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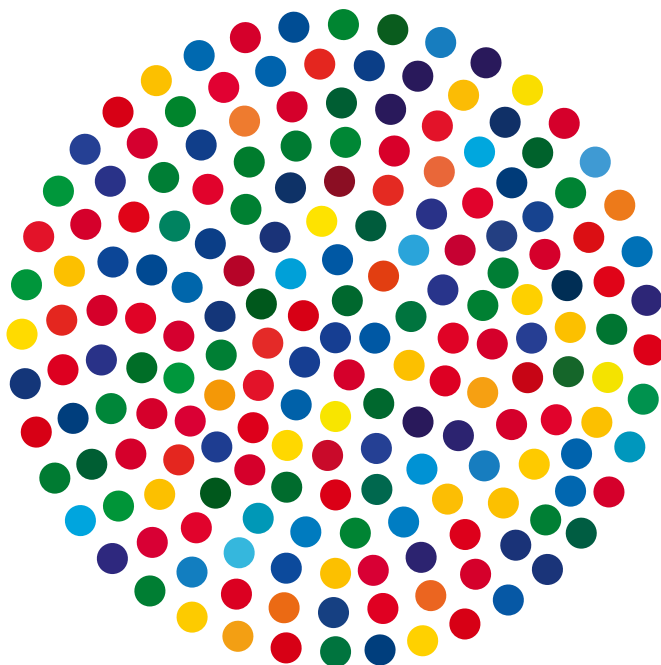
International
Labour
Organization

Building a future with decent work

Conference Guide

**107th Session of the
International Labour Conference**

Geneva, 28 May–8 June 2018



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Introduction to the 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 107th Session of the International Labour Conference will be held **from 28 May to 8 June 2018 in Geneva**, in two locations, the *Palais des Nations* and the ILO headquarters.

The present document includes general and practical information for participants at the Conference. It is published on the ILC website: www.ilo.org/ilc in PDF and PUBL formats, and in the ILO Events App. Printed copies will be made available during the Conference session.

This guide is organized in five parts:

- the first part provides an overview of the agenda of the 107th Session of the Conference, i.e. the items that will be discussed;
- the second part describes how those items will be discussed, either in plenary or in committees, and the interaction between committees and the plenary;
- the third part provides an overview of the proposed programme of work of the Conference;
- the fourth part contains information on the accreditation formalities and participation rights at the Conference;
- the fifth part which is organized in alphabetical order, groups a series 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](http://www.ilo.org) and can also be obtained in Geneva at the document distribution service.

1. Agenda of the 107th Session of the International Labour Conference

The agenda of the 107th Session of the Conference, as approved by the Governing Body of the ILO, consists of the following three standing items and four technical items. A brief description of each item is provided below.

1.1. 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

1.2. Technical items placed on the agenda by the Governing Body

- IV. Effective ILO development cooperation in support of the Sustainable Development Goals (general discussion)
- V. Violence and harassment against women and men in the world of work (standard setting, double discussion) ¹
- VI. A recurrent discussion on the strategic objective of social dialogue and tripartism, under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008
- VII. Abrogation of Conventions Nos 21, 50, 64, 65, 86 and 104 and withdrawal of Recommendations Nos 7, 61 and 62
- VIII. Proposed amendments to the Maritime Labour Convention, 2006: An eighth agenda item adopted by the Special Tripartite Committee at its third meeting (April 2018) has been added to the ILC agenda. The Governing Body, at its 332nd Session (March 2018), agreed to this addition, pending the outcome of the Committee's meeting in April.

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

The Office prepares a number of pre-session 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](#)**.

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 2017 to June 2018. The Chairperson of the Governing Body for the period under review in this document is Mr Luc Cortebeeck (Worker, Belgium).

Likewise, 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 women at work, one of the ILO's [Centenary Initiatives](#). It will be accompanied by an *Appendix on the situation of workers of the occupied Arab territories* and by the ILO programme implementation report for the last biennium 2016–17.

These reports can be found on the [Conference website](#).

