Building a future with decent work

Conference Guide

108th Session of the International Labour Conference
Geneva, 10–21 June 2019
CONTACTS

GENERAL INQUIRIES
Official Relations and Correspondence Unit
Phone: +41 22 799 77 32
E-mail: reloff@ilo.org

CONFERENCE SERVICES AND PROGRAMME
E-mail: relmeetings@ilo.org
Office at the Palais: A239

CREDENTIALS
Phone: +41 22 799 65 69
E-mail: credentials@ilo.org
Office at the Palais: A263

PROTOCOL
PROTOCOLE@ilo.org
Office at the Palais: A667

REGISTRATION OF SPEAKERS FOR THE PLENARY
E-mail: orateurs@ilo.org
Office at the Palais: A265

COMMITTEE OF THE WHOLE
E-mail: cw@ilo.org
Office at the Palais: E3001-E3023

STANDARD-SETTING COMMITTEE; VIOLENCE AND HARASSMENT IN THE WORLD OF WORK
E-mail: cn@ilo.org
Office at the Palais: E2058-2076

COMMITTEE ON THE APPLICATION OF STANDARDS
E-mail: lagarde@ilo.org

BUREAU FOR WORKERS’ ACTIVITIES AND REGISTRATION IN COMMITTEES FOR WORKERS
E-mail: actrav-conf@ilo.org
Office at the Palais: E1056

BUREAU FOR EMPLOYERS’ ACTIVITIES AND REGISTRATION IN COMMITTEES FOR EMPLOYERS
E-mail: actemp-conf@ilo.org
Office at the Palais: A541

REGISTRATION IN COMMITTEES FOR GOVERNMENTS
E-mail: reloff-conf@ilo.org
Office at the Palais: A263

MEETING ROOM RESERVATIONS
E-mail: ilcrooms@ilo.org

DOCUMENTATION
Phone: +41 22 799 80 50
E-mail: distr@ilo.org

EMERGENCY CONTACTS
For all emergencies at both the Palais des Nations and ILO Conference sites Call 112 from an internal, fixed telephone (landline).

For further details on health and safety measures, please see the relevant section below.
# Contents

<p>| Agenda of the 108th (Centenary) Session of the International Labour Conference | 1 |
| Conference procedures | 2 |
| Programme of the International Labour Conference | 2 |
| “ILO Events” App | 2 |
| Group meetings | 3 |
| Opening sitting | 3 |
| High-level section of the plenary | 4 |
| Plenary discussion of the reports of the Director-General and of the Chairperson of the Governing Body | 5 |
| Thematic forums | 5 |
| Conference committees | 6 |
| Adoption of the Committee outcomes | 6 |
| Closing ceremony | 7 |
| Registration formalities | 7 |
| Participating at the Conference | 8 |
| Speaking in plenary | 8 |
| Registration in committees | 9 |
| Simultaneous interpretation | 10 |
| Conference general facilities and services | 11 |
| Accommodation, local support and tourism information | 11 |
| Bank | 12 |
| At the Palais des Nations | 12 |
| In the ILO building | 12 |
| Car, parking and shuttle services between the ILO and the Palais des Nations | 12 |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering</td>
<td>13</td>
</tr>
<tr>
<td>At the Palais des Nations</td>
<td>13</td>
</tr>
<tr>
<td>In the ILO building</td>
<td>14</td>
</tr>
<tr>
<td>Centenary souvenirs</td>
<td>15</td>
</tr>
<tr>
<td>Delegates with disabilities</td>
<td>15</td>
</tr>
<tr>
<td>Duty-free facilities</td>
<td>16</td>
</tr>
<tr>
<td>Health and safety</td>
<td>16</td>
</tr>
<tr>
<td>Information and document distribution desk</td>
<td>17</td>
</tr>
<tr>
<td>Internet, Wi-Fi and Cybercafés</td>
<td>18</td>
</tr>
<tr>
<td>Wi-Fi access</td>
<td>18</td>
</tr>
<tr>
<td>Cybercafés (24/7 for the duration of the Conference)</td>
<td>18</td>
</tr>
<tr>
<td>Library</td>
<td>18</td>
</tr>
<tr>
<td>Luggage</td>
<td>19</td>
</tr>
<tr>
<td>Lost and found</td>
<td>19</td>
</tr>
<tr>
<td>Prayer room</td>
<td>19</td>
</tr>
<tr>
<td>Public transport to Conference venues</td>
<td>19</td>
</tr>
<tr>
<td>Access to the ILO building</td>
<td>20</td>
</tr>
<tr>
<td>Access to the Palais des Nations</td>
<td>20</td>
</tr>
<tr>
<td>Taxis</td>
<td>20</td>
</tr>
<tr>
<td>Telecommunications, postal services and newsagents</td>
<td>20</td>
</tr>
<tr>
<td>Telephone</td>
<td>20</td>
</tr>
<tr>
<td>Postal services</td>
<td>21</td>
</tr>
<tr>
<td>Newsagent</td>
<td>21</td>
</tr>
<tr>
<td>Travel and tourist facilities</td>
<td>21</td>
</tr>
</tbody>
</table>
Agenda of the 108th (Centenary) Session of the International Labour Conference

