



18th American Regional Meeting

Lima, Peru, 13–16 October 2014

AMRM.18/D.1(Rev.1)

Information note

Venue and address

Los Delfines Hotel
Los Eucaliptos 555
San Isidro
Lima 27
Peru

Tel.: +51 1 215 7000
Web link: www.losdelfineshotel.com

Meeting website

www.ilo.org/amrm2014

Registration

To enter the Meeting venue, participants at the 18th American Regional Meeting will be required to carry an official ILO identification badge. This must be collected in person at the Meeting Registration Desk at Los Delfines Hotel on presentation of a valid identity document containing a photograph. Registration will be open on Sunday, 12 October from 4 p.m. to 8 p.m. and will continue on Monday, 13 October, from 8 a.m., and again on Tuesday, 14 October, from 8 a.m. onwards. Please note that, in order to register, the credentials of national delegations must arrive at the Office of the Legal Adviser of the ILO **as soon as possible**. The form for credentials is available on the Meeting website at: www.ilo.org/amrm2014.

Rules of procedure

The *Rules for Regional Meetings (2008)* will govern the powers, functions and procedure of the 18th American Regional Meeting.

Composition of delegations

In accordance with article 1, paragraphs 1 and 4.1, 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' and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1, paragraph 2, 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 ILO, 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.

Gender equality at ILO meetings

The ILO is committed to promoting gender equality and appeals to governments of member States, as well as to national organizations of employers and of workers, to make every effort to ensure that women represent at least **30 per cent** of the delegation, while working towards the ultimate aim of parity. This appeal gives voice to the resolution concerning gender equality at the heart of decent work, adopted by the International Labour Conference at its 98th Session (2009). The Credentials Committee of the 17th American Regional Meeting (Santiago, 14–17 December 2010) noted that 23 of the 97 delegates and 35 of the 140 advisers accredited to that Meeting were women. Women therefore represented 24.5 per cent of the total number of delegates and advisers at the Meeting. However, the Committee was concerned that five delegations contained no women delegates or advisers at all. In its report to the Meeting, it called on constituents to strive to increase even more the representation of women in delegations to future ILO meetings.

Financial arrangements

Each State or territory must pay the travel and subsistence expenses of its tripartite delegation (article 1, paragraph 1, of the *Rules*).

Group meetings

Governments, Workers and Employers will meet on Monday, 13 October, from 2 p.m. to 4.45 p.m., to elect their respective Officers and discuss, should they so wish, issues dealt with in the Director-General's Report. The groups will continue to meet throughout the Meeting.

Summary of the programme

The opening session of the 18th American Regional Meeting will start at 5.15 p.m. on Monday, 13 October. From then on, the Meeting will take up the discussion of the Director-General's Report in plenary, as well as holding two panel sessions (dialogues), which will examine the following themes: Sustainable development through decent work, productivity and social inclusion; and The path to equity: From the informal to the formal economy – Good practices. The Meeting will adopt its report, conclusions and possible

resolutions on Thursday, 16 October, from 11 a.m. onwards, after which it will hold the closing ceremony.

Discussion in plenary

To allow as many speakers as possible to intervene in the discussion of the report of the Director-General, article 10, paragraph 7, 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.

Dialogues

The first dialogue, on the theme of *Sustainable development through decent work, productivity and social inclusion* will be held on Tuesday, 14 October, from 4.30 p.m. to 7 p.m.

The second dialogue, on the theme of *The path to equity: From the informal to the formal economy – Best practices* will take place on Wednesday, 15 October, from 12 p.m. to 1 p.m., followed by a debate session from 2.30 p.m. to 4.30 p.m.

After presentations from the panellists, the floor will go first to the spokespersons for the Employers' and Workers' groups and to the spokesperson for the Government group. The discussion will then be open to delegates and others entitled to speak, and who have registered on the list of speakers at the Regional Meeting secretariat (office of the Clerk of the Regional Meeting). **Time for each intervention may be further reduced, depending on the number of registered speakers.** Panellists will have the opportunity to answer any questions that may be asked from the floor and to make closing remarks.