II. Programme and budget and other questions

Under **agenda item II**, the Conference will be called on to consider and adopt the financial statements for the year ended 31 December 2017, 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

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.107/III/A](#)) includes, in particular, the observations on the application of ratified Conventions. The second volume ([ILC.107/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 Hours of Work (Industry) Convention, 1919 (No. 1); the Weekly Rest (Industry) Convention, 1921 (No. 14); the Hours of Work (Commerce and Offices) Convention, 1930 (No. 30); the Forty-Hour Week Convention, 1935 (No. 47); the Night Work (Women) Convention (Revised), 1948 (No. 89), and its Protocol of 1990; the Weekly Rest (Commerce and Offices) Convention, 1957 (No. 106); the Holidays with Pay Convention (Revised), 1970 (No. 132); the Night Work Convention, 1990 (No. 171); the Part-Time Work Convention, 1994 (No. 175); the Night Work of Women (Agriculture) Recommendation, 1921 (No. 13); the Holidays with Pay Recommendation, 1954 (No. 98); the Weekly Rest (Commerce and Offices) Recommendation, 1957 (No. 103); the Reduction of Hours of Work Recommendation, 1962 (No. 116); the Night Work Recommendation, 1990 (No. 178); and the Part-Time Work Recommendation, 1994 (No. 182).

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

IV. Effective ILO development cooperation in support of the Sustainable Development Goals (general discussion)

At its 328th Session (October–November 2016), the Governing Body placed an item on the agenda of this session of the International Labour Conference on “Effective development cooperation in support of the Sustainable Development Goals” for general discussion.

The Conference last discussed technical cooperation in 2006. Since then, the international development framework has changed significantly. The 2030 Sustainable Development Agenda and the Addis Ababa Action Agenda, both adopted in 2015, have an impact on the way international development cooperation is shaped. The ILO's End to Poverty Initiative and the 2016 Conference resolution on Advancing Social Justice through Decent Work also guide the ILO's development cooperation. The transforming world of work makes relevant ILO development cooperation imperative and raises a number of questions that this general discussion must address: How can public or private, domestic or international actors cooperate in and finance sustainable development? How can the ILO and its tripartite constituents ensure that the Organization's development cooperation is fit for purpose and that it plays its role within the UN system? How can the ILO maximize the value added by its tripartite structure to strengthen the linkages between normative and operational work in different country settings?

This Conference discussion on the ILO’s development cooperation is thus very timely. It will provide ILO constituents with the opportunity to provide guidance on the new medium-term ILO Development Cooperation Strategy beyond 2018, and indeed to shape the ILO’s future vision for development cooperation. It should not be forgotten that development cooperation is part of the future of work.

The report prepared by the Office as a basis for the discussion conveys the views of the tripartite constituents and development partners obtained through an online survey on ILO development cooperation within the 2030 horizon. It presents up-to-date information on the main global trends and international frameworks driving development cooperation and the means of financing it, and on the ILO’s strategic position in a shifting paradigm of development cooperation. Special attention is paid to lessons learned. The ILO’s normative function and rights-based approach are considered as enablers of sustainable development. Social dialogue is seen not only as a development objective, but also a crucial means for obtaining inclusive sustainable development that leaves no one behind.

Looking ahead, the report outlines possible means of implementation of future development cooperation. These could include financial and policy partnerships and cooperation, as well as capacity development. The Office seeks a long-term vision for the Organization’s development cooperation and hopes that this general discussion will provide guidance on this in order to allow the ILO to make use of its normative agenda, tripartite nature and its concomitant practice of social dialogue, with a view to realizing fully its role as a leading player in achieving the Sustainable Development Goals (SDGs).

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

V. Violence and harassment against women and men in the world of work (standard setting, double discussion)

At its 325th Session (October–November 2015), the Governing Body placed an item on “Violence against women and men in the world of work” on the agenda of the 107th Session of the International Labour Conference for standard setting under the double discussion procedure. At its 328th Session (October–November 2016), the Governing Body decided to expand the reference to “violence” in the title of the item to “violence and harassment”.

