

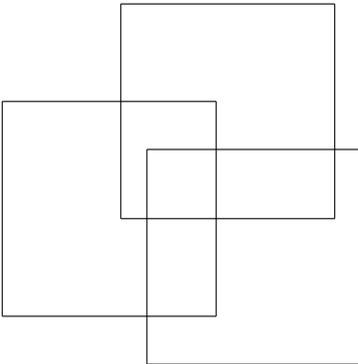


International  
Labour  
Organization

# 105th Session of the International Labour Conference

Conference guide

*Building a future with decent work*



**Palais des Nations and ILO headquarters**  
Geneva, 30 May to 10 June 2016



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## Introduction to the Conference

The International Labour Conference is the ILO's highest decision-making body. It meets annually in June, bringing together the tripartite delegations from the Organization's 187 member States. The Conference is composed of a plenary and of technical committees. The plenary sits in the Assembly Hall of the *Palais des Nations*. The Conference opens and closes in plenary sitting. During intermediate plenary sittings all delegates may participate in the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General. The plenary also performs administrative and formal tasks for the Conference and may hold sittings to receive distinguished guests, including Heads of State or Government.

The Conference usually establishes committees to deal with the technical items on its agenda, of which details are given below. These committees meet concurrently, and work throughout the Conference, before finalizing their reports, conclusions or any instruments they may have drafted, which are then returned to the plenary for adoption.

As ILO member States are aware, the Governing Body of the ILO is continuing its review of the functioning of the Conference in order to make it a more concentrated and efficient event, better able to fulfil the requirements of ILO constituents. For this reason, the 104th Session of the Conference (2015) took place in a shortened, two-week format. This more compact version of the Conference was welcomed as a successful experience to be further refined and pursued and consequently the 326th Session of the Governing Body (March 2016) decided to propose to the Conference that it implement a series of arrangements to allow it once again to complete its business in a two-week period, ending its work on **Friday, 10 June 2016**. The tentative plan of work approved by the Governing Body has been web-posted on the Conference website since April, and is included in this guide. It will become official after adoption by the Conference Selection Committee, which meets immediately after the opening plenary sitting of the Conference on Monday, 30 May.

A Conference *Daily Bulletin* will be published containing the Conference programme of meetings and the list of speakers for the day in plenary. **All plenary sittings of the Conference will be broadcast live on the Web.**

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**New!**

## ILO Events Application

The ILO Events Application allows you to receive updates on the Conference programme of meetings, and access practical information, documents and Conference website links on your mobile device. It will also allow you to communicate with the other Conference participants that have registered in the App. We therefore strongly encourage all Conference participants to sign-up for the App.

To do so, you may Search “ILO official meetings” in one of the stores (App Store for iOS devices or Google Play for Android) or scan the QR code below and download the application on your mobile device. For blackberry devices or standard PCs, please use the following [HTML5](#) link.

Once downloaded on your device, please sign-up to the application by entering your email address, last name and first name. Kindly fill in the rest of your profile to be easily identified by other Conference participants.



[ddut.ch/ilc2016](http://ddut.ch/ilc2016)

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# Agenda of the 105th Session of the International Labour Conference

## Standing items

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- I. Reports of the Chairperson of the Governing Body and of the Director-General
- II. Programme and budget 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

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- IV. Decent work in global supply chains – *General discussion*
- V. Decent work for peace, security and disaster resilience: Revision of the Employment (Transition from War to Peace) Recommendation, 1944 (No. 71) – *Standard setting, first discussion under the double discussion procedure*<sup>1</sup>
- VI. Evaluation of the impact of the ILO Declaration on Social Justice for a Fair Globalization, 2008
- VII. Maritime matters:
  - Approval of amendments to the Code of the Maritime Labour Convention, 2006
  - Adoption of amendments to the annexes of the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185)

## Reform measures introduced for a two-week Conference

- **Side events and information sessions.** The Governing Body decided to pursue the policy of restricting side events and information sessions, to avoid disruptions in the work of the Conference.

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<sup>1</sup> Under the double discussion procedure, the Conference may adopt an international labour standard over two sessions (i.e. over two years).

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- **Opening sitting of the plenary.** The Governing Body stressed that the opening sitting should be kept as short as possible. At the opening sitting, delegations will be called on to elect the Officers of the Conference, set up the various committees and take other decisions as needed. As last year, and pending the adoption of amendments to the Standing Orders of the Conference, proposed suspensions of provisions of the Standing Orders will be presented in a *Provisional Record* published prior to the Conference, to avoid announcing them at length during the opening sitting. The Director-General will make his introductory statement and the Chairperson of the Governing Body will briefly introduce her report to the Conference, followed by opening addresses by the Chairpersons of the Employers' and Workers' groups. **The President of the Swiss Confederation, H.E. Mr Johann Schneider-Amman, will address the Conference in a special sitting to be held immediately after the opening.**
  - **World of Work Summit.** This will take place on Thursday, 9 June. Further details are given on page 9 below.
  - **Technical committees.** The technical committees will have nine working days to complete their work, **from Monday, 30 May to Wednesday, 8 June.**
  - **Adoption of technical committee reports.** Following the experience of the June 2015 session, the reports of the technical committees, once approved by their respective Officers, will continue to be submitted for adoption directly to the plenary, and the deadline for the electronic submission of corrections to the reports will be extended until the closure of the Conference. The reports of the three technical committees will be posted on the Web on **Thursday, 9 June**, at the latest. The committees' proposed conclusions will continue to be adopted paragraph by paragraph during discussions in the committees.
  - **Standard-setting committees.** The experience of 2015 has demonstrated that a standard-setting committee can complete its work within the two-week format with the same amount of time (nine days), sequence, number of sittings and group meetings as previously available. The June 2016 session of the Conference will provide the opportunity to trial a first discussion of a standard-setting discussion within the new format. The arrangements to be put in place by the committee for the amendment process and the meetings of the committee drafting committee will therefore play a key role in the success of this trial.

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- **Transparency, predictability and objectivity.** All efforts will continue to be made to improve communication, in particular regarding tentative plans of work, discussion points, programme changes and voting procedures. Initial plans of work of the different committees will be web-posted as early as possible on the committees' dedicated web pages. These will be updated regularly as information becomes available.
  - **Time management.** Committee and Conference Officers will maximize the use of available time through strict time management. Delegates' attention is drawn to the need for punctuality. Sittings will begin at the announced hours.
  - **Credentials Committee.** To allow the Committee to have the time to examine all objections and complaints, the Governing Body decided to reduce the time limit for lodging objections from 72 to 48 hours from the opening of the Conference, and from 48 to 24 hours from the publication of a revised list of delegations, with the possibility for the Committee, by means of a unanimous decision, to make exceptions. The time limit for complaints is reduced from seven to five days from the opening of the Conference.

## Proposed Conference programme

### Sunday, 29 and Monday, 30 May: Group meetings

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In order to allow the technical committees to begin their substantive work on the first day of the Conference, at the request of the social partners, provision has been made for the holding of preparatory group meetings on **Sunday, 29 May**. Upon request, interpretation services will be provided that afternoon to all regional groups that require them. Likewise, group meetings may be held from **9 a.m. to 10 a.m.** on **Monday, 30 May**, prior to the opening sitting, and the Government group will be meeting from **10 a.m. to 11 a.m.** From **Tuesday, 31 May**, two hours of interpretation services (9 a.m. to 11 a.m.) will be assigned to each of the official regional groups on each day of the Conference.

In addition to the meetings of the full Government, Employers' and Workers' groups, where the groups elect their Officers, make proposals relating to the composition of the different committees, and become acquainted with Conference procedure, provision will also be made for planning meetings for the groups in each of the technical committees, to be

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held as deemed appropriate by each group. **The members of tripartite national delegations should therefore arrive in Geneva in sufficient time to be able to take part in these meetings.**

## Monday, 30 May: Opening sitting

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**11 a.m.** The opening sitting will take place in the Assembly Hall of the *Palais des Nations*.

### Full agenda of the opening sitting

- 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;
- constitution and composition of the Credentials Committee;
- nominations of the Officers of the groups;
- proposal for the establishment of a Committee of the Whole to consider item VI on the agenda;
- constitution and composition of standing committees and committees for items on the agenda;
- proposals for suspension of certain provisions of the Conference Standing Orders;
- delegation of authority to the Officers of the Conference;
- presentation by the Director-General of the ILO of his reports to the Conference;
- presentation by the Chairperson of the Governing Body of her report to the Conference;
- opening addresses by the Employers' and Workers' group Chairpersons;
- closing of the sitting.
- **12.30:** Special sitting: Address by His Excellency, Mr Johann Schneider-Ammann, President of the Swiss Confederation.

