



International
Labour
Organization

110th Session, 2022



International Labour Conference #ILC2022 Guide

Geneva, 27 May – 11 June 2022

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► Introduction to the 110th Session of the International Labour Conference

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

The 110th Session of the International Labour Conference will be held **from 27 May to 11 June 2022 in Geneva**, in two locations, the Palais des Nations and the ILO headquarters. In the context of the remaining sanitary and travel restrictions due to the COVID-19 pandemic, but also considerable limitations to meeting room availability due to renovation works at the United Nations and ILO headquarters, the Conference will be held in a format combining limited in-person attendance and remote participation.

The present document includes general and practical information for participants at the Conference. It is published on the Conference website and in the ILO Events App, and printed copies will be made available during the Conference session.

This guide provides: an overview of the agenda of the 110th Session of the Conference, (that is the items that will be discussed); how those items will be discussed (either in plenary or in committees) and the interaction between committees and the plenary; an overview of the proposed programme of work of the Conference; information on the accreditation formalities and participation rights at the Conference; and details of services and facilities available to Conference participants.

The **rules of procedure of the Conference** are contained in the Constitution of the International Labour Organisation and in the Standing Orders of the International Labour Conference. These texts can be consulted on the ILO website and can also be obtained on demand from the distribution desk. Reference is also made to the **Operational Arrangements** approved by the Governing Body on 22 April 2022.

► Agenda of the 110th Session of the International Labour Conference

The agenda of the 110th Session of the Conference, as approved by the Governing Body of the ILO, consists of the following eight items. A brief description of each item is provided below.

Standing items

- 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

Technical items placed on the agenda by the Governing Body

- IV. Apprenticeships (standard-setting, first discussion) ¹
- V. A recurrent discussion on the strategic objective of employment under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008
- VI. Decent work and the social and solidarity economy (general discussion)
- VII. Inclusion of safe and healthy working conditions in the ILO's framework of fundamental principles and rights at work through an amendment to paragraph 2 of the ILO Declaration on Fundamental Principles and Rights at Work, 1998
- VIII. Approval of amendments to the Code of the Maritime Labour Convention, 2006 (subject to the adoption of any amendments by the Special Tripartite Committee of the Maritime Labour Convention, 2006, at the second part of its fourth meeting in May 2022)

The Office prepares a number of reports under each agenda item, which generally serve as the basis for the discussions. **Most reports for the Conference have now been posted on the [Conference website](#).**

► Structure and functioning of the Conference

The Conference consists of a plenary and a number of standing and technical committees, established to address the technical items on its agenda.

The plenary

The following sittings take place in the Conference plenary:

- the official Conference opening sitting (on Friday, 27 May);
- the discussion of the Report of the Director-General and the report of the Chairperson of the Governing Body (from Monday 6 to Thursday, 9 June);
- the World of Work Summit (on Friday, 10 June);
- the adoption of standing and technical committee reports;
- the Conference closing sitting (on Saturday 11 of June)

With the exception of the Conference opening sitting on 27 May, all Conference plenary sittings will take place in person, with remote participation ensured.

Agenda item I: Reports of the Chairperson of the Governing Body and of the Director-General

The Chairperson of the Governing Body will submit a report to the Conference on the work carried out by the Governing Body from June 2021 to March 2022.

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

The Director-General of the International Labour Office will present his Report to the Conference during the opening sitting. This year's report will address the theme of least developed countries: crisis, structural transformation and the future of work. It will include an Appendix on the situation of workers of the occupied Arab territories.

Speeches in plenary on the Report of the Director-General and of the Chairperson of the Governing Body will begin on **Monday, 6 June** and are scheduled to finish on **Thursday, 9 June in the afternoon, with two daily sittings. Delegates can deliver their statements in person or through a pre-recorded video.** Likewise, they may speak live through videoconferencing, although this is not recommended due to possible connectivity issues. **Please see the section "Speaking in plenary" for information on how to register to speak during this plenary discussion.**

Conference committees

There are a number of standing committees, set up to consider the standing items on the Conference agenda, and technical committees to deal with technical items. The functioning and composition of each standing committee is described below. The procedure for registration in committees is described in section "Registration in committees".

Each committee has a dedicated web page with the report or reports that will serve as the basis for their work, as well as detailed information on their proposed programme of work. These dedicated web pages can be accessed from the [Conference website](#).

Conference technical committees begin their work on **Monday, 30 May** and will continue to sit until **Thursday, 9 June**. Conference committees meet concurrently and work throughout the Conference before finalizing their reports, conclusions or any instruments they may have drafted. These are then submitted to the plenary for adoption.

For specific details on the working schedule of each of the Committees and the dates on which any votes and the adoption of Committee conclusions are scheduled, please refer to the table at the end of this guide, or to the more detailed programme of work available on each committee's [web page](#).

Standing Committees

Agenda item II: Programme and budget and other questions (Finance Committee of Government Representatives)

This Committee is composed of one Government delegate from each Member of the Organization represented at the Conference. The Finance Committee considers:

- (a) the arrangements for the approval, allocation and collection of the budget of the Organization, including:
 - (i) the budget estimates;
 - (ii) the arrangements for the allocation of expenses among Members of the Organization;
- (b) the audited financial statements of the Organization, together with the Auditor's report;
- (c) any request or proposal that the Conference should permit a Member which is in arrears in the payment of its contribution to vote in accordance with article 13(4) of the Constitution;
- (d) any administrative or other matter referred to it by the Conference.

The Committee elects a Chairperson and a Vice-Chairperson. The Director General, accompanied by a tripartite delegation from the Governing Body, is entitled to attend the meetings of the Committee. The decisions of the Committee are taken by a two thirds majority of the votes cast by the members of the Committee present at the meeting.

Under this agenda item, the Conference will be called on to consider and adopt the financial statements for the year ended 31 December 2021, and to consider such other financial and administrative matters as the Governing Body may decide to bring to its attention.

The Finance Committee is scheduled to meet virtually on **Wednesday, 1 June**. All information related to the Committee's work will be published on the [Committee's dedicated web page](#).