Violence and harassment at work strike at the heart of the ILO's efforts, as described by the Declaration of Philadelphia, to promote the right of all human beings "to pursue both their material well-being and their spiritual development in conditions of freedom and dignity, of economic security and equal opportunity". A number of current ILO standards address the topic in a limited manner, and other ILO standards, while not directly referring to violence and harassment, provide some elements of a regulatory framework. However, current ILO standards do not define "violence and harassment" or the scope of "the world of work" or provide guidance on how to address its various manifestations. They also only cover specific groups of workers.

There is a need for international leadership on ending violence and harassment in the world of work, and there are mounting calls for an integrated approach that would delineate clear rights and responsibilities, as well as joint strategies and collaboration. A range of unacceptable behaviours and practices along the continuum of violence and harassment affects all occupations and sectors of economic activity around the world. This results in physical, psychological or sexual harm or suffering for millions of workers and employers every year, resulting, in extreme cases, in murder and suicide. Absenteeism and reduced productivity leading to great financial loss for enterprises and national economies are the obvious results.

The Office has prepared two reports for this first discussion. The law and practice report, *Ending violence and harassment against women and men in the world of work (ILC.107/V/1)*, was made available to all member States in May 2017. The report follows a background paper prepared for the Meeting of Experts on Violence against Women and Men in the World of Work (3–6 October 2016) and refers to the conclusions of that Meeting. It also includes an analysis of how 80 countries address, in law and practice, violence and harassment in the world of work. The purpose of the analysis is to inform constituents of existing approaches to combat violence and harassment in the world of work and to contribute to the development of an integrated approach. The report also contains a questionnaire drawn up under article 39 of the ILC Standing Orders, 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, *Ending violence and harassment in the world of work (ILC.107/V/2)*, was made available to member States in early March 2018. The report contains a summary and analysis of the replies to the abovementioned questionnaire, as well as a set of proposed conclusions prepared on the basis of those replies. The information contained in the second report is intended

to serve as a basis for this first discussion by the 107th Session of the Conference.

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

VI. A recurrent discussion on the strategic objective of social dialogue and tripartism, under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008

As follow-up to the International Labour Conference resolution on Advancing Social Justice through Decent Work, the Governing Body of the ILO at its 328th Session (October–November 2016) reviewed proposals relating to the modalities of recurrent discussions and adopted a new cycle and sequence for recurrent discussions starting in 2018. The Governing Body decided that the new cycle would begin in June 2018 with a discussion on the strategic objective of social dialogue and tripartism.

The report prepared by the Office for this discussion ([ILC.107/VI](#)) reviews the global trends and challenges that are shaping social dialogue and describes the actions taken by member States and ILO constituents, identifying good practices, gaps and needs. Based on the Conference's 2013 conclusions and the subsequent implementing plan of action adopted at the 319th Session (October 2013) of the Governing Body, the report identifies action taken by the Organization on governance, standards, programming frameworks, knowledge development and capacity building, development cooperation and partnerships. It concludes with key observations, lessons learned and possible ways forward. It also contains discussion points on adjusting ILO priorities and programmes of action to meet constituents' social dialogue needs.

The report is based on technical Office-wide contributions from headquarters and the field. It draws on a large body of ILO technical reports, desk reviews, published research, policy papers and Governing Body reports produced since 2013. It also analyses research and publications produced by other regional, international and national bodies and specialized agencies, and by academic and research institutions.

The report does not seek to describe or define the actors and institutions of social dialogue or to explain in detail the links between social dialogue and international labour standards: these aspects were analysed in the 2013 Report on Social Dialogue ([ILC.107/VI](#)). Instead, it looks at seminal

developments since 2013, including changes in the world of work and their impact on social dialogue at all levels. In this regard, it also seeks to inform discussions concerning the Future of Work at the International Labour Conference in 2019. Lastly, the report examines the role of tripartism and social dialogue in the context of the 2030 Agenda for Sustainable Development and the SDGs.