The Selection Committee (see page 16) will meet in Room XII immediately after the special sitting of the Conference, from **1 p.m. to 1.30 p.m.**, to take decisions concerning arrangements for the Conference.

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## Monday, 30 May–Wednesday, 8 June: Work of the committees

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**2.30 p.m.** Committees begin their work on the opening day of the Conference and continue until Wednesday, 8 June.<sup>2</sup> This means that committee meetings and the general discussion in plenary will overlap by six days. A tentative plan of work for the Conference is contained in the appendix; this must be adopted by the Selection Committee on the first day of the Conference before it becomes official.

As the Conference of 2016 is a non-budgetary session, a short session has been planned for the Finance Committee of Government Representatives. This is scheduled for **Wednesday, 1 June**, followed by the adoption of the report on Friday, 3 June.

### Wednesday, 1–Friday, 10 June: Plenary sittings – Discussion of the reports of the Chairperson of the Governing Body and of the Director-General and adoption of committee reports

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**Regular plenary working hours are from 10 a.m. to 1 p.m. and from 2.30 p.m. to 6 p.m.** Any variations on these hours will be communicated in advance. The plenary of the Conference will discuss the reports of the Chairperson of the Governing Body and of the Director-General. Under the tentative timetable, the adoption of the report of the Committee for the Evaluation of the Impact of the ILO Declaration on Social Justice for a Fair Globalization, 2008, is scheduled for **Thursday, 9 June**, while the adoption of the reports of the two other technical committees and of the Committee on the Application of Standards are scheduled for **Friday, 10 June**.

### Wednesday, 8 June: Vote on the amendments to the Code of the Maritime Labour Convention, 2006 (MLC, 2006), and on the amendments to the Annexes of the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185)

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The Conference will receive a set of amendments to the Code of the Maritime Labour Convention, 2006 (MLC, 2006), adopted by the second

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<sup>2</sup> The Committee on the Application of Standards and the three technical committees are scheduled to sit on Saturday, 4 June.

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meeting of the Special Tripartite Committee established under Article XIII of the Maritime Labour Convention, 2006, held in February 2016. In accordance with Article XV of the MLC, 2006, the Conference may decide either to approve the amendments or to refer them back to the Special Tripartite Committee for reconsideration.

The Conference will also be called upon to examine proposed amendments to the Annexes to the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185), submitted by the Ad Hoc Tripartite Maritime Committee which met in February 2016.

Both sets of proposed amendments will be presented in the Conference plenary on **Monday, 6 June**, with the related votes scheduled on **Wednesday, 8 June**. These matters are explained in further detail on page 15 below.

## Wednesday, 8 June: World Day Against Child Labour

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As the **World Day Against Child Labour** falls on a Sunday this year, the Conference will celebrate the World Day on **Wednesday, 8 June**. This year's theme is "End child labour in supply chains – It's everyone's business".

The event will take place in *Palais des Nations* Room XX, the recently renovated Human Rights Council Room, starting at 1.30 p.m. It will take the form of a "Davos style" discussion, with an engaging moderator who will privilege interaction and discussion between the panellists. It will open and close with music provided by a group of musicians from Côte d'Ivoire.

Full information will be made available on the [Conference website](#).

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Thursday, 9 June, 10 a.m.–1 p.m. and 3.00 p.m.–6 p.m.:  
World of Work Summit on “youth employment”  
Assembly Hall of the *Palais des Nations*

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Morning session, 10 a.m.–1 p.m.

A conversation from 10 a.m. to  
12.00 noon: “Decent jobs for youth”

The World of Work Summit provides a unique opportunity to participate in a stimulating, open, and interactive discussion. The theme of this year’s event is the issue of “Decent jobs for youth”. The discussion will focus on joint efforts to tackle the youth employment challenge, and thereby attaining a crucial element of the 2030 Agenda for Sustainable Development.

In that regard, the international community took a major step forward with the adoption and launch of the “Global Initiative on Decent Jobs for Youth” at the United Nations on 1 February 2016. The Global Initiative is built on the ILO 2012 Call for action on the youth employment crisis, its multi-pronged approach and guiding principles. It is the first ever comprehensive UN system-wide effort to promote youth employment worldwide. Under the ILO lead, the Initiative garners the convening power and expertise of 20 United Nations entities, as well as key stakeholders that are committed to scale up action at the country level and to increase impact through effective, innovative and evidence-based interventions.

The purpose of the Initiative is to increase action to promote youth employment at regional and country levels. With the commitment of governments, social partners, regional institutions and the leadership of UN Country Teams, the Initiative will engage a diverse set of national and local partners on a range of different themes.

The exchanges in the World of Work Summit will involve ILO constituents, as well as young people in the world of work. The discussions will be informed by a number of videos and other interactive moments to achieve the fullest and most productive discussion, with the objective of joining forces in a common endeavour to advocate more and better action to address youth employment.

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Afternoon session, 3 p.m.

## Special sitting

At the start of the afternoon sitting, the Conference will be addressed by ***His Excellency, Mr Jean-Claude Juncker, President of the European Commission.***

After closing the special sitting, the President of the Conference will formally announce the results of the votes on the amendments to the Code of the Maritime Labour Convention, 2006; and on the amendments to the Annexes of the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185).

The work of the plenary will then resume with the discussion and adoption of the report of the Committee for the Evaluation of the impact of the ILO Declaration on Social Justice for a Fair Globalization, 2008, and thereafter with the discussion of the reports of the Chairperson of the Governing Body and of the Director-General.

Full information will be made available on the [Conference website](#).

## Friday, 10 June: Closing ceremony of the Conference

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The closing ceremony of the 105th Session of the International Labour Conference will take place in the Assembly Hall of the *Palais des Nations*. It will include closing speeches from the Vice-Presidents and the President of the Conference, as well as from the Director-General. As it will be preceded in the morning by the adoption of the committee reports, Friday, 10 June will be a full working day.

## Overview of the agenda of the Conference

### Plenary

#### I. Reports of the Chairperson of the Governing Body and of the Director-General

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The Director-General of the International Labour Office will present his Report on the ILO's End to Poverty Initiative to the Conference during the opening sitting. It will be accompanied by an *Appendix on the situation of workers of the occupied Arab territories*. He will also present his Programme

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implementation report 2014–15. The Chairperson of the Governing Body will submit a report to the Conference on the work carried out by the Governing Body from June 2015 to June 2016.

## Committees

### II. Finance Committee of Government Representatives (ILC Standing Orders, article 7bis and section H, article 55(3))

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Under agenda item II, the Conference will be called on to consider and adopt the financial statements for the year ended 31 December 2015 and to consider such other financial and administrative matters as the Governing Body may decide to bring to its attention.

### III. Information and reports on the application of Conventions and Recommendations (ILC Standing Orders, article 7 and section H)

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The Committee on the Application of Conventions and Recommendations is set up to deal with this item. It submits a report on its work to the Conference.

The Committee will consider information and reports supplied by governments under articles 19, 22 and 35 of the Constitution on the effect given to Conventions and Recommendations, together with the *Report of the Committee of Experts on the Application of Conventions and Recommendations*. This report consists of two volumes, both submitted to the Conference. A first volume (ILC.105/III/1A) includes, in particular, the observations on the application of ratified Conventions. The second volume (ILC.105/III/1B) contains the General Survey of reports under articles 19 and 22 of the Constitution. The General Survey submitted to this session will deal with the following Conventions and Recommendations: the Migration for Employment Convention (Revised), 1949 (No. 97), and its corresponding Recommendation, 1949 (No. 86), and the Migrant Workers (Supplementary Provisions) Convention, 1975 (No. 143), and its corresponding Recommendation, 1975 (No. 151).

Further details can be found on [the Committee's dedicated web page](#).

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## IV. Decent work in global supply chains – *General discussion*

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At its 319th Session (October 2013), the Governing Body placed an item for general discussion on “decent work in global supply chains” on the agenda of the present session of the International Labour Conference.