Agenda item III:

Information and reports on the application of Conventions and Recommendations (Committee on the Application of Standards)

As per article 7 of the Standing Orders of the Conference, the Conference appoints this Committee to consider: (a) the measures taken by Members to give effect to the provisions of Conventions to which they are parties and the information furnished by Members concerning the results of inspections; (b) the information and reports concerning Conventions and Recommendations communicated by Members in accordance with article 19 of the Constitution, except for information requested under paragraph 5(e) of that article where the Governing Body has decided upon a different procedure for its consideration; and (c) the measures taken by Members in accordance with article 35 of the Constitution. The Committee shall submit a report to the Conference.

The Conference 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.110/III(A)) includes, in particular, the observations on the application of ratified Conventions. The second volume (ILC.110/III(B)) contains the General Survey of reports under articles 19 and 22 of the Constitution.

The General Survey submitted to this session will address the following Conventions and Recommendations: the Nursing Personnel Convention (No. 149) and Recommendation (No. 157), 1977, and the Domestic Workers Convention (No. 189) and Recommendation (No. 201), 2011.

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

General Affairs Committee

The General Affairs Committee is a standing committee of the Conference provided for under article 7 of the Standing Orders of the Conference. It is composed of 28 members nominated by the Government group, 14 members nominated by the Employers' group and 14 members nominated by the Workers' group. Deputy members can also be nominated by each of the three groups (in practice, up to the same number as regular members). As a matter of practice, the composition of the Committee corresponds to the composition of the Governing Body as far as government membership is concerned. Additionally, under article 36(4) of the Standing Orders, any other delegate or adviser may also participate in the work of the Committee (right to speak and move amendments) but without the right to vote. Representatives of international organizations may participate in the discussions with the permission of the Chairperson but may not vote or move motions. Representatives of international non-governmental organizations may be present at the sittings of the committee. The Chairperson may, in agreement with the Vice-Chairpersons, permit such representatives to make statements.

Under article 7(2) of the Standing Orders, the General Affairs Committee shall consider and report on any matter referred to it by the Conference. Two items are expected to be referred by the Conference to the General Affairs Committee:

- (i) the inclusion of safe and healthy working conditions in the ILO's framework of fundamental principles and rights at work;**
- (ii) the amendments to the Maritime Labour Convention, 2006, subject to their adoption at a meeting of the Special Tripartite Committee in May 2022.**

The Standing Orders of the Conference apply in full to the Committee with the exception of article 42(3) (weighing of votes).

The General Affairs Committee is currently scheduled to discuss these items from **Monday, 30 May**, as required. Further information can be found on the [Committee's dedicated web page](#).

Credentials Committee

The Credentials Committee is a standing committee of the Conference provided for under article 8 of the Standing Orders of the Conference. It consists of one Government delegate, one Employers' delegate and one Workers' delegate.

Under Part 3 of the Standing Orders, its responsibilities include the examination of:

- the credentials, and 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 (article 32 of the Standing Orders);
- any complaint 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 (article 33(1) of the Standing Orders);
- any complaint regarding an act or omission of a government by which an accredited delegate or adviser has been prevented from attending the Conference in line with article 3(1) and (2) of the Constitution (article 33(2) of the Standing Orders);
- the 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 (article 34) of the Standing Orders).

The Credentials Committee shall submit a report, or reports, to the Conference plenary. Further information can be found on the [Committee's dedicated web page](#).

Technical committees

It is proposed that the 110th Session of the Conference appoint the following technical committees:

**Agenda item IV:
Apprenticeships (standard-setting, first discussion)
(Standard-Setting Committee: Apprenticeships)**

At its 334th Session (October–November 2018), the Governing Body of the International Labour Office decided to place a standard-setting item on apprenticeships on the agenda of the 110th Session of the International Labour Conference.²

The ILO has previously adopted instruments prescribing standards for the regulation of apprenticeships. However, the most recent of those instruments, the Vocational Training Recommendation, 1962 (No. 117), was superseded in 1975 by the Human Resources Development Convention, 1975 (No. 142), and the Human Resources Development Recommendation, 1975 (No. 150). The latter instrument has itself been superseded by the Human Resources Development Recommendation, 2004 (No. 195). Convention No. 142 and Recommendation No. 195 do not explicitly address apprenticeships. The ILO's Standards Review Mechanism Tripartite Working Group concluded that the absence of any provisions covering apprenticeships in instruments considered to be up-to-date standards constitutes a normative gap that should be addressed.³

There are two principal reasons for adopting a new international labour standard or standards. The first concerns the important role that quality apprenticeships can play in addressing skills mismatches, and improving employability and productivity. Quality apprenticeship systems, when constructed on the basis outlined in section 1.2 of the report (ILC.110/IV(1)), have demonstrable benefits for apprentices, enterprises and communities in general. Yet there are also many important and complex elements involved in the design, implementation and oversight of an apprenticeship system. Several countries face challenges in establishing or expanding quality apprenticeships. There would be value in the ILO providing a comprehensive normative framework to Member States regarding how best to address those matters and unlock the potential benefits of an effective and well-functioning apprenticeship system.

The second is to ensure appropriate decent working conditions and protection for apprentices and trainees at the workplace. In the 2012 *Conclusions: The youth employment crisis – A call for action*, the International Labour Conference noted the risk that, in some cases, work-based learning arrangements could be used “as a way of obtaining cheap labour”. The conclusions, therefore, called on governments to regulate and monitor apprenticeships, internships and other work experience schemes, “to ensure they allow for a real learning experience and do not replace regular workers”.⁴

At its 103rd Session (2014), the International Labour Conference adopted a resolution and conclusions concerning the second recurrent discussion on employment, inviting the International Labour Office, among other things, to “[b]uild the knowledge base and provide advice on effective systems for lifelong learning and quality apprenticeship systems”.⁵ In response, the Office has developed the *ILO Toolkit for Quality Apprenticeships* (Volume I and Volume 2), which supports policymakers and practitioners in improving the design and implementation of apprenticeship systems

² ILO, *Minutes of the 334th Session of the Governing Body of the International Labour Office*, GB.334/PV, 2018, para. 42.

³ ILO, *The Standards Initiative: Report of the Second Meeting of the Standards Review Mechanism Tripartite Working Group*, Geneva, GB.328/LILS/2/1(Rev.).

⁴ ILO, *The youth employment crisis: A call for action: Resolution and conclusions*, International Labour Conference, 101st Session, 2012, paras 24 and 26(e).