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

VII. Abrogation of Conventions Nos 21, 50, 64, 65, 86 and 104 and withdrawal of Recommendations Nos 7, 61 and 62

At its 328th Session (October–November 2016), the Governing Body of the International Labour Office decided to place on the agenda of the 107th Session (2018) of the International Labour Conference the question of the abrogation of six Conventions and the withdrawal of three Recommendations. The nine international labour instruments concerned are: the Inspection of Emigrants Convention, 1926 (No. 21); the Recruiting of Indigenous Workers Convention, 1936 (No. 50); the Contracts of Employment (Indigenous Workers) Convention, 1939 (No. 64); the Penal Sanctions (Indigenous Workers) Convention, 1939 (No. 65); the Contracts of Employment (Indigenous Workers) Convention, 1947 (No. 86); the Abolition of Penal Sanctions (Indigenous Workers) Convention, 1955 (No. 104); the Hours of Work (Fishing) Recommendation, 1920 (No. 7); the Migration for Employment Recommendation, 1939 (No. 61); and the Migration for Employment (Co-operation between States) Recommendation, 1939 (No. 62).

The Governing Body's decision was based on the recommendations of the Standards Review Mechanism Tripartite Working Group (SRM TWG) formulated at its second meeting (10–14 October 2016). This is the second time that the International Labour Conference will be called upon to decide on the possible abrogation of international labour Conventions, as it decided to abrogate four Conventions at its 106th Session in June 2017.

It is recalled that, in addition to the faculty to withdraw Conventions that are not in force and Recommendations, the Conference is now empowered, by two-thirds majority and upon recommendation by the Governing Body, to abrogate a Convention in force if it appears that it has lost

its purpose or that it no longer makes a useful contribution to attaining the objectives of the Organization.

In accordance with article 45bis(2) of the ILC Standing Orders, the Office has prepared two reports for the Conference. The first report, *Abrogation of six international labour Conventions and withdrawal of three international labour Recommendations (ILC.107/VII/1)*, was published in November 2016 and contained a questionnaire requesting all ILO member States to indicate their position on the subject of these abrogations and withdrawals. The governments were also requested to consult the most representative organizations of employers and workers. On the basis of the replies received, a second report (ILC.107/VII/2) was prepared and made available to member States in early 2018. It summarizes the replies received to the questionnaire and contains a set of proposed conclusions, prepared on the basis of these replies, for consideration and adoption by the 107th Session (2018) of the Conference.

The Conference may now proceed to abrogate the six international labour Conventions and withdraw the three international labour Recommendations concerned. The Conference will decide by consensus or, in the absence of a consensus, by a preliminary vote by a two-thirds majority to submit the formal proposal for the abrogation or withdrawal to a final vote.

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

VIII. Proposed amendments to the Maritime Labour Convention, 2006

The Third Meeting of the Special Tripartite Committee established under Article XIII of the Maritime Labour Convention, 2006, as amended (MLC, 2006), which was held in April 2018, adopted a series of amendments to the Code of the MLC, 2006. Those amendments, related to the protection of seafarers' wages and other entitlements while seafarers are held captive on or off the ship as a result of acts of piracy or armed robbery against ships, will be submitted to the 107th 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, 5 June, at the same time as the votes on the abrogation and withdrawal of a number of international labour instruments.

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

2. 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.

2.1. The plenary

The Conference plenary sittings take place in the Assembly Hall of the *Palais des Nations* and include the following:

- the Conference opening sitting;
- the discussion of the Report of the Director-General and the report of the Chairperson of the Governing Body;
- the World of Work Summit;
- the adoption of standing and technical committee reports; and
- the Conference closing sitting.

These different phases are described in more detail in the third part of this document.

2.2. 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 4.5 below.

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](#).

2.2.1. Standing Committees

2.2.1.1. Selection Committee (ILC Standing Orders, [articles 4](#) and [55\(2\)](#))

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 addressing other routine questions on behalf of the Conference. Since the 1996 reforms to the Conference, most of these tasks have been delegated to the Officers of the Committee. The Selection Committee may be called on at any time to consider specific issues and may at the present session be called on by the Conference to consider item VII on the agenda – the abrogation of Conventions Nos 21, 50, 64, 65, 86 and 104 and withdrawal of Recommendations Nos 7, 61 and 62 – and item VIII on the agenda – the Proposed amendments to the Maritime Labour Convention, 2006 (MLC, 2006).