The general discussion offers a unique opportunity for ILO constituents to gain a better understanding of how engagement in global supply chains (GSCs) can contribute to sustainable development, inclusive economic growth, employment and decent work for all. While the benefits of GSCs for economic growth have been discussed widely (e.g., at OECD, WTO, UNCTAD), much less attention has been paid to their implications for employment and working conditions. Furthermore, no other international organization has explored both the scale and quality of jobs within GSCs. The ILO’s general discussion on decent work in GSCs therefore has an important contribution to make to the global debate.

The report prepared by the Office as a basis for the general discussion (ILC.105/IV) contains up-to-date information on trends in GSCs, including production, trade and investment trends. It assesses the opportunities and challenges for economic and social upgrading, defined respectively as the process through which actors move to higher value activities in GSCs and attain decent work. It also examines the evolution of public, private and other forms of governance in GSCs. The report was posted on the Conference website in April 2016.

While opportunities for integrated economic and social upgrading clearly exist within GSCs, the report shows that this relationship is neither automatic nor inevitable. For this reason, there is a key role for policies, institutions and action by public, private and societal actors in making certain that economic upgrading does lead to decent work outcomes. While evaluations of these various governance mechanisms show that some produce very valuable results, wider interaction and cooperation between the ILO’s tripartite constituents is required if governance gaps at the national, regional and international levels are to be bridged.

Further details can be found on [the Committee’s dedicated web page](#).

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V. Decent work for peace, security and disaster resilience:  
Revision of the Employment (Transition from War to Peace)  
Recommendation, 1944 (No. 71) – *Standard-setting, double  
discussion*

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At its 320th Session (March 2014), the Governing Body decided to place this item on the agenda of the present session of the International Labour Conference under the double discussion procedure.

This standard-setting item upholds the ILO's constitutional principles of social justice and peace, principles that are deeply rooted in the reconstruction and peace-building efforts made following the First and Second World Wars. Recommendation No. 71 was adopted at the end of the Second World War to provide guidance on employment promotion efforts in the transition from war to peace. It is still today the only normative instrument in the United Nations and international system for responding to crises through employment and job creation.

The recurring and changing nature of conflicts and disasters, and their wide-ranging impact on development and stability and on the pursuit of decent work goals in many regions, make the need for a more comprehensive and updated normative basis for crisis response urgent. New and timely responses are required, with strengthened partnerships and emphasis on prevention and resilience, as well as on recovery. International attention to these issues intensified in 2015 due to the global refugee crisis, where large numbers of people were driven from their homes by conflict to seek safety and labour market integration in neighbouring and other countries. Moreover, the ILO's mandate, approach and expertise in crisis response have evolved and expanded over the years and now include the promotion of durable solutions for communities and countries affected by armed conflicts and/or disasters. The Organization can thus be called on to promote employment, reinforce state institutions, foster social protection, social dialogue and respect for fundamental rights.

The Office has prepared two reports for this first discussion. The law and practice report, *Employment and decent work for peace and resilience* (ILC.105/V/1), made available to all member States in April 2015, provides an overview of the notion of crisis and its evolution beyond international warfare to include non-international armed conflicts and other situations of widespread violence, as well as natural and man-made disasters. The report examines the development of crisis responses in different country and

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regional contexts, as well as the ILO's response to crisis and disaster. It describes the architecture of the international crisis response system, and analyses the ILO's role within this system and its engagement to influence the design and implementation of recovery and reconstruction programmes in line with decent work concerns. Finally, the report examines the measures that could be included in a revised standard to support member States in promoting peace, preventing crises, enabling recovery and building resilience.

The second report, *Employment and decent work for peace and resilience* (ILC.105/V/2), despatched to member States in early 2016, is based on the replies received to the questionnaire drawn up under article 39 of the Standing Orders of the Conference, and contained in the first report, to seek constituents' views in preparing a draft Recommendation. It summarizes and comments on the replies received to the questionnaire. It also contains a set of proposed draft conclusions, prepared on the basis of these replies, which in turn are intended to serve as a basis for discussion by the 105th Session of the Conference.

Further details can be found on [the Committee's dedicated web page](#).

## VI. Evaluation of the impact of the ILO Declaration on Social Justice for a Fair Globalization, 2008

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At its 320th Session (March 2014), the Governing Body decided to place the evaluation of the impact of the ILO Declaration on Social Justice for a Fair Globalization on the agenda of the 105th Session (2016) of the Conference. The Conference is expected to review the impact of the Declaration, in particular the extent to which it has contributed to promoting, among Members, the aims and purposes of the Organization through the integrated pursuit of the four strategic objectives: employment, social protection, social dialogue, and fundamental principles and rights at work, by placing employment and decent work at the centre of their social and economic policy.

The Governing Body decided at its 325th Session to recommend that the Conference appoint a Committee of the Whole for broader participation and interactive discussion. The Conference evaluation is to inform activities related to the ILO's centenary, the ILO's follow-up to the 2030 Agenda for Sustainable Development and the Organization's Strategic Policy Framework 2018–21.

Further details can be found on [the Committee's dedicated web page](#).

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## VII. Maritime matters

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- Approval of amendments to the Code of the Maritime Labour Convention, 2006
- Adoption of amendments to the Annexes of the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185)

The Maritime Labour Convention, 2006 (MLC, 2006), entered into force on 20 August 2013. At its 322nd Session (November 2014), the Governing Body decided to convene the second meeting of the Special Tripartite Committee (STC) established under Article XIII of the MLC, 2006. This meeting was held in Geneva from 8 to 10 February 2016. The STC fulfils several roles under the MLC, 2006, including a central role under Article XV in the simplified process for the amendment of the Code of the Convention.

In June 2015, the Director-General received two sets of proposals for amendments to the Code of the MLC, 2006, submitted, respectively, by the groups of Shipowner and Seafarer representatives appointed to the STC. The proposal presented by the Shipowners related to Regulation 5.1 of the MLC, 2006, and sought to bring the procedure for the renewal of the maritime labour certificate in line with those adopted under International Maritime Organization (IMO) Conventions. The first proposal submitted by the Seafarers related to Regulation 2.2 – Wages – and aimed to ensure the payment of wages during the period for which a seafarer is held captive by pirates. The second proposal presented by the Seafarers related to Regulation 4.3 – Health and safety protection and accident prevention – and was intended to address better the problems of harassment and bullying on board ships.

In accordance with Article XIII of the MLC, 2006, the Director-General communicated the proposals for amendments to all Members, with an invitation to submit comments or suggestions on them by 23 January 2016. The STC considered the proposals for amendments in February 2016. Two sets of amendments were adopted to the Code relating to Regulations 4.3 and 5.1 of the MLC, 2006, while a working group was established to examine further the question of the protection of seafarers' wages in the event of captivity resulting from piracy and to make recommendations accordingly. The amendments, which were adopted by a vote in favour of the required majority of at least two-thirds, must be submitted for approval by the next session of the International Labour Conference. The Governing Body, at its 325th Session (November 2015), decided provisionally to place an item on the

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approval of the proposed amendments to the Code of the MLC, 2006, on the agenda of the 105th Session (June 2016) of the Conference, subject to the submission of any amendments adopted by the STC in February 2016. As the Conference decision is limited to approving the amendments or referring them back to the STC, no provision has been made for setting up a separate Conference committee.

At its 323rd Session (March 2015), the Governing Body also decided to constitute an Ad Hoc Tripartite Maritime Committee to meet in 2016 to make proposals for appropriate amendments to the Annexes to Convention No. 185 with a view to their submission for adoption by the Conference, in accordance with Article 8(1) of Convention No. 185. The Ad Hoc Tripartite Maritime Committee met in February 2016, immediately after the second meeting of the STC. In March 2015, the Governing Body decided to place on the agenda of the Conference at its 105th Session (2016) an item entitled “Amendment of the Annexes to the Seafarers’ Identity Documents Convention (Revised), 2003 (No. 185)”, while, in November 2015, the Governing Body decided to merge the two maritime items into one agenda item on maritime matters, to be dealt with in a similar manner. No provision has therefore been made for setting up a separate Conference Committee. It is recalled that these amendments have been thoroughly discussed at two separate meetings: the meeting of the Ad Hoc Tripartite Maritime Committee held in February 2016 and the Tripartite Meeting of Experts convened on the same issue in February 2015.

## Selection Committee

(ILC Standing Orders, article 4 and section H, article 55(2))

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The Selection Committee is composed of 28 members appointed by the Government group, 14 members appointed by the Employers’ group, and 14 by the Workers’ group. Its responsibilities include arranging the programme of the Conference, fixing the time and agenda of its plenary sittings and acting on its behalf on any other routine question. Since the 1996 reforms to the Conference, most of these tasks are delegated by the Committee to its Officers. Following the suggestion made by the Officers of the Selection Committee and the experience of the June 2015 session, after the first meeting of the Committee, the Officers will work by email on any routine issue related to the programme of the Conference. The Officers of the Selection Committee may, however, meet together at any time to consider specific issues.