The International Labour Conference is the ILO's highest decision-making body. It meets annually, bringing together the tripartite delegations from the Organization’s 187 member States and a number of observers from other international actors to consider a series of topics placed on its agenda by the Governing Body of the ILO.

The Conference is composed of a plenary and a number of committees set up to consider the standing items on the Conference agenda, and technical committees to deal with technical items. Details about each standing and technical committee are available on the web page “Committees on the agenda” available on the ILC website (www.ilo.org/ilc).

Standing items

I. Reports of the Chairperson of the Governing Body and of the Director-General. This year, the Director-General’s Report will focus on the future of work, and will consist of the report of the Global Commission on the Future of Work, entitled Work for a brighter future

II. Programme and Budget proposals for 2020–21 and other questions

III. Information and reports on the application of Conventions and Recommendations

Items placed on the agenda by the Conference or the Governing Body

IV. ILO Centenary outcome document

V. Violence and harassment in the world of work (standard-setting, second discussion)

VI. Thematic debates and events connected to the Future of Work, including various Centenary Initiatives
Conference procedures

The Standing Orders of the ILC are available online and in hard copy at the distribution desk. The “Standing Orders at a glance” booklet is available on the ILC website at www.ilo.org/ilc.

Programme of the International Labour Conference

The **108th (Centenary) Session** of the International Labour Conference will be held from **10 to 21 June 2019 in Geneva**, in two locations: the Palais des Nations and ILO headquarters (please see the map at the end of the guide).

For a schematic view of the tentative programme of work of the Conference, as recommended by the Governing Body, please see a more detailed explanation at the end of this guide.

During the Conference, a **Daily Bulletin** containing information on the daily programme of all plenary, committee and group meetings and their venues is made available in printed form at the Information and document distribution desk. It can also be downloaded as of 11 p.m. the preceding day on the Conference website or through the ILO Events App. The daily meetings schedule may also be consulted in calendar form in the ILO Events App.

“ILO Events” App

| ILO Events App | The App is available for download in either the App Store (for iOS devices) or Google Play (for Android). Simply search for “ILO Events”. Access codes (username and password) will be given to each delegate upon registration in Geneva, except for those delegates who are already registered users of the App with their personal email address. These registered users can log in to the 108th ILC event in the App with the same personal email address and password as soon as their credentials to the Conference have been processed by the Office. |
Group meetings

In order to allow committees to begin their substantive work on the first day of the Conference, provision has been made to hold preparatory meetings of the full Government, Employers’ and Workers’ groups either on Sunday, 9 June, or in the morning of Monday, 10 June, prior to the opening sitting, or both. It is at these meetings that the groups will elect their officers, make proposals relating to the composition of the various committees and become acquainted with Conference procedure. Similarly, provision will be made for preparatory meetings for the groups in each of the technical committees, to be held as deemed appropriate by each group. The time and venue of all group meetings will be announced in the Daily Bulletin.

Opening sitting

The 108th Centenary Session of the International Labour Conference in 2019 will open at 11 a.m. on Monday, 10 June.