Furthermore, following the Governing Body's approval, at its 332nd Session (March 2018), of the proposed revised *Rules for Regional Meetings*,² in accordance with article 38 of the Constitution of the ILO, the revised *Rules* will be submitted to the Conference for confirmation. As decided by the Governing Body, the revised *Rules* will be referred to the Selection Committee for confirmation.

The Selection Committee is currently scheduled to discuss these items on **Monday, 28 May**.

2.2.1.2. Credentials Committee (ILC Standing Orders, [article 5](#) and [section B](#))

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:

² See document [GB.332/WP/GBC/4](#) and [Governing Body decision on item GB.332/INS/12](#).

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- 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) and (2)).

2.2.1.3. Finance Committee of Government Representatives (ILC Standing Orders, [article 7bis](#))

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; and
 - (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 thereon;
- (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, paragraph 4, of the Constitution; and
- (d) any 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.

The Finance Committee is scheduled to meet on **Friday, 1 June**.

2.2.1.4. Committee on the Application of Conventions and Recommendations (ILC Standing Orders, [article 7](#))

As per article 7 of the ILC Standing Orders, the Conference sets up 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.

2.2.2. Technical committees (ILC Standing Orders, [article 8](#) and [section H](#))

It is proposed that the 107th Session of the Conference appoint three technical committees to deal with three of the technical items on its agenda, namely items IV, V and VI, described in the previous part. These committees' full names and the links to their dedicated web pages are:

[General Discussion Committee: effective ILO development cooperation](#)

[Standard Setting Committee: violence and harassment in the world of work](#)

[Recurrent Discussion Committee: social dialogue and tripartism](#)

3. Overview of the provisional programme of the International Labour Conference

This part provides 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 Selection Committee may

subsequently decide. Any such change will be announced in the Conference *Daily Bulletin* and the ILO Events App, described in more detail in part 5 below.

3.1. Group meetings

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 meetings of the full Government, Employers' and Workers' groups either on **Sunday, 27 May**, or in **the morning of Monday, 28 May**, prior to the opening sitting, or both. It is at these meetings that the groups will elect their Officers, make proposals relating to the composition of the various committees and become acquainted with Conference procedure. Similarly, provision will be made for preparatory meetings for the groups in each of the technical committees, to be held as deemed appropriate by each group. **The members of tripartite national delegations may therefore wish to arrive in Geneva in advance, so that they can take part in these meetings.**

The time and venue of all group meetings will be announced in the *Daily Bulletin*, available each morning on the [Conference website](#).

3.2. Opening sitting

The 2018 Conference session will open on **the morning of Monday, 28 May**. The committees will begin their work soon after the opening sitting and will continue to sit until the middle of the second week of the event.

At this 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 his report to the Conference, followed by opening addresses by the Chairpersons of the Employers' and Workers' groups.

11 a.m. The opening sitting will take place in the Assembly Hall of the *Palais des Nations*. It consists of the following elements:

- formal opening by the Chairperson of the Governing Body;

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- 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 and composition of standing committees and committees for items on the agenda;
 - proposals for suspension of certain provisions of the Conference Standing Orders and other formalities necessary to set the Conference in motion;
 - delegation of authority to the Officers of the Conference;
 - presentation by the Director-General of the ILO of his report to the Conference;
 - presentation by the Chairperson of the Governing Body of his report to the Conference;
 - opening addresses by the Employers' and Workers' group Chairpersons;
 - closing of the sitting.

3.3. Conference committees

Most Conference committees begin their work soon after the opening sitting and will continue to sit until the middle of the second week of the event. Conference 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. With the exception of the Credentials Committee and the Committee on the Application of Standards, all other Committees are expected to finish their work by **Wednesday, 6 June 2018, in the evening**.