List of speakers

Speaking will be according to a list of speakers. Registration for those wishing to take the floor in the plenary discussion on the Report of the Director-General, as well as during the dialogues, can be done in advance of the Meeting by email (to Ms May Ontal, office of the Clerk of the Regional Meeting, at: ontal@ilo.org). It will also be possible to register to speak when in Lima. The times at which the lists of speakers close for registration for the discussion of the Report of the Director-General and for the dialogues will be announced at the Meeting.

Special information session

In accordance with a decision taken by the Governing Body of the ILO at its 320th Session (March 2014), on Tuesday, 14 October, from 12.30 p.m. to 2.15 p.m., in the Atlantis room, an information session will be held on the follow-up to the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy. An information note on this topic can be consulted on the Regional Meeting website with an **online** registration form with a set deadline for registration.

A light snack will be served.

Interpretation

Simultaneous interpretation in English and Spanish will be provided in group meetings, plenary and in the tripartite panels. It will also be possible to speak in French and Portuguese which will be interpreted into English and Spanish.

In the interest of accurate interpretation into the other languages, a special facility has been put into place called: interpret@ilo.org. Participants are strongly encouraged to send any prepared texts that they may wish to deliver during the Meeting to this address, in advance of taking the floor. Texts should be labelled giving the name, title, country/organization of the speaker and agenda item. The interpreters check against delivery. Paper copies may also be handed over to the secretariat for transmission to the interpreters. This process will also ensure that statements are accurately reflected in the record of the Meeting.

Documents

The Report of the Director-General which will serve as a basis for the debates will be published in English and Spanish, and is available on the Meeting website. The report of the Meeting, the report of the Credentials Committee and the conclusions and resolutions that may be adopted by the Meeting will also be published in English and Spanish.

Paper-smart document distribution

In line with the ILO greening policy, distribution of paper documents will be restricted during the Meeting. Very few copies of the Report of the Director-General will be available in Lima. Delegations are therefore encouraged to take the copies received prior to the Meeting with them, or to download the document from the Web.

Meeting documents will be distributed to the delegations as follows:

- **four** copies for each delegation of member States represented at the Meeting (**one** copy for each of the two Government delegates, **one** for the Employers' and **one** for the Workers' delegate);
- **one** copy per delegation for all other delegations present at the Meeting (observers, intergovernmental organizations and non-governmental organizations).

In order to avoid excessive printing of documents, additional copies will only be available upon explicit demand by means of a specific request form.

All pre-session and in-session documents will also be posted on the Regional Meeting website. Wi-Fi connection will be provided in the venue areas including all meeting rooms. All delegations are strongly encouraged to bring their laptops or tablets to the Meeting. Computers with Internet access will also be available at the venue.

Social events

On Monday, 13 October, at the close of the day's business, the Government of Peru will host a reception for delegates in the Museum of Contemporary Art (MAC), located at Avenida Miguel Grau 511, Barranco.

Website: <http://www.maclima.pe/>.

On Tuesday, 14 October, at 8 p.m., the Director-General of the ILO will host a reception for delegates at the ILO Regional Office for Latin America and the Caribbean, located at Las Flores 275, San Isidro.

On Wednesday, 15 October, at the close of the day's business, the Government of Peru will host a dinner for delegates at a farmstead on the Mamacona Estate, Lurin, with a display of Peruvian Paso horses.

Transport to and from the events will be available from the Los Delfines Hotel.

Practical information

Lima

Lima is the capital city of Peru and has an extensive and densely populated urban area, located in the central coastal region of the country, facing the Pacific Ocean.

The population of Lima is approximately 8.5 million; it is the most populated city in Peru and the fifth most populated city in Latin America and the Caribbean.

It is the political, cultural, financial and commercial centre of the country.

Lima's climate is humid and mild, with summer temperatures averaging around 25°C (December–April) and 16°C in winter (May–November).

Travel arrangements and hotel room reservations

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 negotiated by the ILO with various hotels in Lima (see the list of hotels on the Meeting website). For practical reasons, it is recommended that delegates contact the hotel of their choice directly, indicating that they are participants at the 18th American Regional Meeting of the ILO.