⁵ ILO, *Conclusions concerning the second recurrent discussion on employment*, International Labour Conference, 103rd Session, 2014, para. 14(D)(e).

and programmes, and organizes capacity development programmes for constituents and provides technical assistance to Member States.

The Office has prepared two reports for this first discussion. The law and practice report, *A framework for quality apprenticeships (ILC.110/IV(1))*, was made available to all Member States on 2 December 2019. The report also contains a questionnaire drawn up under article 39 of the Standing Orders of the Conference, which includes questions on whether a new instrument or instruments should be adopted and, if so, what form the instrument(s) should take.

The second report, *A framework for quality apprenticeships (ILC.110/IV(2)(Rev.))*, was made available to Member States in January 2022. The report contains a summary and analysis of the replies to the above-mentioned questionnaire, as well as a set of proposed Conclusions prepared based on those replies. The information contained in the second report is intended to serve as a basis for this first discussion by the 110th Session of the Conference.

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

Agenda item V:

A recurrent discussion on the strategic objective of employment under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008 (Recurrent Discussion Committee: Employment)

At its 97th Session (2008), the Conference adopted the ILO Declaration on Social Justice for a Fair Globalization, calling on all Members of the Organization to pursue policies based on the strategic objectives of employment, social protection, social dialogue, and fundamental principles and rights at work. The follow-up to the Declaration introduced a scheme of recurrent discussions at the Conference. The conclusions adopted by the 105th Session (2016) of the Conference on the evaluation of the impact of the ILO Declaration on Social Justice for a Fair Globalization reconfirmed the continuation of the recurrent discussions. At its 328th (October–November 2016) and 331st (October–November 2017) Sessions, the Governing Body adopted a new five-year cycle, sequence and framework for recurrent discussions starting in 2018 and placed the third recurrent discussion on employment on the agenda of this Conference.⁶

The first recurrent discussion on the strategic objective of employment, held at the 99th Session of the International Labour Conference in 2010, was held one year after the adoption of the Global Jobs Pact in 2009 in the aftermath of the great recession, at a time when the international community was taking coordinated action to prevent the crisis from deepening and to support economic and labour market recovery. The second recurrent discussion on employment was held in 2014 during a period of global economic slowdown, austerity and fiscal consolidation measures adopted in many countries, which severely constrained investment and efforts to tackle the structural and cyclical dimensions of the employment crisis.

This third recurrent discussion on employment is being held at a time when future-of-work drivers and the impact of the COVID-19 crisis and other crises are determining labour market outcomes, while at the same time long-lasting labour market challenges continue to persist, including informality, low productivity, labour market inequalities and discrimination, some of which reflect failed processes of inclusive structural transformation. Therefore, the report submitted to the Conference for this third recurrent discussion on employment sets the framework for inclusive, sustainable and resilient recovery

⁶ Due to the cancellation of the Conference in 2020 as a consequence of the COVID-19 pandemic, the discussion of the item at the Conference was postponed from 2021 to 2022.

processes as called for in the call to action⁷ and longer-term sustainable structural transformation processes towards greener, fairer, more inclusive and more resilient economies and successful and equitable transitions of workers towards a better future of work as called for in the ILO Centenary Declaration for the Future of Work, 2019.

The report reviews the impact of the future-of-work drivers and the COVID-19 pandemic on labour markets and the evolution of policy responses. With this background it provides a conceptual framework for understanding the narrative that will lead to successful employment policy frameworks, introduces a “new generation of employment policies” and examines why such employment policies are key for inclusive structural transformation and why equality and inclusion matter for reaching the ultimate goals of poverty reduction and inclusive, human-centred societies. It also provides a succinct review of action taken by the Office in response to the recommendations of the second recurrent discussion and progress made since that discussion, and identifies key areas where further progress is needed to deliver even more effective services with regard to comprehensive employment policy frameworks. The report concludes with a summary of its findings.

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

Agenda item VI:

Decent work and the social and solidarity economy (general discussion)

(General Discussion Committee: Decent work and the social and solidarity economy)

At its 341st Session, the Governing Body placed an item on the agenda of the 110th Session (2022) of the International Labour Conference on “Decent work and the social and solidarity economy”, for general discussion.

The decision has paved the way for what will be the first comprehensive discussion on the Social and Solidarity Economy (SSE) at the ILO. Although the SSE is not new, its policy importance and visibility have grown significantly since the turn of the century. The ILO Declaration on Social Justice for a Fair Globalization (2008) recognizes a strong social economy as critical to sustainable economic development and employment opportunities. The ILO Centenary Declaration for the Future of Work (2019) acknowledges the role of the SSE in generating decent work, productive employment and improved living standards for all. The ILO’s global call to action for a human-centred recovery from the COVID-19 crisis that is inclusive, sustainable and resilient (2021) recognizes the role of the SSE for a broad-based, job-rich recovery with decent work opportunities for all. It is therefore timely to discuss the value added of the SSE and its role in advancing social justice through decent work and in promoting sustainable development.

The expected outcomes of the general discussion are conclusions and a resolution to provide further guidance for the Organization. These expected outcomes are to: provide a universal definition of the term “social and solidarity economy”, including its associated principles and values; assess the contribution of the SSE to decent work and to managing and promoting the overall support for people through the transitions they face throughout their working lives; provide policy guidelines for Member States wishing to establish a conducive environment for the national SSE; equip the Office with guidance on how to engage in the promotion of the SSE worldwide, including through development cooperation; and encourage the Office to establish and maintain a wide range of partnerships with institutions, organizations and agencies representing the SSE, or involved in the promotion of the SSE.

⁷ ILO, *Global call to action for a human-centred recovery from the COVID-19 crisis that is inclusive, sustainable and resilient*. 109th Session of the International Labour Conference, 2021, Resolution I.

The report prepared by the Office, as a basis for the discussion, delineates the contours of the SSE around the world, elaborates on the building blocks of the concept and proposes a definition for discussion. It also presents regional overviews of the SSE. It provides evidence of the contributions of the SSE to the global development priorities defined by the Decent Work Agenda and the broader 2030 Agenda for Sustainable Development (2030 Agenda). The report discusses the relationship of the ILO's tripartite constituents with the SSE, using examples from around the world. It also describes the Office's work on the SSE, with a specific focus on historical background, current programmes, development cooperation policy and partnerships and capacity development activities. Looking forward, it discusses ways to strengthen the contribution of the SSE to decent work and sustainable development. It stresses the importance of promoting a conducive environment for the SSE, discusses the linkages between the SSE and the future of work and proposes avenues for future Office work on the SSE.