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](#).

3.4. Plenary discussion of the Reports of the Director-General and of the Chairperson of the Governing Body

Speeches in plenary on the Report of the Director-General and of the report of the Chairperson of the Governing Body will begin on **Thursday, 31 May** and are scheduled to finish on **Wednesday, 6 June in the afternoon**.

The Director-General of the International Labour Office will present his Report to the Conference during the opening sitting. It will focus on the theme of women at work and is supplemented by an *Appendix on the situation of workers of the occupied Arab territories*. The Chairperson of the Governing Body will submit a report to the Conference on the work carried out by the Governing Body from June 2017 to June 2018.

3.5 Special sitting: Address by His Excellency, Mr Juan Manuel Santos, President of the Republic of Colombia

On the morning of **Friday, 1 June**, His Excellency, Mr Juan Manuel Santos, President of the Republic of Colombia and Nobel Peace Prize Laureate, will address the Conference in a special sitting to be held in the Assembly Hall. All registered Conference participants are welcome to attend this sitting.

3.6. World of Work Summit

The World of Work Summit, a unique high-level event, is divided into two parts: a panel discussion and at least one keynote address on issues related to the topic discussed by the panel. The panel discussion will bring together governments, social partners and eminent experts to examine issues of paramount importance. It will take place in the Assembly Hall of the *Palais des Nations* and will be moderated by a renowned international journalist.

This year's World of Work Summit, which will address **decent work for peace and resilience**, is scheduled for **Thursday, 7 June**. More information on the keynote address, as well as the Summit format and participants, can be found on the [Conference website](#), which will be updated as more details become available.

3.7. World Day against Child Labour

The Conference will mark the 2018 World Day against Child Labour with a joint ILO–Global March event on **Monday, 4 June**. It will highlight this year’s “Generation Safe & Healthy” theme and the 20th anniversary of the Global March Against Child Labour.

The event will take place at the *Palais des Nations*, Room XVII, starting at 1.15 p.m. The panel discussion will see the participation of dignitaries and panellists including the ILO Director-General, Mr Guy Ryder, Nobel Peace Laureate, Mr Kailash Satyarthi, Global March youth, a SafeYouth@Work champion, as well as spokespersons of the ILO Employers’ and Workers’ groups.

Full information will be made available on the [Conference website](#) and through the application ILO Events.

3.8. Information session on the Work of the Global Commission on the Future of Work

Following the successful information session held during the last Governing Body session on 21 March 2018, all Conference participants are cordially invited to a second informative session during the forthcoming session of the International Labour Conference, on the progress and discussions of the Global Commission on the Future of Work. The session will be held **on Wednesday, 30 May, from 1 p.m. to 2.30 p.m.**, in room XVI at the *Palais des Nations* in the presence of a number of commissioners. Interpretation will be provided in Arabic, Chinese, English, French, German, Russian and Spanish.

3.9. Adoption of committee reports

Committees will present their reports to the plenary for debate and adoption as they become available. The reports of the Selection Committee and the Finance Committee will be presented to the plenary between Monday, 4 and Tuesday, 5 June, with a vote on the abrogation and withdrawal of international labour standards scheduled on **Tuesday, 5 June**.

It is proposed to commence the adoption of the technical committees’ reports following the closure of the World of Work Summit on **Thursday, 7 June**, and to also devote the morning of Friday, 8 June to it. The reports of

the Credentials Committee and of the Committee on the Application of Standards will be submitted to plenary on the afternoon, of **Friday, 8 June**, before the closing ceremony.

3.10. Closing ceremony

The closing sitting of the 107th Session of the International Labour Conference will take place in plenary at the Assembly Hall of the *Palais des Nations* on Friday, 8 June 2018, in the afternoon, after the discussion of the last committee report.

4. Participation and accreditation formalities

4.1. 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, who shall not exceed two for each technical item on the Conference agenda (Constitution, article 3(2)). **At the 107th Session, there are presently six technical items on the agenda (items III, IV, V, VI, VII and VIII), therefore each Government, Employers' and Workers' delegate to the 107th 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, 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)).