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## Credentials Committee (ILC Standing Orders, article 5 and section B)

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The Credentials Committee is composed of one Government, one Employers' and one Workers' delegate, appointed by the Conference. It meets in closed sittings.

Its responsibilities include:

- examining the credentials, as well as any objection relating to the credentials, of delegates and their advisers, or relating to the failure to deposit credentials of an Employers' or Workers' delegate (ILC Standing Orders, articles 5(2) and 26bis);
- considering complaints of non-observance of article 13(2)(a), of the Constitution (payment of expenses of tripartite delegations) or concerning delegates or advisers prevented from attending the Conference (ILC Standing Orders, articles 5(2) and 26ter);
- monitoring of any situation with regard to the observance of the provisions of article 3 or article 13(2)(a) of the Constitution, about which the Conference has requested a report (ILC Standing Orders, articles 5(2) and 26quater); and
- determining the quorum required for the validity of votes taken by the Conference (ILC Standing Orders, article 20(1)).

As noted above, in order for the Committee to have the time to examine all objections and complaints, the time limits set are as follows:

Time limit for lodging objections	48 hours from the opening of the Conference and 24 hours from the publication of a revised list of delegations (with the possibility for the Committee to make exceptions).
Time limit for lodging complaints	Five days from the opening of the Conference.

## Participation

### Composition of delegations

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Member States' delegations to the International Labour Conference are composed of **four** delegates: **two** Government delegates, **one** delegate

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representing the Employers and **one** delegate representing the Workers (Constitution, article 3(1)).

Each delegate may be accompanied by advisers, who shall not exceed two for each technical item on the Conference agenda (Constitution, article 3(2)). **At the 105th Session, there are five such items on the agenda, items III, IV, V, VI and VII; each Government, Employers' and Workers' delegate to the 105th Session of the International Labour Conference may therefore be accompanied by up to ten advisers.** In order to allow for a full and equal participation of Government, Employer and Worker representatives, in line with the principles of tripartism, the number of advisers accompanying each of the delegates should be balanced. **Travel and living expenses of delegates and their advisers are to be borne by their respective States** (Constitution, article 13(2)(a)).

Under the Constitution, member States shall ensure that their delegations are fully tripartite and that they remain so throughout the duration of the Conference, in particular for the purpose of voting, scheduled for **Wednesday, 8 June**. Delegates must be able to act in full independence of one another. The non-government delegates must be chosen in agreement with the most representative organizations of employers and workers, respectively, in their respective countries, if such organizations exist (Constitution, article 3(5)).

For more details, please see the Explanatory Note on the submission of credentials on the “Credentials” page of the Conference website at [www.ilo.org/ilc/credentials](http://www.ilo.org/ilc/credentials).

**Constituents are asked to remember that the success of the discussions depends on the technical competencies of participants and their ability to foster consensus.**

## Gender parity

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Governments and employers' and workers' organizations are asked to bear in mind the resolutions addressing the participation of women in ILO meetings, adopted by the International Labour Conference at its 60th (1975), 67th (1981), 78th (1991) and 98th (2009) Sessions and indeed the ECOSOC resolution of 1990, which recommended targets for increasing the proportion of women in leadership positions to 30 per cent by 1995 and 50 per cent by 2000. In the light of these resolutions and the targets they establish, the proportion of women among delegates and advisers remains low, the Governing Body of the ILO accordingly discussed this issue at its 316th Session

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(November 2012). It decided, among other measures, to request the Director-General to send letters after every Conference to Members which had not reached a 30 per cent level of participation of women in International Labour Conference delegations, and to report periodically to the Governing Body on any obstacles encountered, as well as any measures taken to achieve gender parity, which the United Nations has defined as 45 to 55 per cent participation by women.

In June 2015, the proportion of women in delegations was 30.2 per cent which, while an improvement, still lags considerably behind the targets set out above. Moreover, the distribution between the three groups was uneven, with a significantly lower proportion of women accredited to Employers' and Workers' delegations than to Government delegations. Letters were despatched to the member States that failed to reach a 30 per cent level of participation by women in their delegations.

Governments and employers' and workers' organizations are strongly urged to include a higher percentage of women in their delegations to the Conference, with a view to achieving gender parity in delegations.

## Credentials

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Credentials of delegates and their advisers must be deposited with the International Labour Office **at least 15 days** before the date fixed for the opening sitting, in line with article 26(1) of the Standing Orders of the Conference. However, for the 105th Session of the Conference the deadline for submission of credentials has been set at **21 days** before the opening of the Conference (i.e., **Monday, 9 May 2016**). This takes into account that this year's Conference will again take place in a shortened two-week format, with the usual large number of participants whose credentials and visa requests require processing, respectively, by the Office and the Swiss authorities.

**Online accreditation is available at [www.ilo.org/credentials](http://www.ilo.org/credentials).** Access codes were sent to member States in early 2016; they can also be requested from [credentials@ilo.org](mailto:credentials@ilo.org). The codes allow accreditation to be completed online and submitted through the Organization's website. The electronic submission is validated by sending a copy of the form signed by the authorized representative of the government to the International Labour Office. The use of online accreditation is strongly encouraged as it speeds up the processing of the credentials and reduces the risk of clerical errors in their transcription. If circumstances do not permit online accreditation, a form for

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the credentials of national delegations will be provided on request ([credentials@ilo.org](mailto:credentials@ilo.org)).

An Explanatory note on the deposit of credentials is also available on the website ([www.ilo.org/ilc/credentials](http://www.ilo.org/ilc/credentials)), giving details of the various categories of participants at the Conference, and the roles that they play.

## Right to vote

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Delegates authorized to vote must ensure that they are in possession of a PIN code (placed at the back of their badge). PIN codes will be issued to all accredited members of delegations entitled to vote at the time of registration. PINs may also be obtained from the registration desk at the ILO Pavilion, or from the information desk at the *Palais*. **Ministers**, unless appointed as either a titular delegate or adviser and substitute delegate, cannot vote. For full details of who is entitled to vote, please visit the secretariat of the Credentials Committee (office A.263) or download the [Explanatory note for national delegations](#) (pages 6–8).

Participants leaving Geneva who are titular delegates or advisers and substitute delegates are urged to inform the secretariat of the Credentials Committee in writing. In such cases, a titular delegate may name an adviser as substitute. This is **particularly important** for the votes taking place during the second week of the Conference, as the quorum is determined on the basis of delegates present at the Conference.

A form for departure/substitution can be downloaded from [www.ilo.org/ilc/credentials](http://www.ilo.org/ilc/credentials) and should be returned in person to the *Palais des Nations*, office A.263. Employers' and Workers' delegates may return the form to the secretariat of their respective group. Delegations of authority to vote should be submitted to the secretariat of the Credentials Committee, preferably the day before the vote and, in any event, not later than one hour before voting begins.

## Representation of non-metropolitan territories

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Requests for invitations of non-metropolitan territories should have reached the Office in time to be submitted to the Governing Body for approval at its 326th Session (March 2016).

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## Representation of international non-governmental organizations

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For full information on participation at the International Labour Conference by international non-governmental organizations, please visit the ILO web page on engaging civil society at: [www.ilo.org/pardev/partnerships/civil-society/lang--en/index.htm](http://www.ilo.org/pardev/partnerships/civil-society/lang--en/index.htm)

### Health and safety

The International Labour Office actively seeks to safeguard participants' health and safety during the Conference. Conference participants are requested to report to the secretariat any situation they believe to be a health or safety hazard. For all emergencies, on both the *Palais des Nations* and ILO sites, the emergency telephone number from a landline is 112. During the Conference, medical advice and assistance is available from the ILO Health Service Unit and, in addition, full specialist medical services are available in the City of Geneva. **The ILO does not provide participants with insurance cover for accident or illness while journeying to or from Geneva or during the period of the Conference. It is therefore essential that all participants ensure that they have adequate insurance coverage in respect of illness and accident before travelling to Geneva.**

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The ILO is dedicated to ensuring that the International Labour Conference is free of all forms of harassment for everyone, regardless of race, national or ethnic origin or extraction, social origin, colour, religion, political opinion, age, gender, sexual orientation, gender identity, union affiliation, marital status, family status or responsibilities, disability or personal health status. The ILO does not tolerate harassment of Conference participants in any form. **The ILO's Collective Agreement on Anti-Harassment Policy and Investigation Procedure** can be found at: [https://www.ilo.org/intranet/english/jnc/agreements/Collective\\_Agreement\\_281114.pdf](https://www.ilo.org/intranet/english/jnc/agreements/Collective_Agreement_281114.pdf).