The opening sitting will take place in the Assembly Hall of the Palais des Nations. It consists of the following elements:

- formal opening by the Chairperson of the Governing Body;
- election of the President of the International Labour Conference;
- election of the Vice-Presidents of the Conference;
- nominations of the officers of the groups;
- constitution and composition of standing committees and committees for items on the agenda;
- proposals for suspension of certain provisions of the Conference Standing Orders and other formalities necessary to set the Conference in motion. As last year, and pending the adoption of amendments to the Standing Orders of the Conference, these proposed suspensions will be presented in a Provisional Record published prior to the Conference, to avoid announcing them at length during the opening sitting;
- delegation of authority to the Officers of the Conference;
- opening remarks by the Director-General;
presentation by the Chairperson of the Governing Body of her report to the Conference;

opening addresses by the Employers’ and Workers’ group Chairpersons;

address by Swiss Federal Councillor H.E. Mr Alain Berset;

closing of the sitting.

Due to limited capacity and to security considerations, access to the Assembly Hall during the opening and high-level sittings of the plenary will be limited to eight persons per national delegation and to one person for each observer from invited organizations. These sittings will be broadcast in overflow rooms (room XVI and Concordia I) accessible to all Conference participants. Please consult the Conference website for more details on seating arrangements in the Conference plenary.

High-level section of the plenary

To mark the celebration of the Centenary of the Organization, the plenary will sit in a high-level section to receive several dignitaries. This section will be held in the Assembly Hall on the third floor of the Assembly Building of the Palais des Nations. It will start after the opening of the Conference on Monday, 10 June and will continue all day on Tuesday, 11 June and in the morning of Wednesday, 12 June. The high-level section will resume on Wednesday, 19 June and will continue on Thursday, 20 June.

In the afternoon of Thursday, 20 June, former Directors-General, Mr Juan Somavia and Mr Michel Hansenne, will engage in a conversation in the Assembly Hall, moderated by Director-General Guy Ryder, on the ILO’s contribution to peace and stability, examining what we can learn from the past as we look to the future world of work and the future of the ILO.

The Conference will also receive the Secretary-General of the United Nations, Mr António Guterres, on its last day Friday, 21 June at 10 a.m. The address by the Secretary-General will be followed by the adoption of the various committees’ outcomes.

More information about the high-level visits will be announced in due course on the high-level visits web page (www.ilo.org/ilchighlevel), and during the Conference in the Daily Bulletin.
The plenary sittings of the Conference are open to all delegates for the discussion of the reports of the Director-General and of the Chairperson of the Governing Body. These sittings will also be held in the Assembly Hall and the Palais des Nations.

The Director-General of the International Labour Office will present his Report to the Conference during the opening sitting. It will consist of the report of the Global Commission on the Future of Work entitled *Work for a brighter future*. The Chairperson of the Governing Body will also submit during the opening sitting a report to the Conference on the work carried out by the Governing Body from June 2018 to June 2019.

The dates of these sittings devoted to the discussion of the reports of the Director-General and the Chairperson of the Governing Body are Wednesday, 12 June, in the afternoon and full days on Thursday, 13 June, Friday, 14 June, Monday, 17 June and Tuesday, 18 June.

In order to speak in plenary on these reports, it is necessary to register in advance. For more details, please see the section “Registration to speak in plenary” below.

**Thematic forums**

On the occasion of the Organization’s Centenary, the following thematic forums connected to the future of work will be held during the Conference, between Thursday, 13 June and Tuesday, 18 June, in room XX at the Palais des Nations:

<table>
<thead>
<tr>
<th>Thursday a.m. 13 June 2019</th>
<th>TOGETHER for a brighter future without child labour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday p.m. 13 June 2019</td>
<td>Freedom of association and the effective recognition of the right to collective bargaining: A foundation of decent work</td>
</tr>
<tr>
<td>Friday a.m. 14 June 2019</td>
<td>Jobs and skills for a brighter future</td>
</tr>
</tbody>
</table>
The thematic debates are open to all, without registration.

Conference committees

Most Conference committees begin their work soon after the opening sitting and will continue to sit until the middle of the second week of the event. Conference committees meet concurrently, and work throughout the Conference, before finalizing their reports, conclusions or any instruments they may have drafted, which are then submitted to the plenary for adoption. With the exception of the Committee on the Application of Standards, all other Committees are expected to finish their work by the evening of Wednesday, 19 June.

Adoption of the Committee outcomes

Committees will present the outcome of their deliberations to the plenary for debate and adoption on Friday, 21 June, unless they can be made available earlier, as proposed with the report of the Finance Committee. The reports and outcomes of the various committees will be published as Provisional Records.