Gender parity

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, as well as the United Nations Economic and Social Council (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. As the proportion of women among delegates and advisers nevertheless remains low, the Governing Body has requested the Director-General to send letters after every Conference to Members which have not reached a 30 per cent level of participation of women in ILC 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 45–55 per cent participation by women. This information was last communicated to the Governing Body at its 332nd Session (March 2018).

In June 2017, the proportion of women accredited in delegations was 31 per cent of total delegates. Moreover, the distribution between the three groups was uneven, with a significantly lower proportion of women accredited to Employers' and Workers' delegations (24 per cent and 25 per cent, respectively) than to Government delegations (38 per cent). This represents a slight upward trend viewed against 2016, but lags considerably behind the abovementioned targets. 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 therefore strongly urged to include a higher percentage of women in their delegations to the Conference, with a view to achieving gender parity in delegations. An infographic with details about the gender balance of participants actually registered at the last session of the International Labour Conference was appended to the second invitation letter to the Conference and can be consulted on the Conference web page.

4.2. Representation of international intergovernmental and non-governmental organizations

The list of organizations invited to be represented as observers at the International Labour Conference, as approved by the Governing Body, is available in the Appendix to document [GB.332/INS/16\(Rev.\)](#).

For information on participation at the International Labour Conference by non-governmental organizations, please visit the [ILO web page on engaging with civil society](#).

4.3. Accreditation

The credentials of national delegations must be deposited with the International Labour Office **21 days** before the opening of the Conference (i.e. **Monday, 7 May**) to allow sufficient time for the large number of participants whose credentials and visa requests require processing, respectively, by the Office and the Swiss authorities.

Online accreditation for member States' tripartite delegations is available at www.ilo.org/credentials. Access codes have been sent to Permanent Missions of member States in Geneva in early April 2018. Member States without Permanent Missions in Geneva may request codes directly from the Office of the Legal Adviser (credentials@ilo.org). The codes allow accreditation to be completed online and submitted through the Organization's website. 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 the transcription of the credentials. If circumstances do not permit online accreditation, a form for the credentials of national delegations will be provided on request (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.

Credentials from invited international intergovernmental and non-governmental organizations must be sent to the Office of the Legal Adviser (credentials@ilo.org). It is recalled that the name, titles and functions 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](#).

4.4. Entry visas for Switzerland (and France)

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. However, certain countries do not have a Swiss consulate/embassy, in which case the visa request might have to be made in another country where the competent representation is located. Switzerland has signed agreements with certain countries where it is not represented by a diplomatic or consular entity. Under certain conditions these agreements allow for the issuance of visas by a Schengen member State in a country where Switzerland is not represented.

Additional information may be found at the following website: www.bfm.admin.ch//content/bfm/en/home/themen/einreise.html.

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.

Delegates of member States and representatives of observer organizations are solely responsible for ensuring that they obtain the necessary entry visas for Switzerland.

Please keep the following in mind:

- **The time for processing visa requests** may vary from case to case. Governments are strongly encouraged to communicate their credentials to the Office as soon as possible, so that the necessary steps for visa application can be taken well in advance (but **no earlier than three months before the departure date**), and the visa can be issued in a timely manner.
- Since 2011, the Schengen member States operate 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 being connected to the VIS system. The visa applicant must therefore make an appointment with the Swiss embassy/consulate in his/her country of residence and present

him/herself in person to submit and register the 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, the registration of biometric data and the rollout timetable for Swiss embassies/consulates connected to the VIS system is available at the following website: www.bfm.admin.ch/content/bfm/en/home/themen/einreise/einfuehrung_vis.html.

- 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 communication from the Government, together with an authorization to undertake the mission, a copy of credentials, an invitation to the Conference, etc.;
 - a proof of health and repatriation insurance valid for the Schengen states and covering a minimum amount of €30,000 (for holders of ordinary passports only); and
 - any other document that the representation considers necessary.
- Except for holders of diplomatic or service passports, the Swiss authorities may require proof of adequate travel insurance.