If you are being harassed, or notice that someone else is being harassed during the Conference please contact either the ILO Human Resources Development Department ([HRD@ilo.org](mailto:HRD@ilo.org)) a representative of the ILO Staff Union ([SUC@ilo.org](mailto:SUC@ilo.org)) or the ILO Ethics Officer ([ETHICS@ilo.org](mailto:ETHICS@ilo.org)).

## Speaking at the Conference

### Speaking in plenary

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Delegates are reminded that, in order to have the right to speak in plenary, they must be accredited either as regular delegates or as “advisers and substitute delegates”, acting on behalf of regular delegates. Delegates accredited as “advisers” are normally not entitled to speak in the plenary. Please see the Explanatory note on credentials for national delegations ([www.ilo.org/ilc/credentials](http://www.ilo.org/ilc/credentials)).

Registration to speak in plenary has been open since **Friday, 15 April 2016** by email, fax or telephone (see page 39, contact details). Please note that speaking slots cannot be officially confirmed until after receipt by the Office of the ILO Legal Adviser of the credentials of delegations. It is also possible to register on the list of speakers during the Conference, as early as possible, at the Speakers’ Registration Office (A.563) at the *Palais des Nations*. The list closes on **Wednesday, 1 June, at 6 p.m.**, subject to decision by the Selection Committee. Please note that this concerns registration only for those wishing to take the floor in plenary in the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General.

**All delegates who are registered to speak in plenary are requested to send an electronic copy of their speech to [ilcspeeches@ilo.org](mailto:ilcspeeches@ilo.org) at least**

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**24 hours before they are scheduled to speak.** It is important that 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, along with the audio recordings in the original language, as well as any interpretation into English, French and Spanish.

It should be noted that the interpretation of proceedings serves to facilitate communication and does not constitute an authentic or verbatim record of the proceedings.

Speakers will be notified beforehand by email by the Speakers’ Registration Office (A.563) of the sitting and the approximate time at which the President will give them the floor.

## Speaking in committees

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The list of speakers in each committee is drawn up within the committee and organized by the secretariat and the committee Officers.

## Time limit for speeches

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To allow as many speakers as possible to take the floor during the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General, the time limit for speeches is set at a maximum of **five minutes** (ILC Standing Orders, article 14(6)). This time limit will be strictly applied. For participants’ information, this time allowance corresponds to approximately **three typewritten double-spaced A4 pages** (or 1,000 words), read at a speed that allows accurate simultaneous interpretation.

It is therefore strongly recommended that delegates reduce courtesies to a minimum, so as to enter into the substantive elements of their statements without delay.

## Interpretation

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Interpretation services at Conference meetings are provided in English, French, Spanish, Arabic, Chinese, German, Russian and, in certain cases, Japanese. Interpretation from Portuguese may also be available in tripartite meetings.

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Delegates who submit speeches in one of the working languages of the ILO but intend to speak in another language are requested to inform the Speakers' Registration Office at the time they submit their text, so that arrangements can be made to have the text read by an interpreter.

Quotations are often difficult to recognize and are always hard to render accurately in simultaneous interpretation. Speakers who make quotations are therefore asked to give the exact source (in the case of the Reports of the Chairperson of the Governing Body and of the Director-General citing the page reference and the language version).

## Advance registration in committees

The membership of the Committee on the Application of Standards (agenda item III) and of the technical committees set up to deal with agenda items IV, V and VI <sup>3</sup> is determined by the groups, subject to approval of the initial composition of these committees by the Conference at its opening sitting on Monday, 30 May. Delegates wishing to be a member of a committee are therefore required to register their membership with their group secretariats.

This year again, in order to facilitate the work of the Conference and group secretariats, and also to make the Conference run efficiently in its two-week format, delegates who intend to participate in committees are strongly urged to complete registration forms in advance and send them to the International Labour Office. The forms may be downloaded from the Conference web site ([www.ilo.org/ilc](http://www.ilo.org/ilc)). However, governments should note that there is a one-hour meeting of the whole Government group from **10 a.m. to 11 a.m. on Monday, 30 May**. As this immediately precedes the opening sitting of the Conference, at 11.00 a.m., it will be too late at that point for Government delegates to register for committee membership and be able to participate immediately in the work of the committees, which begins that afternoon at 2.30 p.m. **This means that unless Government delegates register for committee membership in advance of the opening of the Conference they will not be able to participate (except under the conditions set out in article 56(6) of the Standing Orders of the Conference) in the work of the first committee sittings on the afternoon of Monday, 30 May.** During

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<sup>3</sup> At its 325th Session (November 2015) the Governing Body recommended that the 105th Session (2016) of the International Labour Conference should appoint a Committee of the Whole to deal with item VI on its agenda: Evaluation of the impact of the ILO Declaration on Social Justice for a Fair Globalization, 2008.

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the Conference, it will as usual be possible to register for committee membership with the group secretariats.

The completed registration forms should be sent to the following ILO departments:

Governments:	Official Meetings, Documentation and Relations Department (RELMEETINGS) <a href="mailto:reloff-conf@ilo.org">reloff-conf@ilo.org</a> (+41) 22 799 8944
Employers:	Bureau for Employers' Activities (ACT/EMP) <a href="mailto:actemp-conf@ilo.org">actemp-conf@ilo.org</a> (+41) 22 799 8948
Workers:	Bureau for Workers' Activities (ACTRAV) <a href="mailto:actrav-conf@ilo.org">actrav-conf@ilo.org</a> (+41) 22 799 6570

Please note that committee membership will be effective only once:

- the Office has received official credentials from the government accrediting the person concerned as regular delegate, adviser, or person designated in accordance with article 2(3)(i) of the Standing Orders of the Conference; and
- the registration request is endorsed by the group concerned and the initial committee composition approved by the Conference.

## Rules of procedure of the Conference

The rules of procedure of the Conference are contained in the Constitution of the International Labour Organisation and in the Standing Orders of the Conference, which may be consulted at: [www.ilo.org/dyn/normlex/en/f?p=1000:61:0::NO:61::](http://www.ilo.org/dyn/normlex/en/f?p=1000:61:0::NO:61::)

The submission of draft resolutions on items which are not included on the Conference agenda will be addressed at the 105th Session of the Conference in accordance with articles 15 and 17 of the Standing Orders of the Conference, unless the Conference determines otherwise in conformity with article 76.

## Distribution of documents

In line with the ILO greening policy and the 2016–17 programme and budget objective of 60 per cent of all official documents distributed exclusively electronically, distribution of documents in paper form will be strictly limited. Please note that all pre-session and in-session documents are

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posted on the Conference website at [www.ilo.org/ilc](http://www.ilo.org/ilc), as is this Conference guide.

Selected documents, including the *Daily Bulletin* and most in-session documents, will be available at the distribution desk (Hall 13-15, *Palais des Nations*). During the Conference, the *Daily Bulletin* can be consulted on the Conference website, or downloaded as from 11 p.m. the preceding day. **NB: The Document Distribution Service of the Conference does not dispatch documents or reports for delegates. Delegates are requested to use the postal services** (see page 35).

**As part of the greening policy, and as a result of the recent renovation of Hall 13-15, which has rethought use of the available space, making it unsuited to the installation of individual delegation pigeon holes, these will not be available at this year's Conference. Delegates are therefore advised to download the ILO Events Application, which will keep them informed about the entire Conference programme and allow them to communicate with other participants registered in the App.**

**All delegations are therefore strongly encouraged to make use of their personal laptops, tablets or mobile devices, as well as the cyber cafes at the venue.**

## Practical arrangements <sup>4</sup>

### Registration on arrival

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Delegates will be able to register and collect their badges at the **ILO Pavilion, on the left-hand side at the main vehicle entrance to the International Labour Office (headquarters building)**, provided that the Office has received their credentials. All participants must be in possession of a valid identity document, containing a photograph, and the name of the delegate in Latin script, so that credentials may be verified. The registration office will be clearly signposted at the main vehicle entrance and at all pedestrian entrances. The registration desk will be open from **10 a.m. to 5 p.m. on Friday, 27 May, from 2 p.m. to 5 p.m. on Saturday, 28 May, and from 9 a.m.**

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<sup>4</sup> For further practical details please visit the ILC web site at: <http://www.ilo.org/ilc/ILCSessions/105/practical-information/lang--en/index.htm>.