In accordance with the Constitution of the ILO, the adoption by the Conference of the programme and budget and of any international labour standard requires a two-thirds majority record vote, to be conducted by electronic means. The tentative dates for those votes are included in the schematic programme of work of the Conference at the end of this guide.
Closing ceremony

The closing sitting will take place in plenary at the Assembly Hall of the Palais des Nations on Friday, 21 June 2019, in the afternoon, after the discussion and adoption of the last committee report.

Registration formalities

Accredited delegates and representatives from invited organizations will be able to register and collect their badges from the registration office, provided that their credentials have been received. Due to heightened security, in order to gain access to Conference premises at the Palais des Nations complex or at the ILO building, all participants must be in possession of a personalized badge issued by the ILO and of a valid identity document, containing a photograph, and the name of the participant in Latin script, and issued by countries or other entities recognized by the United Nations. Badges must be worn visibly at all times.

Since the registration of delegates from national delegations is the basis for calculating the quorum for votes, only delegates who are actually attending the Conference should be registered. Delegates are therefore encouraged to register in person upon their arrival and requested to give timely notice of their departure if they leave before the end of the Conference. Please note that permanent missions may only collect badges for the Employer and Worker members of their delegations if they have been specifically authorized to do so, in writing, by the Employers and Workers concerned. The registration office will be located at the Pregny gate at the Palais des Nations. The working days and opening hours of the registration desk are as follows:

- **Before the Conference:**
  - Friday, 7 June, from 10 a.m. to 5 p.m.
  - Saturday, 8 June, from 2 p.m. to 5 p.m.
  - Sunday, 9 June, from 9 a.m. to 4 p.m.
During the Conference:

- Weekdays, from 8 a.m. to 5 p.m.
- Saturday, 15 June, from 9 a.m. to 1 p.m.
- Sunday, 16 June – closed.

Journalists should refer to ILO’s Department of Communication and Public Information (communication@ilo.org) to collect their badge outside of these opening hours.

Official group visitors should refer to their focal point for the collection of their badge.

Access for individual visitors will be possible from Wednesday, 12 June at 2 p.m. until Tuesday, 18 June at 5 p.m. except on the weekend.

Participating at the Conference

Speaking in plenary

In order to take the floor in plenary, delegates must be accredited either as “Minister attending the Conference”, “regular delegate” or “adviser and substitute delegate” acting on behalf of the regular delegate. Delegates accredited as “advisers” are normally not entitled to speak in plenary. Please refer to the “Explanatory note on credentials for national delegations” available at: www.ilo.org/ilcnotecredentials.

Requests to speak in plenary during the adoption of committee reports, or to speak in the committees, must be addressed to the President of the Conference or to the chairperson of the committee during the debates.

Delegates wishing to speak in plenary are encouraged to register in advance by email (orateurs@ilo.org). They may also register during the Conference at the speakers’ registration office, Concordia Hall (Office No. A.265), Palais des Nations, open Monday to Friday, starting on Monday, 10 June, and are encouraged to do so as soon as possible. The list of speakers closes on Thursday, 13 June at 6 p.m. Speakers will be notified beforehand by email from the Speakers’ Registration Office of the sitting and the approximate time at which they will be given the floor.
A five-minute time limit (ILC Standing Orders, article 14(6)) will be strictly applied to interventions made during the discussion of the reports of the Director-General and the Chairperson of the Governing Body. This corresponds to approximately 650 words, or **two-and-a-half typewritten double-spaced A4 pages**.

All delegates registered to speak in plenary are requested to send an electronic copy of their speech to ilcspeeches@ilo.org at least 24 hours before they are scheduled to speak. Speeches should be clearly marked with the name of the speaker, the name of the delegation, and should bear the mention “Check against delivery”.

This text version will be posted on the Conference website shortly after delivery, together with the audio recordings in the original language, as well as its interpretation into English, French and Spanish.

**Registration in committees**

The membership of the committees set up to address agenda items III, IV and V (i.e. the technical committees and the Committee on the Application of Standards) is determined by the groups in the case of the Employers and Workers. Governments register individually for membership of committees with the Conference secretariat. It is sufficient for Governments to register the country name and not the names of each of the Government delegates or advisers.

The Conference approves the initial composition of its committees at its first sitting. In order to facilitate the work of the Conference and group secretariats, all delegates who intend to participate in committees are asked to complete online registration forms available at: www.ilo.org/ilccomiteeregistration.