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

**Agenda item VII:
Inclusion of safe and healthy working conditions in the ILO's framework of fundamental principles and rights at work through an amendment to paragraph 2 of the ILO Declaration on Fundamental Principles and Rights at Work, 1998
(General Affairs Committee)**

The consideration of this item by the Conference concerns the recognition of a constitutional principle concerning occupational safety and health as a fundamental principle and right at work within the meaning of the ILO Declaration on Fundamental Principles and Rights at Work (hereinafter "the 1998 Declaration"). It is the result of a three-year process initiated with the framework of the celebration of the ILO Centenary in the context of the 108th Session (2019) of the Conference. Under the Centenary Declaration for the Future of Work, 2019, the Conference declared that "[s]afe and healthy working conditions are fundamental to decent work". In the accompanying resolution, it requested the Governing Body "to consider, as soon as possible, proposals for including safe and healthy working conditions in the ILO's framework of fundamental principles and rights at work".

From November 2019 to March 2022, the Governing Body held four discussions to follow-up on the Conference's request. At its 343rd Session (November 2021), the Governing Body decided to place on the agenda of the 110th Session (2022) of Conference an item regarding the inclusion of safe and healthy working conditions in the ILO's framework of fundamental principles and rights at work through an amendment to paragraph 2 of the 1998 Declaration. At its 344th Session (March 2022), the Governing Body requested the Director-General to prepare a draft resolution, including such amendment, for consideration at the 110th Session (2022) of the Conference.

The report prepared by the Office for the discussion ([ILC.110/VII](#)) retraces the origins and main stages of the process that have led to the submission of the draft resolution. It also outlines the scope and significance of the proposed amendment to the Declaration and provides an overview of key aspects of the draft resolution which is appended to the Report. The draft resolution builds on the two drafts prepared for discussion at the Governing Body and takes into account the views held at its 344th Session (March 2022) and during the informal consultations held on 11 and 22 April 2022. The Governing Body has recommended that the Conference refers the item to the General Affairs Committee for its consideration. The General Affairs Committee will examine the draft resolution, including any proposed amendments thereto, and propose a text for adoption by the Conference plenary.

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

Agenda item VIII:

Approval of amendments to the Code of the Maritime Labour Convention, 2006 (General Affairs Committee)

The Fourth Meeting (Part II) of the Special Tripartite Committee established under Article XIII of the Maritime Labour Convention, 2006, as amended (MLC, 2006) was held in May 2022 and examined proposals for amendments to the Code of the MLC, 2006. Those amendments will be submitted to the 110th Session of the Conference for approval. 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. A vote in this regard will be scheduled on **Tuesday, 6 June**. Further details can be found on the General Affairs **Committee's dedicated web page**.

Registration in committees

All accredited delegates and advisers, including government representatives, who will participate in committees need to register individually to receive their individual links to the Committee meetings.

Registration of Government, Employers' and Workers' delegates and advisers in committees will be undertaken by each group as per usual practice.

In accordance with article 36(4) of the Standing Orders, in addition to the members of a committee, any delegate, or any duly authorized adviser, is entitled to participate with the same rights as the members of the committee except the right to vote.

The Conference approves the initial composition of its committees at its first sitting. With a view to facilitating the work of the Conference and group secretariats, governments, employers' and workers' delegates who intend to participate in committees are asked to complete registration forms in advance and send them to the International Labour Office.

Registration in committees (as of the end of April)	Email	Fax
Governments	reloff-conf@ilo.org	
Employers	actemp-conf@ilo.org	+41 22 799 89 48
Workers	actrav-conf@ilo.org	+41 22 799 65 70

The registration forms, along with all the relevant information regarding their submission, have been made available for download on the [ILO website](#).

Committee membership will be effective only once the Office has received official credentials in respect of the Government, or the Employer or Worker delegate or adviser concerned.

Please note that changes in the composition of committees registered with the relevant group secretariat by 6 p.m. become effective the following working day of the Conference.

Unlike in the plenary, there is no need to register in advance to speak in the committees. The floor is given by the person chairing the committee.

▶ Provisional programme of the 110th Session of the International Labour Conference

Below is an overview of the provisional programme of the plenary and committees of the International Labour Conference. This provisional programme is subject to endorsement by the Conference, at its opening sitting, to any changes that the General Affairs Committee may subsequently decide. Any such change will be announced in the Conference Daily Bulletin and the ILO Events App.

Tentative programme of work

	May				June																						
	Fri 27		Mon 30		Tue 31		Wed 1		Thu 2		Fri 3		Sat 4		Mon 6		Tue 7		Wed 8		Thu 9		Fri 10		Sat 11		Mon 13
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	
Plenary	Opening													Discussion of DG and GB Chairperson reports (two daily sittings)				WoW Summit and adoption of committee reports				Adoption of committee reports and closure					
Credentials Committee (CVP)			As required																								
Finance Committee (CF)							X																				
General Affairs Committee (CAG)			As required *																								
Committee on the Application of Standards (CAN)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Standard-Setting Committee: Apprenticeships (CN)		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Recurrent Discussion Committee: Employment (CDR)		X	X	X	X			X	X	X	X			X	X	X	X	X	X	X	X	X	X				
General Discussion Committee: Decent work and the social and solidarity economy (CDG)		X	X	X	X			X	X	X	X			X	X	X	X	X	X	X	X	X					
Votes (if any) on the MLC, 2006 amendments and on the recovery of the right to vote																											V
Governing Body	344bis																										345

* Number of sittings depending on progress of discussions on the inclusion of safe and healthy working conditions in the framework of fundamental principles and rights at work.

** Pending the outcome of the informal tripartite consultations on the working methods of the Committee on the Application of Standards.

Group meetings

The meeting of the Government group will take place virtually on **Wednesday, 25 May** from **1 p.m. to 3:00 p.m.**

In order to allow the technical committees to begin their substantive work on Monday, 30 May, the **formal opening sitting will be held on Friday, 27 May**. At the request of the constituents, provision has been made for the holding of preparatory meetings of the full Government, Employers' and Workers' groups during the week of 23 May to finalize the nominations of their Officers and become acquainted with Conference procedure.