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**to 4 p.m. on Sunday, 29 May.** It will then be open daily from **8 a.m. to 5 p.m.; from 8 a.m. to 1 p.m. on Saturday, 4 June, but closed on Sunday, 5 June.**

Since the registration of delegates 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.**<sup>5</sup> Moreover, the Governing Body has requested the Office to restrict the practice of allowing permanent missions to collect Conference badges for the whole delegation of the member State. Permanent missions are not allowed to collect badges for Employer and Worker representatives, unless they have been specifically authorized in writing by the Employers and Workers concerned.

**During the Conference all participants must be in possession of a personalized badge issued by the ILO, and of a valid identity document, containing a photograph, to gain access to the *Palais des Nations* complex. Badges must be worn visibly at all times.**

## Information Desk

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As of **Monday, 30 May**, an information desk will be open at the *Palais des Nations*, Hall 13-15 **from 8 a.m. to 5 p.m. on weekdays and as necessary on Saturdays.** This facility will be available to Conference participants for:

- providing general Conference information to participants regarding venue facilities, the Conference programme and social events;
- the replacement of lost badges and other related services;
- any general inquiries.

## Shuttle buses between the ILO and the *Palais des Nations*

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A shuttle bus service will circulate at frequent intervals daily between the ILO and the *Palais des Nations*.

During the ongoing renovations to the ILO headquarters building, this service will depart from the P1 car park at R2 level, from the north end of the building. The shuttle runs from 7.30 a.m. to 8 p.m., Monday to Friday, and

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<sup>5</sup> See Right to vote section on page 20.

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from 7.30 a.m. to 1 p.m. on Saturday or up to the end of the last sitting of a given committee.

## Delegates with disabilities

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The Conference premises are generally accessible to persons with disabilities. For further information, please contact the Meetings Management Unit (email: [MEETINGS-SERVICES@ilo.org](mailto:MEETINGS-SERVICES@ilo.org); tel: +41 22 799 6767).

## Accommodation for delegations in Geneva

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June is a busy month in Geneva so delegations are encouraged to make accommodation reservations well in advance. The International Labour Office does not have a hotel reservation service, therefore delegations to the Conference should request their permanent diplomatic missions in Geneva, or where applicable, in Bern, to make the necessary reservations with hotels in the Geneva area. Reservations may also be made through the:

### **Delegates Welcome Service**

**Centre d'Accueil – Genève Internationale (CAGI)**

**La Pastorale – 106, route de Ferney**

**CH-1202 Genève**

**Tel: +41 22 546 2300**

**Email: [delegates.cagi@etat.ge.ch](mailto:delegates.cagi@etat.ge.ch)**

**Website: [www.cagi.ch](http://www.cagi.ch)**

### **Office du tourisme de Genève**

**18, rue du Mont Blanc**

**Case postale 1602**

**CH-1211 Genève 1**

**Tel: +41 22 909 7000**

**Fax: +41 22 909 7011**

**Website: [www.geneve-tourisme.ch/en/home/](http://www.geneve-tourisme.ch/en/home/)**

## Local support services

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Mandat International, a non-governmental organization based in Geneva, provides support to INGO participants and delegations to international meetings, offering practical information, a documentation

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centre and assistance with accommodation. Its website is at [www.mandint.org](http://www.mandint.org).

The International John Knox Centre offers accommodation facilities and other services within walking distance of the Conference:

**International John Knox Centre**  
**27, chemin des Crêts-de-Pregny**  
**CH-1218 Grand-Saconnex**  
**Tel: +41 22 747 0000**  
**Fax: +41 22 727 0099**  
**Email: [welcome@johnknox.ch](mailto:welcome@johnknox.ch)**  
**Website: [www.johnknox.ch](http://www.johnknox.ch)**

## Entry visas for Switzerland (and France)

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Nationals of many ILO member States require visas to enter and remain in Switzerland for the period of the Conference. Please note that Switzerland applies the **European Schengen regulations** concerning the issuance of visas.

**Entry visas for Switzerland** are issued primarily by Swiss diplomatic representations abroad. Delegates to the Conference who require an entry visa should submit a request, well in advance, to the Swiss embassy or consulate in their country of residence.

If the delegate's country of residence does not have a Swiss consulate/embassy, he/she will either have to:

- (a) submit the visa request in another country where the competent representation is located; or
- (b) submit the visa request to the diplomatic or consular entity of a Schengen State. Switzerland has signed agreements with certain countries where it is not represented, allowing that country to issue visas.

Additional information may be found at the following web address:  
<https://www.ch.ch/en/entry-stay-switzerland/>.

The Schengen visa issued will be valid for entering the territory of all States belonging to the Schengen area. Likewise, persons already holding Schengen visas issued by other Schengen States will be permitted to enter Switzerland.

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The governments of member States have sole responsibility for ensuring that all delegates included in their delegation's official credentials obtain necessary entry visas for Switzerland.

Please keep the following in mind:

- **The time for processing visa requests may vary from case to case.** Delegations are strongly encouraged to take the necessary steps for visa application well in advance so that the visa can be issued in a timely manner.
- The following documents must be submitted by each member of the delegation:
  - a travel document, the validity of which exceeds that of the stay, and covers the period necessary for the return journey;
  - a visa application form, together with two photos;
  - supporting documents concerning the purpose of the journey, for example, a *note verbale* from the Government duly initialled together with an authorization to undertake the mission, a copy of credentials, an invitation to the Conference, etc.
  - any other document that the representation considers necessary.
- Except for holders of diplomatic or service passports, the Swiss authorities may require that member States provide proof of adequate travel insurance.
- On 11 October 2011 Schengen member States introduced the Visa Information System (VIS) which is used to store biometric data (ten fingerprints and facial image) of the Schengen visa applicant. All Swiss embassies and consulates are gradually being connected to the VIS system. It is necessary for the visa applicant to make an appointment with the Swiss embassy/consulate in his/her country of residence and present him/herself in person to submit and register his/her biometric data. This data remains valid in the VIS system for a period of five years. A document in several languages explaining the implementation of the VIS system, registration of biometric data and the rollout timetable for Swiss embassies/consulates connected to the VIS system is available at the following web address: [https://www.sem.admin.ch/sem/en/home/themen/einreise/einfuehrung\\_vis.html](https://www.sem.admin.ch/sem/en/home/themen/einreise/einfuehrung_vis.html).

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## Office intervention

The International Labour Office can only intervene with Swiss authorities if a **visa request is not granted** by them. Such interventions can be made only on behalf of the following categories of participants: delegates, advisers, and persons designated in accordance with article 2(3)(i) of the Standing Orders of the Conference. For all other participants (“other persons attending the Conference” and “support staff for delegations”), member States should contact the Swiss representation in their country directly and arrange their visas without any ILO involvement. Please note that for the Office to intervene with Swiss diplomatic representations on behalf of the categories of participants listed above, their credentials must have been received in Geneva by **Monday, 9 May 2016**.

In addition, the following conditions must be met:

- the first and last names of the person concerned must be included in the official credentials of the delegation within one of the above categories of participants, as submitted to the International Labour Office by the Government;
- the visa application must have already been processed by a Swiss diplomatic representation;
- the request for intervention must reach the Office **at least a week before the departure date**, indicating the Swiss representation to which the visa application is being made.

## Meeting room reservations

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Participants wishing to reserve rooms for the purpose of bilateral, multilateral or group meetings on matters related to ILC business may do so in advance by email to the following address: [ilcrooms@ilo.org](mailto:ilcrooms@ilo.org). During the Conference, participants may contact the office of the Programme of the Conference, Room E.3014, at the *Palais* **before 5 p.m.** (Saturday: **before 3 p.m.**)

### Bank

<i>Palais:</i>	Building C, ground floor. 8.30 a.m.–4.30 p.m.
ILO:	R3 North. 9 a.m.–12.30 p.m. and 2 p.m.–5 p.m.

### Bus passes

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](http://www.tpg.ch).

### Calling the ILO from the *Palais*

Dial 63, followed by the extension number (four digits). For extension inquiries, dial 63, then 6111 to speak to the ILO operator.