Therefore, **Government delegates who have not registered for committee membership **before 6 p.m. on Sunday, 9 June** will not be able to participate (except under the conditions set out in article 56(6) of the
Standing Orders of the Conference \(^1\) in the work of the first committee sittings on the afternoon of Monday, 10 June.

Thereafter, any changes in the composition of committees which are registered with the relevant group secretariat by 6 p.m. will become effective the following working day of the Conference. Please note that committee membership will be effective only once the Office has received official credentials in respect of the Government, or the Employers’ or Workers’ delegate or adviser concerned.

Unlike in the plenary, delegates do not need to register in advance to speak in the committees. The person chairing the committee is responsible for giving the floor.

Simultaneous interpretation

At all Conference official meetings, including group meetings, simultaneous interpretation is provided in the seven working languages of the ILO (Arabic, Chinese, German, English, French, Russian and Spanish). Interpretation services in Japanese and Portuguese are also provided at selected Conference meetings, as agreed with the governments funding those services.

The interpreters are intended to help the meeting proceed as if everyone was speaking the same language.

In order for interpreters to faithfully transmit your message and allow for seamless multilingual communication, please take note of the information contained in the leaflet *How to make the optimal use of interpretation*. Remember to send any prepared speeches of written material (presentations, speaking notes) to interpret@ilo.org for any interventions in plenary or in group meetings.

\(^1\) “In addition to the members of the committee, any delegate or any adviser who has received a written authorization for the purpose from the delegate to whom the adviser is attached shall be entitled to be present at the meetings and shall have the full rights of the members of the committee except the right to vote.”
For interventions in committees, please send your speeches to the relevant email address:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee on the Application of Standards</td>
<td><a href="mailto:standardsinterpret@ilo.org">standardsinterpret@ilo.org</a></td>
</tr>
<tr>
<td>Standard-setting committee: Violence and harassment in the world of work</td>
<td><a href="mailto:cn-interpret@ilo.org">cn-interpret@ilo.org</a></td>
</tr>
<tr>
<td>Committee of the Whole (Centenary Declaration)</td>
<td><a href="mailto:cw-interpret@ilo.org">cw-interpret@ilo.org</a></td>
</tr>
</tbody>
</table>

This will facilitate preparation and delivery. All material is treated with utmost confidentiality.

Conference general facilities and services

Accommodation, local support and tourism information

Office du tourisme de Genève  
18, rue du Mont Blanc  
Case postale 1602  
CH-1211 Genève 1  
Telephone: +41 22 909 70 00  
Website: www.geneve-tourisme.ch/en/home/

Delegates Welcome Service  
Centre d’Accueil – Genève Internationale (CAGI)  
La Pastorale – 106, route de Ferney  
CH-1202 Genève  
Telephone: +41 22 546 2300  
Email: delegates.cagi@etat.ge.ch  
Website: www.cagi.ch
Bank

There are banking services at both venues of the Conference.

At the Palais des Nations

**UBS**
Building C, door 6, ground floor, 8.30 a.m.—4.30 p.m. from Monday, 10 June to Friday, 21 June (closed at weekends). 3 ATMs and 1 Multimat are available 24h/24h.

Building E, door 41. 1 ATM (24h/24h) and 1 Multimat are available.

In the ILO building

**UBS**
R3 North. 9 a.m.—3 p.m. (for counter) – 5 p.m. (for agency) (closed at weekends). 2 ATMs and 1 Multimat (24h/24h) are available.

R2 South: 1 ATM available 24h/24h.

Car, parking and shuttle services between the ILO and the Palais des Nations

Owing to parking restrictions at the Palais des Nations, delegates getting to the Conference by car are requested to leave their cars in the ILO car park and to use the shuttle service between the ILO and the Palais.

It will circulate at frequent intervals daily between the ILO (from the P1 car park at R2 level, North end of the building) and the Palais des Nations (Pick-up and drop-off at Doors 15 and 40). For security reasons, during the high-level sittings (on 10, 11, 19 and 20 June all day and on 12 June in the morning), the pick-up and drop-off at the Palais will be outside the Pregny gate.
The shuttle runs according to the following schedule:

Sunday, 9 June: from 1.30 p.m. until the end of the last meeting
Monday to Friday from 7.30 a.m. to 8 p.m. or up to the end of the last meeting
Saturday, 15 June from 7.30 a.m. until the end of the last meeting

Taxis do not have access to the grounds of the Palais des Nations and must pick up and drop off passengers in front of the Pregny gate, which is the nearest entrance to the Assembly Building.