The group meetings of the Workers' and Employers' groups are foreseen for **Sunday, 29 May**, in person, and on **Monday morning, 30 May**, prior to the committee plenaries.

Opening sitting

The 110th Session (2022) of the Conference will open on **Friday, 27 May at 1 p.m. Geneva time**.

At this 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. The [operational arrangements \(ILC.110/D.1\)](#) and the proposal to suspend certain provisions of the Standing Orders pertaining to this particular session of the Conference will be submitted for adoption during the opening sitting. Also at the opening sitting, the President of the Conference and the Director-General will make their opening statements, and the Chairperson of the Governing Body will introduce her report to the Conference, followed by opening addresses by the Chairpersons of the Employers' and Workers' groups.

1 p.m.: The opening sitting will take place in a purely virtual format It consists of the following elements:

- formal opening by the Chairperson of the Governing Body;
- election of the President of the International Labour Conference;
- election of the Vice-Presidents of the Conference;
- nominations of the Officers of the groups;
- constitution of committees;
- adoption of the Operational Arrangements for the 110th Session of the Conference, including suspension of certain provisions of the Standing Orders;
- opening address by the President of the Conference;
- opening statement by the Director-General of the ILO;
- presentation by the Chairperson of the Governing Body of her report to the Conference;
- address by the Employers' group Chairperson;
- address by the Workers' group Chairperson;
- closing of the sitting.

World of Work Summit

The World of Work Summit, a unique high-level event where high-level guests from the three constituent groups, academia and other relevant actors come together to discuss issues of paramount importance.

This year's World of Work Summit, which will address the theme "Tackling multiple global crises: Promoting human-centred recovery and resilience", is scheduled for **Friday, 10 June**. More information on the Summit format and participants, will be provided in due course on the [Conference website](#).

Adoption of committee reports

It is proposed to commence the adoption of the committees' reports following the closure of the World of Work Summit on **Friday, 10 June**, and on **Saturday, 11 June**.

Closing ceremony

The closing sitting of the 110th Session of the International Labour Conference will take place at the Palais des Nations in room XX on **Saturday, 11 June 2022**, after the discussion and adoption of the last committee report. The closing ceremony will include addresses by the President and Vice-Presidents of the Conference, as well as by the Director-General of the ILO.

World Day against Child Labour

The Conference will mark the World Day against Child Labour on **Friday, 3 June** in a virtual event from 3.30 p.m. to 4.45 p.m. (CEST). The theme of this year's event will be "Universal Social Protection to End Child Labour".

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

Speaking in plenary

The Conference has detailed rules on the right to address its plenary, in particular during the discussion of the Reports of the Director-General and of the Chairperson of the Governing Body for which **it is necessary to register in advance**.

Who can speak in the plenary?

Delegates 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 plenary. Please refer to the [Explanatory note on credentials for national delegations](#).

Invited observers will deliver their statements through pre-recorded statements.

In accordance with article 23.3 of the revised Standing Orders approved by the Conference in June 2021, one delegate or attending minister representing the Government, one delegate representing the Employers and one delegate representing the Workers may participate in the discussion in respect of each Member. A visiting Head of State or Government may speak in addition to the Government delegate or minister. No speaker may speak in the discussion more than once, except in those cases when a speaker is granted a right to reply by the Conference plenary chairing officer.

How to register for the plenary

- All requests for speaking in the plenary must be sent in advance by email to plenaryspeeches@ilo.org, indicating the name, country, group (whether government, employer or worker delegate, invited international organization), and contact information of the speaker, including telephone number.
- **All delegates who are registered to speak live in plenary are requested to send the text version of their speech to plenaryspeeches@ilo.org at least 24 hours before they are scheduled to speak.**

It is important that the text version clearly indicate:

- (a) the name of the speaker;
 - (b) name of the delegation; and
 - (c) marked "check against delivery"⁸
- Registration opened on **Thursday, 12 May** and will close on **Tuesday, 7 June** at 6 p.m. CEST. Requests will be dealt with in the order they are received.
 - Speakers will be notified beforehand by email of the sitting and the approximate time at which the President will give them the floor.

Please note that this concerns registration only for those wishing to take the floor in plenary during the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General. Requests to speak in plenary during the adoption of Committee reports, or to speak in the committees must be addressed to the President of the Conference or to the Chairperson of the respective committees.

Time limit for speeches

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 **four minutes**, as indicated in the **Operational Arrangements** (paragraph 18).

This time limit will be strictly applied to all statements, whether delivered in person or pre-recorded.

For participants' information, this time allowance corresponds to approximately **two typewritten double-spaced A4 pages** (or 500 words), read at a speed that allows accurate simultaneous interpretation, that is 120 words per minute

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

Format of pre-recorded statements and related technical information

Delegates intending to deliver their statements through a pre-recorded video message are requested to take note of the following specifications:

- Video messages must be sent **at least 48 hours before the scheduled speaking time**, together with the text version of the speech, to plenaryspeeches@ilo.org.

⁸ 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.

- Technical specifications:
 - (a) format: MP4 format
 - (b) Video codec: H264 (no more than 5 MBps)
 - (c) Aspect ratio: 16:9 (horizontal, not vertical)
- As there might be difficulties in emailing large files directly, speakers may wish to use wetransfer (wetransfer.com), which is a free application, when sending their videos to plenaryspeeches@ilo.org.
- The following information should appear on the subject line of the email: “name of speaker – country – video”. It is important to note, however, that for technical reasons, the name and title of the speaker should be indicated only in the email, and not inserted in the video itself. These will be added by ILO video technicians.
- If the video statement is delivered in any language other than the seven ILO working languages (Arabic, Chinese, German, English, French, Russian and Spanish), the video message should be subtitled in one of the three official languages (English, French or Spanish).

► Registration and participation

Composition of national delegations

Tripartite delegations

Member States' delegations to the International Labour Conference are composed of **four** delegates: **two** Government delegates, **one** delegate representing the Employers and **one** delegate representing the Workers (Constitution, article 3(1)).

Each delegate may be accompanied by advisers (including substitute delegates), who shall not exceed two for each technical item on the Conference agenda and the item on information and reports on the application of Conventions and Recommendations (Constitution, article 3(2)). **At the 110th Session, there are presently six such items on the agenda (items III, IV, V, VI, VII and VIII); therefore, each Government, Employers' and Workers' delegate to the 110th Session of the International Labour Conference may be accompanied by up to 12 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 must 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 and approval of reports, which takes place on the last days of the session. 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)) and will be able to participate in a remote format.