### Calling the *Palais* from the ILO

Dial 2, followed by the extension number (five digits). For extension inquiries, dial 2, then 71234 to speak to the *Palais des Nations* operator.

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## Cyber cafés

<i>Palais:</i>	Library room B.121, 8.30 a.m.–5.30 p.m. Hall 13-15, 2nd floor, Building A Hall 14, 3rd floor, Building A Mezzanine 3rd floor, behind Room XX, Building E
ILO:	ILO Library, R2 South, at the entrance to the Reading Room

## 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), and will issue temporary duty-free petrol authorizations to delegates entitled to them.

## Library and Information Services

The ILO Library, the world's leading library in the field of work and work-related development and human rights issues, welcomes Conference participants. Delegates and ILO officials from the field may use all of the Library's facilities, including Internet access, and may borrow books for a period of one week. Reading areas are available in the main Reading Room.

The ILO Library is located at R2 level at the south end of the headquarters building. Opening hours are as follows:

Monday–Friday: 9 a.m.–6 p.m. Internet access is available non-stop, including at weekends, in the Library's Computer Access Room in the front part of the Reading Room. Tel: (+41) 22 799 8682 (information desk), (+41) 22 799 8675 (secretariat).

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 (tel: (+41) 22 799 8682).

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## Lost property

Lost property should be handed in to, and claimed from, the UN security staff. At the ILO, contact the Control Centre (R3-14 North) by dialling 8014 or 8015 (internal), (+41) 22 799 8015 (external).

## Medical assistance

**For all emergencies on both Conference sites, call 112 from a landline.**

The ILO Medical Service is open at R3 level at the north end of the ILO building from Monday to Friday, from 8 a.m. to 6 p.m.

An emergency service will also be in place at the *Palais des Nations*.

## Newsagents

*Palais:* Building C, ground floor. 8 a.m.–5:30 p.m.

ILO: R2 South, 8 a.m.–5 p.m.

## *Palais des Nations* visitors' service

The United Nations visitors' service offers guided tours of the *Palais des Nations* daily from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. Tel: (+41) 22 917 4896. Entrance: Pregny Gate, 14 av. de la Paix. Website: [www.unog.ch](http://www.unog.ch).

## Parking at the *Palais des Nations*

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

Permanent missions are kindly requested to refer to the *Note verbale* from the ILO informing them of the procedure for vehicle access to the *Palais des Nations* and temporary passes for drivers from Diplomatic Missions for the 105th Session of the Conference.

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Members of Permanent Missions are requested to park their vehicles in the places reserved for them at the *Palais des Nations* in car park P10 opposite door 40, the underground garage of building E, level B, and the courtyard near door 6.

Door 13 has, as usual, been reserved for delegates arriving in chauffeur-driven vehicles. Please note that this is not a waiting area for cars, and that Mission vehicles may only access the area to *drop off or pick up* passengers. Any vehicle stopping in this area for a prolonged period will receive a warning. Further infringements may result in denied access to the car park.

## Post office

<i>Palais:</i>	Building C, ground floor. 8 a.m.–5 p.m.
ILO:	R2 North. 10 a.m.–11.30 a.m. and 12.30 p.m.–4.30 p.m.

## 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.

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## Opening hours of the restaurants, cafeteria, bars and kiosks

### Palais des Nations

#### Monday to Friday

Delegates' Restaurant	Building A, 8th floor (lifts 12 and 16)	12 noon to 2.30 p.m.
Cafeteria	Building A, ground floor	8.15 a.m. to 4.45 p.m.
Bar Concordia	Building A, 2nd floor (doors 13 and 15)	7.30 a.m. to 7 p.m.
Bar Serpent	Building E, 1st floor	8.30 a.m. to 7 p.m.  *8.30 a.m. to 5 p.m. Thursday 9 & Friday 10 June

#### Saturday, 4 June

Bar Concordia	Building A, 2nd floor (doors 13 and 15)	8 a.m. to 9.30 a.m.
Bar Serpent	Building E, 1st floor	10 a.m. to 3 p.m.

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

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## ILO

### **Monday to Friday**

Delegates' Bar	R3 south	7.30 a.m. to 7 p.m. or until the end of the sitting, in the event of an evening sitting
Restaurant	R2 north	12 noon to 2 p.m. <b>(closed on Thursday, 9 June)</b> To reserve, dial 8154 (internal) or (+41) 22 799 8154 (external)
Cafeteria	R2 north	11.45 a.m. to 2 p.m.
Croissanterie "Viennois"	R2 north	7.30 a.m. to 5.30 p.m. <b>7.30 a.m. to 12 noon on Thursday, 9 June</b>
Kiosk	R2 south	8.30 a.m. to 5 p.m.

### **Sunday, 29 May and Saturday, 4 June**

Delegates' Bar	R3 south	8 a.m. to 2 p.m. or later in the event of an extended sitting
Cafeteria	R2 north	11.45 a.m. to 2 p.m. Reduced service (two meals)
Kiosk	R2 south	8.30 a.m. to 1 p.m. <b>(closed on Sunday)</b>

### **Saturday, 11 June (Governing Body)**

Delegates' Bar	R3 south	8 a.m. to 2 p.m.
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## Social media

If you are using Twitter during the Conference, please note that the hashtag is #ILC2016 for all tweets in English, #CITravail in French and #CITrabajo in Spanish.

## Taxis

Dial (+41) 22 331 4133 or reserve online at [www.taxi-phone.ch](http://www.taxi-phone.ch).

## Travel and tourist facilities

<i>Palais:</i>	Carlson Wagonlit Travel, Hall 13–15, ground floor. Monday to Friday, 9.15 a.m.–4.30 p.m. Tel: (+41) 58 511 0079
ILO:	Carlson Wagonlit Travel, R2 South, Monday to Friday, 9 a.m.–5 p.m. Tel: (+41) 22 799 7540

## Visitors to the Conference

Visitors to the Conference may be issued with special visitors' badges on presentation, at the ILO Pavilion, of a national identity document bearing a photograph. Visitors' badges are valid for access to the *Palais des Nations* only if they are accompanied by the aforementioned national ID, which may be kept as security on a daily basis.

For access to the *Palais des Nations*, a dedicated visitors' shuttle bus (specially marked) will depart from the ILO and visitors will be required to alight upon arrival at the main *Palais des Nations* gate to undergo UN security service scrutiny, prior to admission to UN premises.

Visitors must follow the instructions issued by security staff. They may observe public sittings only from the public gallery of the relevant meeting room and are not permitted to sit in the main body of the hall. Visitors are requested to ensure that they in no way interfere with the orderly conduct of meetings.

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## WiFi

- Palais:* A number of WiFi zones have been established between doors 13 and 15, between rooms XIX and XX, in rooms XVI, XVII, XVIII, XIX and in the Assembly Hall.
- ILO: There are WiFi zones on R2 and R3 South, and in the Reading Room of the ILO Library.

## Contact details

ILO Conference website: [www.ilo.org/ilc](http://www.ilo.org/ilc)

International Labour Office, Route des Morillons 4, 1211 Geneva 22, Switzerland

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Contact	Telephone	Email	Fax
<b>Official Meetings, Documentation and Relations Department</b>	(+41) 22 799 7732	<a href="mailto:reloff@ilo.org">reloff@ilo.org</a>	(+41) 22 799 8944
<b>Credentials</b>	(+41) 22 799 6569	<a href="mailto:credentials@ilo.org">credentials@ilo.org</a>	(+41) 22 799 8470
By post to: Office of the Legal Adviser ILO CH-1211 Geneva 22			
<b>Registration of speakers</b>	(+41) 22 799 7476 (+41) 22 799 6502	<a href="mailto:orateurs@ilo.org">orateurs@ilo.org</a>	(+41) 22 799 8944
<b>Meeting room reservations</b>		<a href="mailto:ilcrooms@ilo.org">ilcrooms@ilo.org</a>	
<b>Documentation</b>	(+41) 22 799 8040	<a href="mailto:distr@ilo.org">distr@ilo.org</a>	(+41) 22 799 6361

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For registration in Committees (see section on page 24):

