



Information note

Order of business

The programme will be communicated later and will be placed on the web site of the Meeting.

Meeting venue and address

United Nations Conference Centre
PO Box 3005
Addis Ababa, Ethiopia
Telephone: +251 11 645 5556
Facsimile: +251 11 551 3155

Organization of the Meeting

The Eleventh African Regional Meeting will open on Tuesday, 24 April 2007, at 2 p.m. The groups will meet on Monday, 23 April from 9.30 a.m. to 12 noon, and from 2 p.m. to 6 p.m., as well as on Tuesday, 24 April at 9 a.m. They may also meet on the following day, as required.

The debate on the Director-General's Report will be in the form of a series of panel discussions, held in parallel, with participation open to all delegates. Detailed information on further activities that will be organized will be provided later.

The conclusions and the report of the Meeting, as well as any resolutions that may be presented, will be adopted on Friday, 27 April, before the closing ceremony.

Procedure

The enclosed *Rules for Regional Meetings* will govern the powers, functions, and procedure of the Eleventh African Regional Meeting. Delegates' attention is drawn to the following points:

Composition of delegations

In accordance with article 1, paragraphs 1 and 2, of the *Rules*, each member State taking part in the Meeting is invited 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, paragraph 4, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers in the State or territory concerned.

Furthermore, in accordance with the resolution concerning the strengthening of tripartism in the overall activities of the International Labour Organization, adopted by the International Labour Conference at its 56th Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another. Finally, the resolution concerning ILO action for women workers, adopted by the Conference at its 78th Session (1991), calls on governments and employers' and workers' organizations to include more women in their delegations to meetings of the ILO.

Financial arrangements

The travel and subsistence expenses of the delegates and their advisers are to be borne by their respective governments (article 1 of the *Rules*).

Credentials

In accordance with article 9 of the *Rules*, the credentials of delegates and advisers must be submitted to the International Labour Office before **Friday, 9 April 2007**. However, to facilitate the organization of the Meeting, it would be greatly appreciated if credentials could arrive at the Office before that date.

Attached to this Information note, you will find a **form for credentials of delegations**, which must be completed by the ministry concerned and returned to the Office of the Legal Adviser, at ILO headquarters, Geneva (facsimile: +41 22 799 8470). Any queries may be addressed to: credentials@ilo.org.

Registration

To enter the UN Conference Centre, participants will be required to present an official identification badge bearing a photo issued by the United Nations. These badges will be produced and distributed at the designated registration booths. The location of these booths will be indicated in due course on the Meeting web site. Delegates must therefore collect their badges **in person**, equipped with a valid identity document, bearing a photo. Participants may withdraw their badges as from **Friday, 20 April**, provided the Office has received their credentials. Consequently, any late presentation of credentials by the Governments may create delays in issuing individual badges to participants.

Debates

Plenary sittings

In plenary the order of speaking will be according to a list of speakers. Participants must register on this list at the latest on the eve of the plenary sitting at which they wish to take the floor.

To allow as many speakers as possible to intervene, article 10, paragraph 6, of the *Rules* stipulates that, except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes. Speakers are thus urged to make their interventions brief and to the point, reducing complimentary remarks to a strict minimum. Participants who have a typed copy of their speech are requested to supply one example to the secretariat of the Meeting for communication to the interpreters.

Parallel sessions

The parallel sessions are to be interactive. Delegates wishing to intervene must raise their delegation name plates and will be called by the session moderator. To ensure a lively debate, interventions and comments are restricted to five minutes.

Interpretation

The official languages of the Meeting are Arabic, English and French. Simultaneous interpretation will be provided in plenary and parallel sessions.

Documents

The reports of the Director-General, which will serve as a basis for the debates, will be published in Arabic, English and French. The documents published during the Meeting, as well as the conclusions and resolutions which may be adopted, will also be available in these three languages.

Practical information

Travel arrangements and hotel reservation

Delegates are invited to make their own travel arrangements and to reserve hotel rooms as far in advance as possible in order to benefit from favourable conditions.

The ILO has reserved rooms at a special rate at a certain number of hotels at a short distance from the UN Conference Centre (see attached **list**). Delegations are requested to reserve directly with the hotel of their choice, specifying that they are participating at the ILO African Regional Meeting. Even if the names of delegates are not yet known, reservations should be made as rapidly as possible, and before **28 February 2007**.

A shuttle service will be provided between the listed hotels and the Conference Centre.

Passports and visas

Participants must be in possession of the travel documents and visas necessary for entry into Ethiopia and for any countries through which they have to transit.

They should also enquire about health regulations for Ethiopia and for the countries through which they have to transit and obtain the vaccinations required and appropriate certificates.

Insurance

Participants are strongly advised to obtain insurance coverage, either at their own, their government's or their organization's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The Office neither supplies insurance coverage nor accepts any liability for a participant's claim made in respect of a medical disorder arising before, during or after the Meeting. Participants are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

For further information:

ILO Regional Office for Africa

Addis Ababa
Telephone: +251 11 544 4316
Facsimile: +251 11 544 5573

Meeting Internet site

<http://www.ilo.org/public/english/region/afpro/addisababa/arm>