Gender parity

At the 109th Session of the International Labour Conference (2021), the overall proportion of women delegates and advisers that had been accredited was 38.3 per cent, which remains well below

the level required to achieve gender parity (between 47 to 53 per cent of women). 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. Information on the matter is collected and reported periodically to the Governing Body, including on any obstacles encountered, as well as any measures taken to achieve gender parity.

With a view to achieving gender parity in delegations, Governments and employers' and workers' organizations are strongly urged to include a higher percentage of women in their delegations to the Conference, particularly as titular delegates. For full details on the gender balance of participants accredited at the last session of the International Labour Conference, please visit the Conference [web page](#).

Representation of international intergovernmental and non-governmental organizations

The list of organizations invited to be represented as observers and participate remotely due to the space limitations at the 110th Session of the International Labour Conference, as approved by the Governing Body, is available in the Appendix to [document GB.344/INS/18\(Rev.1\)](#).

Accreditation

The credentials of national delegations must be deposited with the International Labour Office **21 days** before the opening of the Conference (that is **Friday, 6 May**) to allow sufficient time for the processing of the credentials and visa requests of all participants, respectively, by the Office and the Swiss authorities.

Accreditation of Member States' tripartite delegations (deposit of credentials) and of delegations of invited international organizations and international non-governmental organizations should be done **online** through the Organization's website at www.ilo.org/credentials. Access codes for the online accreditation system have been sent to Permanent Missions of Member States in Geneva (or in some cases to relevant Ministries) in late April 2022. Member States that have not received their codes may request them directly from the Office of the Legal Adviser (credentials@ilo.org).

An [Explanatory note](#) for national delegations on the deposit of credentials is available on the [credentials website](#), describing the various categories of participants at the Conference and the roles that they play.

The name, titles and functions of members of national tripartite delegations, as well as representatives of international organizations and international non-governmental organizations, are published in real-time on the [credentials website](#).

Registration upon arrival (badges)

Delegates will be able to register and collect their badges from the registration desk, provided that their credentials have been received. Due to heightened security, in order to gain access to Conference premises at the Palais des Nations complex or at the ILO building, all participants must be in possession of a **personalized badge** (which will include a photograph) obtained at the registration desk located at Pregny, Palais des Nations. This year there will be no proxies and all delegates will have to have their photograph taken to obtain the conference badge. Please present a valid identity document, containing a photograph, and the name in Latin script, and issued by countries or other entities recognized by the United Nations. Badges must be worn visibly and delegates must carry an ID

at all times, as random checks are foreseen both at the Palais des Nations and at the ILO. The registration office opening hours are as follows:

At the P1 level, ILO building

Friday 27 May 9 a.m. to 7 p.m.

At the Pregny gate, Palais des nations

Saturday 28 May 10 a.m. to 7 p.m.

Sunday 29 May 9 a.m. to 7 p.m.

Monday 30–Tuesday 31 May 8 a.m. to 7 p.m.

Wednesday 1–Saturday 4 June 9 a.m. to 5 p.m.

Monday 6–Saturday 11 June 9 a.m. to 5 p.m.

Remote participation

Remote participation will be ensured in all sittings using videoconferencing technology. Please refer to the [Operational arrangements](#) and the [ILC Zoom Guide](#).

Documents and information

In line with the ILO greening policy and the objective of 95 per cent of all official documents being distributed exclusively electronically, distribution of documents in paper form will be strictly limited. Please note that all pre-session and in-session documents are posted on the Conference website at www.ilo.org/ilc.

, as is this Conference guide, and will also be accessible through the ILO Events Application.

Selected documents, including the Daily Bulletin, will be available at the distribution desk at Door 40 in the E building (Palais des Nations).

NB: The Document Distribution Service of the Conference does not dispatch documents or reports for delegates. Delegates are requested to use the Swiss postal services.

Information desk


As of **Monday, 30 May**, an information desk will be open at the Palais des Nations, at Door 40, E building I, **from 8 a.m. to 5 p.m. on weekdays and as necessary on Saturday 4 June**. 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.

Daily Bulletin

During the Conference, a Daily Bulletin containing information on the daily programme of meetings and their venues is made available at the information and distribution desks. It can also be consulted on the Conference website or downloaded as from 11 p.m. the preceding day. The daily meetings schedule may also be consulted through the ILO Events App referred to below.

ILO Events App

 <p>ILO Events App</p>	<p>The "ILO Events" App will allow each registered delegate to receive targeted notifications and updates on the Conference programme of meetings and to access practical information, documents and Conference website links on their mobile devices. It will also allow delegates to communicate with other Conference participants registered in the App.</p> <p>Registered delegates will receive an e-mail invitation to download and log in the ILO Events App when the Office has processed their credentials to the Conference.</p>
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Social media (DCOMM)

During the 110th Session of the International Labour Conference, the ILO will tweet in English from [@ILO](#), in French from [@OITInfo](#), and in Spanish from [@OITNoticias](#).

The official hashtag for this year's International Labour Conference is:

- #ILC2022 (English)
- #CIT2022 (French)
- #CIT2022 (Spanish)

Delegates who wish to share their thoughts and experiences about the Conference on Twitter and other social media should do so using the hashtags hereabove in their respective language.

In some committees, the Chairperson may ask delegates to refrain from sharing updates about the discussions on social media or from quoting other delegates directly. Before sharing posts about committee meetings, delegates should ensure they understand any instructions regarding social media that committee chairpersons have provided.

A few suggestions

If you use your personal Twitter account

- Ensure that the information you are about to share on social media can be made public.
- Ensure all tweets contain hashtag for the language you are tweeting in and, when possible, direct tweets to [@ILO](#), [@OITInfo](#) or [@OITNoticias](#).
- Focus on content that will contribute to a conversation and avoid general statements.

Getting ready

- Before the event, it is helpful to announce your participation at the Conference – for example: "Getting ready for the start of the #ILC2022 with @ILO". Alternatively, if you know which session you will be attending, you can provide the specific name.
- If you know names of speakers/panellists, it is beneficial to check if they are on Twitter and keep their usernames handy. For instance: "Getting ready to hear ILO's DG @GuyRyder speak at #ILC2022".
- You can search tweets including #ILC2022 to see what others are saying prior to the event, and to get a better idea of who is attending and to even engage in conversations.