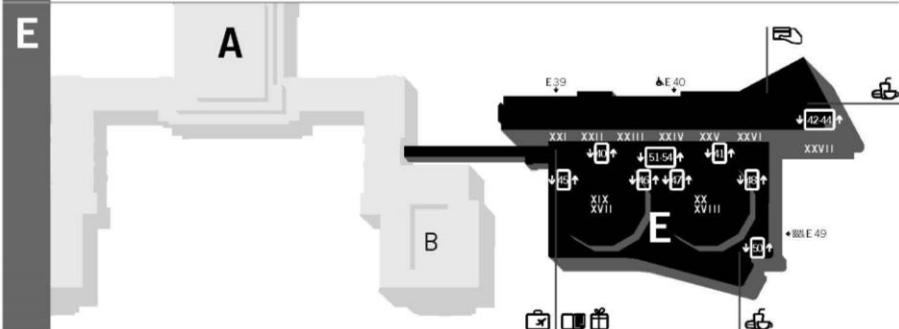
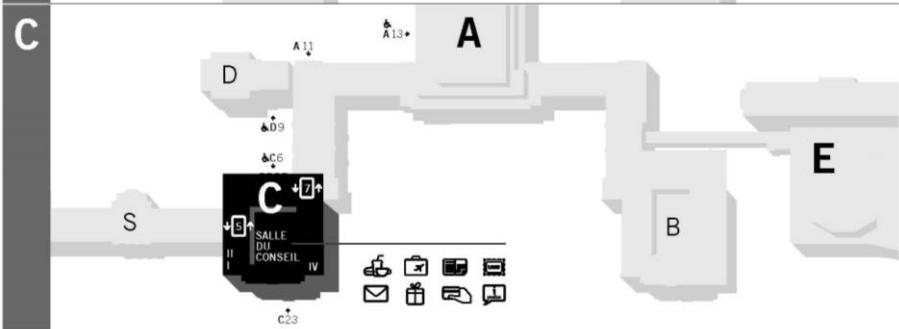
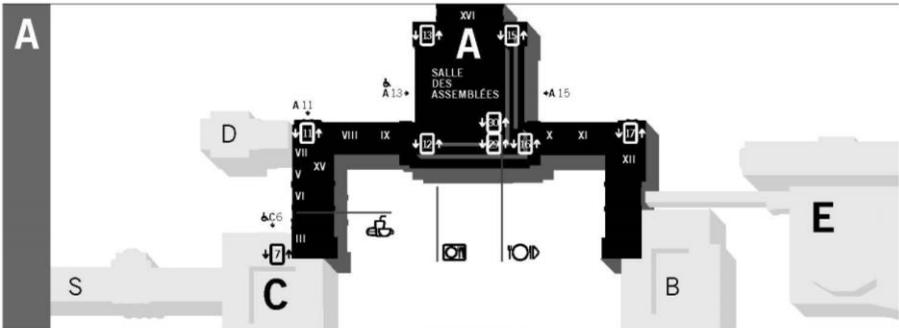
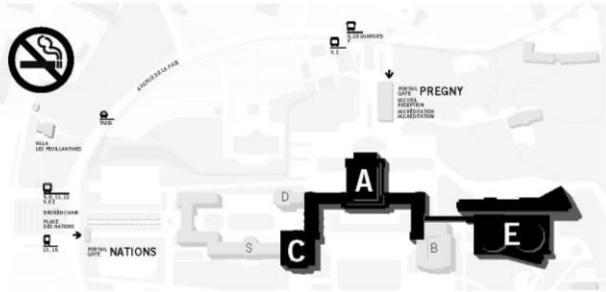
	Email	Fax
<b>Governments</b>	<a href="mailto:reloff-conf@ilo.org">reloff-conf@ilo.org</a>	(+41) 22 799 8944
<b>Employers</b>	<a href="mailto:actemp-conf@ilo.org">actemp-conf@ilo.org</a>	(+41) 22 799 8948
<b>Workers</b>	<a href="mailto:actrav-conf@ilo.org">actrav-conf@ilo.org</a>	(+41) 22 799 6570

**Any participant wishing to contact an ILO official should consult staff at the Information Desk.**

**No smoking policy**

Smoking is not permitted in either the *Palais des Nations* or the ILO building, **except in the designated areas.**

# Floor Plan of the Palais des Nations



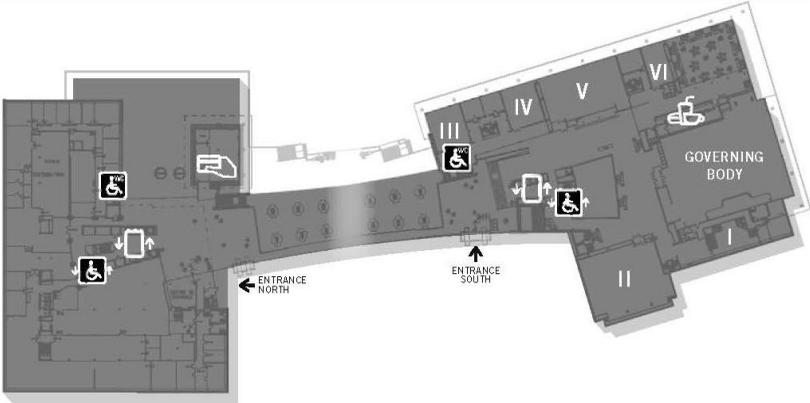
# Floor Plan of the ILO



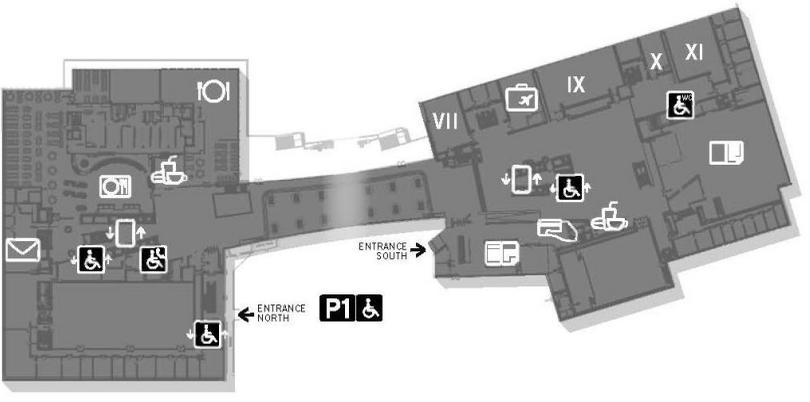
**NORTH**

**SOUTH**

**Level R3**



**Level R2**



## Appendix

### Tentative plan of work<sup>1</sup> – 105th Session of the International Labour Conference (30 May–10 June 2016)

	Su 29	M 30	T 31	W 1	Th 2	F 3	Sa 4	Su 5	M 6	T 7	W 8	Th 9	F 10	Sa 11
<b>Plenary sittings</b>		■		■	■	■			■	■	■	■ <sup>2</sup>	■	
Committee on the Application of Standards		■ <sup>3</sup>	■	■	■	■	■		■	■	■	A	PI	
Committee on Decent Work in Global Supply Chains <i>(general discussion)</i>		■ <sup>3</sup>	■	■	■	■*	■*		■**	■	■		PI	
Committee on Decent Work for Peace, Security and Disaster Resilience: Revision of the Employment (Transition from War to Peace) Recommendation, 1944 (No. 71) <i>(standard setting, double discussion)</i>		■ <sup>3</sup>	■	■	■	■	■		■	■	■ CDC <sup>5</sup>		PI	
Committee of the Whole for the Evaluation of the Impact of the ILO Declaration on Social Justice for a Fair Globalization, 2008		■ <sup>3</sup>	■	■	■	■*	■*		□**	■	■	PI		
Approval of amendments to the Code of the Maritime Labour Convention, 2006									PI		V			
Adoption of Amendments to the Annexes of the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185)									PI		V			
Finance Committee				■		A				PI				
Selection Committee		■ <sup>3</sup>		PI										
Group meetings	■	■					■							■
Governing Body		■ <sup>4</sup>												■

<sup>1</sup> Further to the arrangements approved by the Governing Body at its 326th Session (March 2016) and subject to approval by the Selection Committee of the Conference.

<sup>2</sup> World of Work Summit.

<sup>3</sup> After the opening sitting.

<sup>4</sup> Programme, Financial and Administrative Section of the Governing Body.

<sup>5</sup> The Committee will have to determine the time and frequency of the meetings of its Committee Drafting Committee (CDC)

\* **Drafting group.** \*\* **Receipt of amendments.**

**A** Adoption by the Committee of its report/products.

**PI** Adoption of the report by the Conference in plenary sitting.

■ Half-day sitting.

■ All-day sitting.

□ Sitting if necessary.

V Vote in plenary.

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