

12 February 2010

**Convocation of the 99th Session of the
International Labour Conference (June 2010)**

It is my pleasure to inform you that, in accordance with the decision taken by the Governing Body of the International Labour Office, the International Labour Conference will open this year on **Wednesday, 2 June 2010**. It will be held at the *Palais des Nations* and at ILO headquarters, and will end on **Friday, 18 June 2010**. Please note that **Tuesday, 1 June** will be devoted to preparatory meetings requiring the attendance of the tripartite members of national delegations to the Conference.

--- I enclose a *Conference guide* which includes detailed information on the Conference programme together with other relevant items. Reports for examination in plenary and in technical committees will be sent to you at least two months before the session, to allow their distribution to delegates, including non-government delegates and technical advisers, in time to enable them to prepare themselves adequately for the work of the Conference. The reports will also be accessible electronically, as is the *guide*, by visiting the ILO web site (www.ilo.org), and following the link for the International Labour Conference.

Special attention is drawn to section 10 (Participation) of the *Conference guide*, which deals with the composition of delegations. Accordingly, member States are called upon to ensure that national delegations are fully tripartite. You are also urged to make every effort to achieve a gender balance in delegations.

--- I should be grateful if you would kindly ensure that the credentials of your country's tripartite delegation are deposited with the Office of the Legal Adviser of the ILO before the deadline of **Tuesday, 18 May 2010**. The form for credentials of delegations is attached.
--- The accompanying *Explanatory note for national delegations*, and the *Conference guide* in its section 10, give detailed instructions on the deposit of credentials. Delegations requiring visas should contact the Swiss consular services directly, as early as possible, in order to obtain the visas required for all persons included in the credentials.

You are encouraged to take careful note of section 11 of the *guide*, which concerns the health and safety of participants during the Conference, and section 12, which, under *Registration on arrival*, gives details of the badges required for access to the Conference premises.

The Official Relations Branch will provide any further information you may require concerning the 99th Session of the Conference. The contact numbers for this Branch are given in Appendix I to the *Conference guide*.

Yours faithfully,

Juan Somavia
Director-General