Permanent missions are kindly requested to refer to the *Note verbale* informing them of the procedure for vehicle access to the Palais des Nations and temporary passes for drivers from diplomatic missions for the 108th Session of the Conference.

**Catering**

There are a variety of catering services at both Conference venues, in the ILO building and at the Palais des Nations, including vending machines with hot and cold drinks and some snacks in operation day and night for the whole period of the Conference.

Below are the opening hours of these catering services:

**At the Palais des Nations**

**Monday, 10 June**

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar Concordia</td>
<td>Building A, 2nd</td>
<td>7.30 a.m. to 7 p.m.</td>
</tr>
<tr>
<td>Soupe box/</td>
<td>floor</td>
<td></td>
</tr>
<tr>
<td>Pasta box</td>
<td>(doors 13 and 15)</td>
<td></td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Building A,</td>
<td>11.30 a.m. to 2.30 p.m.</td>
</tr>
<tr>
<td></td>
<td>ground floor</td>
<td></td>
</tr>
</tbody>
</table>
Tuesday, 11 to Friday, 14 June:
Monday, 17 to Friday, 21 June:

Bar Concordia    Building A, 2nd floor
Soupe box/       (doors 13 and 15)
Pasta box

Bar “Le Serpent” Building E, 1st floor
Soupe box/       (or 8.45 p.m. if committee evening sittings)
Pasta box

Pasta corner     Building E, 1st floor

Delegates’ Restaurant Building A, 8th floor
Restaurant (doors 13 and 15)

Cafeteria       Building A, ground floor

Saturday, 15 June

Bar “Le Serpent” Building E, 1st floor
Soupe box/       (or 6.30 p.m. in the event of an evening sitting)
Pasta box

Vending machines with hot and cold drinks will be in operation day and night for the whole period of the Conference.

In the ILO building

Monday, 10 to Friday, 21 June

Delegates’ Bar    R3 South

7.30 a.m. to 7 p.m.
(closing schedule can be modified according to demand depending on the activity)
<table>
<thead>
<tr>
<th>Location</th>
<th>Floor</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar “Le Viennois”</td>
<td>R2 North</td>
<td>7.30 a.m. to 5.30 p.m.</td>
</tr>
<tr>
<td>Bar des Gobelins</td>
<td>R2 South</td>
<td>8.30 a.m. to 4.30 p.m.</td>
</tr>
<tr>
<td>Restaurant “Les Morillons”</td>
<td>R2 North</td>
<td>12 noon to 2 p.m.</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>R2 North</td>
<td>11.45 a.m. to 2 p.m.</td>
</tr>
<tr>
<td>Kiosque</td>
<td>R2 South</td>
<td>8 a.m. to 5 p.m.</td>
</tr>
</tbody>
</table>

**Sunday, 9 June and Saturday, 15 and 22 June**

- **Delegates’ Bar**
  - Floor: R3 South
  - Hours: 8 a.m. to 2 p.m. (or later in the event of an extended sitting)

- **Cafeteria**
  - Floor: R2 North
  - Hours: 11.45 a.m. to 2 p.m. (closed on Saturday, 22 June)

Vending machines with hot and cold drinks will be in operation day and night for the whole period of the Conference.

**Centenary souvenirs**

A collection of ILO100 souvenirs are for sale exclusively at the newsagent/kiosk in the ILO Building, R2 South, entrance door 4, open from 8 a.m. to 5 p.m. on weekdays.

**Delegates with disabilities**

The Conference premises are generally accessible to persons with disabilities.

For further information, please contact MEETINGS-SERVICES@ilo.org; telephone: +41 22 799 6767.
Duty-free facilities

The Information Desk of the Conference will process authorizations for access by delegates to the Duty-Free Shop (27 avenue de France, Geneva), and will issue temporary duty-free petrol authorizations to delegates entitled to them.

Health and safety

For all emergencies on both the Palais des Nations and ILO Conference sites, call 112 from an internal, fixed telephone (landline).

- The International Labour Office actively seeks to safeguard participants’ health and safety during the Conference.

- Conference participants are requested to report to the Conference secretariat any situation they believe to be a health or safety hazard.