Tweeting “live” from the Conference

- Make sure the session is open to the public before tweeting on proceedings.
- Be selective; don't overload your followers with a commentary on the session.
- If someone says something interesting, share with your followers, but quote accurately and cite your sources. Again, check the hashtag #ILC2022 at the event to see what others are saying. This is also a good way to connect in “real life”.

Wrapping-up

- If you choose to tweet after the event, ensure tweets are in past tense.
- Offer a reflection of your day, what you learned, and what you thought was most interesting.

Note: *The use of online services to publicize ILO information does not entail an endorsement of service providers nor of the terms and conditions these may set out for users.*

Library and information services

During the building renovations, delegates are welcome to use the Work and Study Space in Room C, near the Governing Body and other meeting rooms. The room is open 24/7 and is equipped with meeting tables, sofas and armchairs as well as Wi-Fi and electrical outlets.

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 contact the Library to make an appointment at library@ilo.org.

► Conference services and facilities

Map of Conference premises

A map of the two Conference venues will be made available upon registration or at the information desks. It is also available on the Conference website and through the ILO Events App.

Interpretation services

Interpretation services are provided at group, plenary and committee meetings in the seven working languages of the Conference (English, French, Spanish and Arabic, Chinese, German and Russian).

It is worth recalling that **all delegates who are registered to speak in plenary are requested to send an electronic copy of their speech to plenaryspeeches@ilo.org 24 hours before they are scheduled to speak.** It is important that the subject of the email includes the name of the delegation and, if known, the date and time at which the speech will be delivered. This text version will be posted on the Conference website shortly after delivery, together with the audio recordings in the original language, as well as any interpretation into English, French and Spanish.

Delegates who are registered to speak in technical committees are requested to send an electronic copy of their speeches to the following addresses:

- Standard setting: cn-interpret@ilo.org
- Recurrent discussion: cdr-interpret@ilo.org

- **General discussion:** cdg-interpret@ilo.org
- **OSH as a Fundamental Principle:** cag-interpret@ilo.org
- **Committee on the Application of Standards:** standardsinterpret@ilo.org

Speakers are strongly encouraged to speak slowly, in particular when reading statements, so that the interpreters are able to accurately render their message.

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.

Internet access and cybercafés

Cybercafé at the Palais des Nations

At the mezzanine 3rd floor, behind Room XX, Building E.

Wi-Fi access

Conference participants will be able to access the public Wi-Fi network at the Palais des Nations (called “**UNOG-Public-Wifi**”) and at the ILO building (called “**ILO-Public**”).

Catering

At the ILO Building

From Monday to Friday:

- Cafeteria, R2 North: 7:30 a.m. to 5 p.m., for lunch from 11:45 a.m. to 2 p.m. (or later if needed).
- Delegates’ Bar, R3 South: 7:30 a.m. to 4 p.m. (or until the end of a night sitting).
- Coffee Bar, R1 North: 8 a.m. to 6 p.m.

Sunday 29th May:

- Coffee Bar, R1 North, 12 p.m. to 6 p.m. (or later in the event of an extended sitting).

Saturday 4th June:

- Coffee Bar, R1 North: 7:30 a.m. to 6 p.m. (or later in the event of an extended sitting)
- Cafeteria, R2 North: 7:30 a.m. to 6 p.m., for lunch from 11:45 a.m. to 2 p.m. (reduced service: choice of two dishes).

At the Palais des Nations

The cafeteria at Palais des Nations, level R, A building will serve a variety of dishes from 11.30 a.m. to 2 p.m. from Monday, 30 May to Saturday, 4 June and from Monday, 6 June to Friday, 10 June. On Saturday, 11 June, it will be closed.

In the E building, the Serpent Bar, at the Palais des Nations, will be open from 8 a.m. to 5 p.m. from Monday, 30 May to Saturday, 4 June, as well as from Monday, 6 June to Saturday, 11 June.

On the days on which extended meetings/drafting is foreseen the Serpent Bar will open until 7 p.m.

Transportation

Shuttle buses between the ILO and the Palais des Nations

A shuttle bus service will circulate at frequent intervals daily between the ILO and the Palais des Nations. **The use of seatbelts and face masks in the shuttle bus is mandatory.**

During the ongoing renovations to the ILO headquarters building, this service will run between the P1 car park at R2 level, from the north end of the building, and door 40bis at the Palais des Nations. The shuttle runs according to the following schedule:

Monday to Saturday	from 7:30 a.m. until the end of the Committees' sittings
Saturday, 11 June	from 7:30 a.m. until the end of the closing sitting

Taxis

Dial +41 22 331 4133 or reserve online at www.taxi-phone.ch or through their mobile app.

Public transportation

For information on Geneva's public transport system, please visit www.tpg.ch or download their mobile app.

Parking

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 110th Session of the Conference.

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.

Door 40 has 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.

Safety, health and well-being

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

COVID-19 preventive measures

There continues to be COVID-19 community transmission in Geneva.

If you have, or have had within the previous three days, symptoms of COVID-19⁹ you must not attend the Conference in person.

Persons with confirmed COVID-19 infection should not attend the Conference in person for a minimum of 10 days after symptom onset and at least 3 days without symptoms, or 10 days after a positive test if they do not have symptoms.

The ILO and the Palais des Nations have substantial measures to ensure a safe International Labour Conference: ventilation in Conference areas to avoid airborne transmission, regular cleaning and disinfection, provision of hand gel dispensers near Conference entrances, etc.

To protect yourself and others from infection you are advised to: respect physical distancing of at least 1 metre; wear a mask when distancing cannot be maintained; avoid crowded and poorly ventilated areas; regularly wash your hands with soap and water or use hand gel; and cough into a bent elbow or tissue when you do not wear a mask.

The use of masks is mandatory in the shuttle bus and in all conference rooms; only the speaker can remove it during an authorized speech.

The wearing of masks is strongly recommended in gathering areas and the corridors, especially on the way to the meetings, restaurants, etc.

The ILO cafeteria has a dedicated and sign-posted area for delegates who wish to maintain a distance of at least 1 metre while eating.

