has a voltage of 230V and an electrical frequency of 50Hz. Power sockets require a three-rectangular pin plug in a triangular pattern (type G).

## ▶ IV. Services available at the Regional Meeting

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### Meals

The host country will provide all participants with lunch and morning and afternoon refreshments at the Meeting venue, from Tuesday to Friday.

### Virtual access to meeting proceedings

Delegates are expected to attend the Meeting physically for its entire duration.

In view of COVID-related developments and travel restrictions, remote connectivity via a videoconferencing platform will exceptionally be made available for those invitees unable to be physically present in Singapore. Delegates requiring this accommodation should fill out **this** form and return it to [credentials@ilo.org](mailto:credentials@ilo.org) in advance so that they may be registered as remote participants and receive the necessary links to connect remotely..

### Interpretation

Simultaneous interpretation will be provided in Arabic, Chinese and English.

In the interests of ensuring accurate interpretation into all three languages, participants are strongly encouraged to send by email any prepared texts that they may wish to deliver during the Meeting to [interpreterspeeches@ilo.org](mailto:interpreterspeeches@ilo.org) **prior to taking the floor**. Texts should include the name, title, country or organization of the speaker and the sitting during which the speaker intends to deliver the statement. The interpreters will, of course, check the statement against delivery and render what is actually said, should the speaker depart from the written text. Paper copies of statements may also be handed over to members of the secretariat present in the room for transmission to the interpreters.

### Documents

The Report of the Director-General, which will serve as a basis for the discussion, will be published in English, Arabic and Chinese and will be available on the [Meeting website](#). The draft conclusions of the Regional Meeting will be made available to participants in their group meetings on the morning of Friday, 9 December, in the three languages. The report of the Credentials Committee will be presented to the Meeting in English. The draft report of the Regional Meeting will be published in English ten days after the Meeting closes. There will then be a period of two weeks during which participants may submit amendments to the summary of their own interventions. The final version of the report, which will incorporate any amendments received, will then be posted on the [Meeting website](#).

All pre-session and in-session documents will also be posted on the [Meeting website](#). Wi-Fi will be available throughout the Meeting venue, including in all meeting rooms. **A limited number of computers with Internet access will be made available to delegates in the Raffles City Convention Centre. Members of delegations are therefore advised to bring laptops or tablets with them.**

In line with the ILO's paper-smart policy, distribution of paper documents will be restricted during the Meeting. Delegations may wish to download the Report from the [Meeting website](#).

## **Medical services**

Medical facilities (first aid and emergencies) will be available in the Raffles City Convention Centre and the Fairmont Hotel during the Meeting.

The Guardian pharmacy is located a few metres from the Raffles City Convention Centre, at:

252 North Bridge Road B1  
Closing time: 9 p.m.

## **Emergency contacts**

- ▶ Emergency Ambulance and Fire Rescue: 995
- ▶ Non-Emergency Ambulance: 1777
- ▶ Fire hazard reporting: 1800 280 0000
- ▶ Police Emergency: 999
- ▶ Police Hotline: 1800 255 0000
- ▶ Singapore Civil Defence Force (SCDF) General Enquiries: 1800 286 5555
- ▶ National Red Cross: +65 6220 0183