The ILO Medical Service (MEDSERV) is available to provide simple medical advice and immediate assistance in case of need. It is situated on R3 level at the North end of the ILO building and is open from 8 a.m. to 6 p.m, Monday to Friday.

The UNOG Medical Service at the Palais SHOULD NOT be used by Conference participants. If participants require medical assistance while at the Palais, they should go to the ILO Medical Service by taking one of the shuttle buses provided (outside Gate 15 next to the main Conference area in the A building). If a Conference participant is too unwell to travel on the shuttle bus they should ask for immediate assistance or call 112.

The ILO Medical Service manages a Breast Feeding Room located outside the entrance to the Medical Service at R3 North. All staff and Conference delegates who would like to use this facility must register initially with one of the nurses by going directly to the Medical Service waiting room, open from 9 a.m. to 6 p.m. Full medical services, both general and specialist, are available in Geneva. However, participants are reminded to bring sufficient supplies of their usual medication.
The ILO is committed to ensuring a workplace that is free from any form of harassment, in particular sexual harassment. Please see back cover for further details.

Information and document distribution desk

As of Monday, 10 June, an Information and document distribution desk will be open at the Palais des Nations, in the Concordia Hall, from 8 a.m. to 5 p.m. on weekdays and as necessary on Saturday, 15 June. This facility will be available to Conference participants for:

- providing general Conference information to participants regarding venue facilities, the Conference programme and related events;
- distribution of official Conference documents;
- authorization for access to duty-free facilities to entitled delegates and substitute delegates (see section on Duty-free facilities above);
- any general inquiries.

In line with the ILO greening policy, distribution of documents in paper form will be strictly limited. Each national delegation will receive four printed copies of the pre-session reports to the Conference. All such pre-session and in-session documents are posted on the Conference website at www.ilo.org/ilc, and will also be accessible through the ILO Events Application.

Additional printed copies of Conference report can be requested at the Information and document distribution desk (Concordia Hall, Palais des Nations) during the Conference. The Daily Bulletin and most in-session documents will be available at the same desk.

Please note that the Document Distribution Service of the Conference does not dispatch other documents or reports for delegates. Delegates are requested to use the postal services.
Internet, Wi-Fi and Cybercafés

Wi-Fi access

In order to use Wi-Fi, delegates should have installed on their laptops, a Wi-Fi network card, the latest Windows security update, and up-to-date anti-virus software.

Palais des Nations: A number of Wi-Fi zones have been established in Concordia Hall, between rooms XIX and XX, and in all meeting rooms.

ILO: There are Wi-Fi zones on R2 and R3 South, including in all meeting rooms, and in the Reading Room of the ILO Library.

Cybercafés (24/7 for the duration of the Conference)

Palais des Nations:
Library room B.121, 8.30 a.m.–5.30 p.m.
Concordia Hall, 2nd floor, Building A
Mezzanine 3rd floor, behind Room XX, Building E

ILO building:
ILO Library, R2 South, at the entrance to the Reading Room
The library itself is open Monday to Friday from 9 a.m. to 6 p.m. for the duration of the Conference (10–21 June).

Library

The ILO Library is the world’s leading library in the field of work and work-related development and human rights issues. Reading areas are available in the main Reading Room and books can be borrowed for a period of one week.

Located at the R2 level at the South end of the ILO building, it is open Monday to Friday from 9 a.m. to 6 p.m.
If Conference participants require research assistance or would like to learn more about using ILO databases and other information resources, they should not hesitate to ask the staff at the Information Desk or to contact the Library’s information desk to make an appointment (Email: library@ilo.org or Tel: (+41) 22 799 8682).

**Luggage**

In view of the constant reinforcement of security and safety measures, it is recalled that it is **forbidden to leave luggage or parcels unattended**.

Delegates are kindly reminded that they are **not permitted to bring large pieces of luggage into the United Nations premises**.

**Lost and found**

At the Palais des Nations, please contact the Information and document distribution desk (Concordia Hall).

At the ILO, contact the Control Centre (R3-14 North) by dialling 8014 or 8015 (internal); (+41) 22 799 8015 (external).

**Prayer room**

A room is available for prayer and meditation on the ground floor of Building E in the Palais des Nations, next to office E.105. There is also a prayer room for the use of delegates at the ILO, office R2-125.