Although the current circulating COVID-19 variants generally cause a mild disease in most individuals, delegates aged 60 years or those with underlying medical conditions putting them at higher risk of severe COVID-19¹⁰ should consider wearing a highly protective well-fitted mask (FPP2/N95 or higher) when distancing cannot be maintained.

First aid services

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

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

The ILO Medical Service (MEDSERV) is available to provide simple medical advice and immediate assistance in case of need. It is situated on R3 level at the North end of the ILO building.

To reduce the risk of COVID-19 transmission, MEDSERV is working on an appointment only basis and asks all delegates to call extension 7134 from an ILO fixed line or +41 22 799 7134 from Monday to Friday between 9 a.m. and 5 p.m. to arrange a time for a consultation. If delegates arrive at MEDSERV without an appointment they will be triaged by a nurse and be given the next available

⁹ Symptoms of COVID 19 can include: fever, cough, fatigue, loss of appetite, shortness of breath, muscle and body aches, sore throat, nasal congestion, headache, diarrhoea, nausea and vomiting, loss of smell and taste.

¹⁰ An updated list of risk factors associated with severe COVID-19 can be consulted at: <https://app.magicapp.org/widget/recommendation/?gId=j1WBYn&recId=nV4mBj&org=1&m=1&lb=1>

appointment. We ask delegates to come to MEDSERV alone if able and not in groups. All patients will be asked to wear a mask while in MEDSERV.

If you have symptoms suggestive of COVID 19, you must not attend the Conference in person. Delegates who have symptoms suggestive of COVID 19 infection must not come to MEDSERV for advice but instead wear a mask and return immediately to their home/hotel.

Please note MEDSERV does not distribute or offer COVID-19 testing. Links to local COVID-19 testing centres can be found on <https://www.ge.ch/covid-19-se-faire-tester/faire-test-covid-19>. If you test positive for COVID-19 please report to infirmarium@ilo.org. All information will be treated confidentially. If you test negative or if your symptoms are not COVID-19-related, the ILO requests that you are symptom-free for three days before returning in person to the Conference.

For medical emergencies outside of the UN premises, call 144 (if you are in the Cantons of Geneva or Vaud) or 15 (if you are in France) or go to the closest emergency service immediately.

Links to medical services in Geneva and France

Geneva

Link to clinics in Geneva: <https://smarthug.ch/urgence>

Medical centres in Geneva:

<https://www.medbase.ch/en/centers/detail/medbase-geneve-gare-cornavin/>

<https://www.magellan.ch/en/>

<https://arsante.ch/centres-de-competence/>

France

Hospitals in France:

Centre Hospitalier Annecy Genevois	Tel.: +33 (0) 4 50 49 65 65	Chemin du Loup BP 14110, 74164 Saint-Julien-en-Genevois Cedex;
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Hôpital Privé Pays de Savoie, Annemasse	Tel.: +33 (0) 4 50 83 43 43	19, avenue Pierre Mendès France – 74105 Annemasse
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Additional links:

- SOS Médecins Suisse: <https://www.sos-medecins.ch/wdp/>
- SOS Médecins France : <https://sosmedecins-france.fr/>
- Doctor's directory in Canton of Geneva: <https://amge.ch/>
- Online appointments: <https://www.onedoc.ch/en/>

Insurance coverage

The ILO does not provide participants with any 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 medical and accident insurance coverage before travelling to Geneva. Full medical services, both general and specialist are available in the city of Geneva but delegates are reminded to bring sufficient supplies of their usual medication.

Smoke-free policy

Smoking is not permitted inside the Palais des Nations nor inside the ILO building. It is only allowed in the outdoor **designated areas**. For the health and well-being of all, we kindly request you to not smoke close to the entrance doors.

Delegates with disabilities

Both the Palais des Nations and ILO premises are accessible and as far as possible inclusive for all. The maps indicate the location of toilets and other facilities. A shuttle is also available to facilitate transfers from the ILO to the Palais des Nations. Should you need any particular accommodation for hearing or visual impairment or for assistance including in case of emergency or evacuation, please contact CMU@ilo.org or telephone: +41 22 799 67 67.

Nursing facilities

The ILO Medical Service (MEDSERV) manages a breastfeeding room located outside the entrance to MEDSERV at R3 North. Any staff and conference delegates who would like to use this facility must register initially with one of the nurses by contacting by email Infirmary@ilo.org or calling +41 22 799 7133. To reduce overcrowding of the room, a rota schedule will be in place for use of the room.

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 R2-20 North side near the photo booth.

Anti-harassment policy

The ILO is committed to ensuring a workplace that is free from any form of harassment, in particular sexual harassment. ILO anti-harassment policies apply to all ILO officials, anyone working with the ILO or on ILO premises, as well as delegates and other people attending ILO events. If you feel that you are being harassed or see it happening to others, speak up! You may consider contacting any of the following services for guidance and support:

Mediator: mediator@ilo.org

Staff Welfare Officer: menes@ilo.org

Medical Service: medical@ilo.org

Human Resources Department: oneill@ilo.org

Staff Union: syndicat@ilo.org

Bank

The UBS has offices located in both the ILO building and at the Palais des Nations, as well as ATM machines available at all times.

At the ILO:

- Tel. +41 22 929 15 88
- Opening hours: Monday through Friday
 - from 9.30 a.m. to 12.30 p.m.
 - from 2 p.m. to 5 p.m.

At the Palais des Nations:

- Tel: +41 848 848 054
- Opening hours: Monday through Friday
 - from 8:30 a.m. to 4:30 p.m.

Post office

The post office at the ILO building has closed. Nevertheless, delegates can still access the postal services at the Palais des Nations, now located at the SAFI store (on the building ground floor), open from Monday to Friday, between noon and 6 p.m.

Lost and found

At the Palais des Nations, please contact the information desk at Door 40, E building.

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

Luggage

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

Delegates are kindly reminded that **they are not permitted to bring voluminous luggage into the United Nations premises** (only aeroplane cabin-sized bags will be allowed). Furthermore, they will not be authorized to transport voluminous luggage in the shuttle buses.

A dedicated area (with very limited capacity) for depositing luggage will remain available at the ILO building (level R2, North). Deposits in this room are the sole responsibility of the depositor; the ILO will decline all responsibility in case of loss or theft.