Reservations must be made before the closing dates indicated in the list of hotels, after which it will no longer be possible to guarantee either the rooms or the rates that have been negotiated. Delegates may prefer to choose other hotels.

Passports and visas

Participants should seek information from the Peruvian consulates in their respective countries regarding documents required and formalities to be followed for entry to Peru.

To date, Peru has concluded agreements with around 72 countries exempting holders of diplomatic, official or service passports from visa requirements. See the full list at this URL:

http://www.rree.gob.pe/elministerio/Documents/CUADRO_SUPRESION_DE_VISAS_A_GOSTO_2014.pdf.

As a precaution, participants whose countries are included in the visa exemption table should consider printing the list and bringing it with them when travelling, as certain airlines may not be aware of the agreements in force.

In respect of ordinary passports, citizens of a large number of countries in the Americas, Europe and Asia are exempt from visa requirements when entering Peru as tourists. See the full list at this URL:

http://www.rree.gob.pe/servicioalciudadano/Documents/REQUERIMIENTOS_DE_VISA_S_PARA_CIUDADANOS_EXTRANJERO_05_08_2014.pdf.

In the case of participants who require a visa to enter the country, regardless of their type of passport, the Ministry of Foreign Affairs will instruct all diplomatic and consular representations to issue official visas to all participants systematically, provided that they have duly completed accreditation for the 18th American Regional Meeting of the ILO.

Solely in the case of participants from countries where there is no Peruvian diplomatic or consular representation, the participant should contact the ILO such that the Ministry of Foreign Affairs can take the necessary steps to allow the Superintendencia Nacional de Migraciones (National Immigration Office) to authorize entry to the country without a visa, with retroactive regularization of the visa.

Arrival and departure procedures at Jorge Chávez International Airport

1. Arrivals and departures

The Government of Peru has taken steps to facilitate the passage of Regional Meeting delegates through immigration and customs at Jorge Chávez International Airport, both when arriving and leaving the country.

Please note that the diplomatic missions accredited to the Government of Peru are responsible for the delegations of their respective countries at their arrival and departure at the airport.

(a) Delegates

Priority customs and immigration procedures will be put in place for participants at Jorge Chávez International Airport.

Immigration and customs priority gates will be put in place for the Regional Meeting. These gates will be clearly indicated.

(b) Ministers of State

Ministers of State attending the Meeting will be greeted in accordance with protocol by Ministry of Labour and Promotion of Employment and LAP staff members, supported by officials from the General Directorate for Protocol and Ceremony. Diplomatic representations in Peru may also send officials to the airport to greet their respective heads of delegation and to see them off at their departure.

Ministers of State may make use of the VIP lounge on arrival at the airport, and will be assisted through immigration and customs.

On departing from Peru, Ministers of State, accompanied by their heads of mission, may also make use of the VIP lounge at the airport and LAP staff will provide assistance at check-in.

2. *Immigration and customs facilities*

(a) Immigration

The General Directorate for Immigration and Naturalization will arrange for clearly signed gates for delegations.

(b) Customs

Delegations to the Meeting will have immediate priority access to a special path for baggage control.

3. *Baggage*

All luggage will be given customs priority. For reasons of security, luggage may be subject to X-ray checks both at arrival and departure.

4. *Security at the airport*

The Government of Peru has placed security at the airport under the responsibility of LAP; delegations must comply with all security arrangements.

Entry documents for Peru

Travellers must submit an Andean Migration Card to the General Directorate for Immigration and Naturalization on arrival. This is distributed in the aircraft before landing.

Customs declaration for tourists

Travellers must submit a customs declaration form. This form is also distributed in the aircraft before landing, to be completed by travellers indicating that their baggage does not contain any product or sub-product of vegetable or animal origin.

National Customs Services

In Peru, possession and dealing in drugs and psychotropic substances is forbidden and punishable by law, as is possession of any element, material instrument or equipment for the purpose of elaborating, producing, preparing or extracting drugs, which constitutes a criminal offence. If the medical products transported by a traveller are deemed to be of a commercial character, that is, when quantities exceed personal needs, such medical products will be retained by the National Customs Services.