**Public transport to Conference venues**

On arrival at Geneva International Airport, participants can obtain a free public transport ticket from a distribution machine in the baggage pick-up hall. This ticket is valid for the Geneva Public Transport (TPG) system for a period of 80 minutes. Passengers will be asked to present their airline boarding passes with their free ticket, if checked.

All participants staying at hotels in Geneva can benefit from a free Geneva transport card. The personal, non-transferable card is issued on registration at the hotel, and entitles its holder to the use of the entire TPG network without restriction (bus, tram and shuttle boat). It is valid for the duration of the stay in Geneva, including the day of departure.
For those participants not staying at hotels in Geneva, bus cards may be purchased from the newsagents in both the Palais and the ILO, and from newsagents and TPG kiosks in Geneva. TPG website: www.tpg.ch.

Access to the ILO building

- Stop “BIT”: lines 8, 22, 28 and F
- Stop “Crêts de Morillons”: lines 5, 28 and F

Access to the Palais des Nations

- Stop “Appia”: lines 8, 20, 22, 28 and F
- Stop “Nations”: lines 5, 8, 11, 15 (tramway), 20, 22, 28 and F
(10 minute walk to the assembly hall and meeting rooms)

Taxis

If you need a taxi, please dial (+41) 22 331 4133 or reserve online at www.taxi-phone.ch.

Telecommunications, postal services and newsagents

Telephone

Telephones at the Palais des Nations and at ILO headquarters may be used to call Geneva numbers. Dial ‘0’ to obtain an outside line. Numbers in the surrounding area of France may be called by dialling 00 33 450 plus the last six digits.

To telephone the ILO from the Palais des Nations, dial 63 plus the internal extension number of four figures, or ring 0022 799 followed by the extension. If the extension is not known, go through the ILO switchboard on 63 6111 (or 0022 799 6111).

To telephone the Palais des Nations from the ILO, dial “2” plus the five figure internal extension number. The UN switchboard can be reached on 0022 907 1234, or 0022 917 1234.
Postal services

Postal services are available at both Conference venues:
Palais des Nations: Building C, ground floor, 8 a.m.–5 p.m.
ILO building: R2 North, 10 a.m.–11.30 a.m. and 12.30 p.m.–4.30 p.m

Newsagent

Palais des Nations: Building C, ground floor, 8 a.m.–5.30 p.m.
ILO building: R2 South, 8 a.m.–5 p.m.

Travel and tourist facilities

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<tr>
<th>Palais des Nations:</th>
<th>Carlson Wagonlit Travel, Hall 13–15, ground floor Monday to Friday, 9 a.m.–4.30 p.m. Tel: (+41) 58 511 0079</th>
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<tr>
<td>ILO:</td>
<td>Carlson Wagonlit Travel, R2 South Monday to Friday, 9 a.m.–5 p.m. Tel: (+41) 22 799 7540</td>
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## Tentative programme of work of the 108th Session of the International Labour Conference
(10–21 June 2019)

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### Plenary sittings

- Opening sitting
- High-level section (number of sittings to be finalized)
- Discussion of the reports of the Director-General and the Chairperson of the Governing Body
- Adoption of committee outcomes and votes (V)
- Finance Committee – vote on P&B for 2020–21
- Committee on the Application of Standards
- Credentials Committee
- Standard-Setting Committee
- Committee of the Whole
- Closing ceremony

### Conference committees and thematic forums

- Finance Committee
- Committee on the Application of Standards
- Credentials Committee
- Standard-Setting Committee
- Committee of the Whole (Centenary outcome document)
- Thematic forums

### Other official events

- World Day against Child Labour
- Reception hosted by the President of the Conference
- Governing Body sessions

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SPEAK UP!
YOU WILL BE HEARD

NO SEXUAL HARASSMENT

The ILO is committed to ensuring a workplace that is free of any form of sexual harassment.

ILO anti-harassment policies apply to all ILO officials, anyone working with the ILO or on ILO premises, as well as delegates and other people attending ILO events.

If you feel that you are being sexually harassed, or see it happening to others, speak up! You may consider contacting any of the following services for guidance and support:

- Mediator: mediator@ilo.org
- Staff Welfare Officer: menes@ilo.org
- Medical Service: medical@ilo.org
- Human Resources Department: oneill@ilo.org
- Staff Union: syndicat@ilo.org

ONE ILO
ZERO HARASSMENT