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 arising from a medical disorder arising before, during or after the Meeting. Participants are kindly advised that they should only travel when in good health, and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

Security

In Lima, as in any other major city, visitors should take precautions to minimize risks: avoid informal taxis, pay close attention to personal belongings in public places, be careful when drawing money from cash machines, avoid being out late at night or in unsafe areas, and never lose sight of credit or debit cards.

The telephone numbers for the UN Security Department call centre are: +51 1 625 9090, +51 997 571008 and +51 997 571003, and are open 24 hours a day.

ILO Security contact person: Marco Ventura, +51 993 535703.

Transport services

Transport from the airport to the hotels

For airport transfers to the hotels, participants must go to the 18th American Regional Meeting Information Desk, which will be located in the international arrivals area/taxi counter, on exiting customs at Jorge Chávez International Airport. Transfer costs are to be borne by individual participants.

Delegates are recommended to make use of the transfer services provided by their selected hotel, or to contact one of the taxi companies recommended by the 18th American Regional Meeting Information Desk.

Transport between the hotels on the list and Los Delfines Hotel

Transport between the selected hotels and Los Delfines Hotel, the Meeting venue, is free of charge and will operate twice daily, that is, early in the morning and at the end of the afternoon.

Taxis

Informal or street taxis are not recommended as they are not considered safe. Due to a significant increase in the number of assaults in informal taxis, use of their services is highly inadvisable. There are taxi companies whose cars may be reserved by telephone; hotels will provide information on these companies. The following information may be of use to participants:

	Telephone	Email
Taxi Remisse	+51 1 417 3606/+51 1 417 3600	reservas@inversionescayma.com
Mitsui Taxi Remisse	+51 1 261 7788	reservas@misoo.net

Please note that Lima taxis do not have meters, and fares are fixed at the moment of engaging the service.

Currency

The Peruvian currency is the nuevo sol (PEN). There are bank notes of PEN10, 20, 50, 100 and 200 and coins of PEN1, 2 and 5. There are also smaller denominations of 1, 5, 10, 20 and 50 cents.

The US dollar exchange rate is roughly PEN2.80 to the dollar, and is relatively stable. The US dollar is a currency that circulates freely in Lima. Money should be changed in change bureaux or banks. These are open from Monday to Friday from 9 a.m. to 5 p.m.

Credit cards such as American Express, Visa, Diners and Mastercard are accepted in most establishments.

Purchase tax and tips

VAT (IGV) is 18 per cent in Lima, and is normally included in the prices of goods. When paying the hotel a foreign visitor may be exonerated from the VAT on presentation of their passport together with their temporary entry form.

Generally speaking, tipping in restaurants is at 10 per cent of the total bill. Porters in hotels and at airports restaurants expect to be tipped around US\$1 per suitcase.

Tourism and shopping

	Telephone	Email
Tourist information and assistance 24 hours, PROMPERU	+51 1 574 8000	iperu@promperu.gob.pe
City tourist service MIRA BUS	+51 1 242 6699	

In general, shops, shopping centres and artisan markets are open every day (including Sundays and holidays) between 9 a.m. and 9 p.m.

Communications

The international dialling code for Peru is 51, and for Lima is 1 (for landlines in Peru). Landline numbers have seven digits – for example +51 1 615 0300.

To call a Peruvian cellphone from outside the country, dial 51 (Peru), then the number of the cellphone. Cellphone numbers have nine digits.

Climate and clothing

Maximum and minimum temperatures for the month of October vary between 21°C and 15°C.

Recommended clothing: a light suit and a coat at night.

Food and drink

Lima offers a wide range of high-quality establishments for all tastes. Helpful gastronomic guides are easy to come by.

Drinking water must be bottled.

Electricity

Electricity in Peru is 220 volts and 60 hertz.

Contact information

ILO Regional Office for Latin America and the Caribbean
Las Flores 275
Lima 27
Peru

Tel.: +51 1 615 0300
Fax: +51 1 615 0400
Email: lima@ilo.org
Website: www.ilo.org/americas