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 in national delegations: 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, 7 May 2018**.

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;

- the visa application must have already been processed by a Swiss diplomatic representation.

4.5. Registration upon arrival

Delegates will be able to register and collect their badges from the registration office, 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 issued by the ILO and of a valid identity document, containing a photograph, and the name of the delegate in Latin script, and issued by countries or other entities recognized by the United Nations. Badges must be worn visibly at all times. The registration office will be located in the ILO Pavilion, on the left-hand side at the main vehicle entrance to the International Labour Office (headquarters building), and will be clearly signposted. The registration office opening hours are as follows:

Friday, 25 May: 10 a.m.–5 p.m.

Saturday, 26 May: 2 p.m.–5 p.m.

Sunday, 27 May: 9 a.m.–4 p.m.

Monday, 28 May–Friday, 1 June: 8 a.m.–5 p.m.

Saturday, 2 June (as necessary): 8 a.m.–1 p.m.

Sunday, 3 June: closed

Monday, 4–Friday, 8 June: 8 a.m.–5 p.m.

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. Please note that permanent missions may only collect badges for the Employer and Worker members of their delegations if they have been specifically authorized to do so, in writing, by the Employers and Workers concerned.

4.6. Visitors to the Conference

Individuals or groups interested in observing Conference proceedings may be issued with badges allowing them access to Conference premises.

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 and must follow the instructions issued by security staff.

Group visitors supported by a member State should contact registration@ilo.org. Group visitors organized by employers' or workers' organizations should contact, respectively, the Bureau for Employers' Activities (ACT/EMP) and the Bureau for Workers' Activities (ACTRAV) of the ILO.

Individual visitors should apply online at the following address: https://reg.unog.ch/e/ILC_visitors_registration.

Only registration forms duly completed with all information requested (including a valid passport issued by countries or other entities recognized by the United Nations) will be considered. Upon approval of the application, a message will be sent, inviting the applicants to present themselves at the registration office in the ILO Pavilion. This office will be open to visitors as of 2 p.m. on 28 May 2018. For more details on the location and opening hours of the registration office, please see the preceding section. The issuance of a badge is subject to the presentation of the passport referenced in the registration form.

The International Labour Office does not send invitation letters to interested visitors and has no authority to intervene with the Swiss or French authorities regarding the issuance of entry visas.

4.7. 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.

Who can speak?

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.

How to register?

Delegates wishing to speak in plenary are encouraged to register in advance by email (orateurs@ilo.org), fax (+41 22 799 89 44) or telephone (+41 22 799 65 02). They may also register during the Conference at the speakers’ registration office (A.563 *Palais des Nations* open Monday to Friday, starting on Monday, 28 May) and are encouraged to do so as soon as possible. The list of speakers closes on **Thursday, 31 May**, subject to the decision of the Selection Committee. Speakers will be notified beforehand by email from the Speakers’ Registration Office 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 committee during the debates.

What is the 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 **five minutes** ([ILC Standing Orders, article 14\(6\)](#)). This time limit will be strictly applied. For participants’ information, this time allowance corresponds to approximately **two-and-a-half typewritten double-spaced A4 pages** (or 650 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.

Furthermore, all delegates who are registered to speak in plenary are requested to send an electronic copy of their speech to ilcspeeches@ilo.org at least 24 hours before they are scheduled to speak. It is important that the subject of the email include the name of the speaker and delegation and the date at which the speech will be delivered. Speeches should also bear the mention “Check against delivery”. 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.

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.

4.8. Registration in committees

The membership of the committees set up to address agenda items III, IV, V and VI (i.e. the technical committees and the Committee on the Application of Standards) is determined by the groups in the case of the Employers and Workers. Governments register individually for membership of committees with the secretariat of the ILO Official Meetings, Documentation and Relations. As was agreed at the 332nd Session of the Governing Body, a simplified system for registration of governments in committees will be trialled this year, whereby it will be sufficient to register the country name and not the names of each of the Government delegates or advisers.

The Conference approves the initial composition of its committees at its first sitting. In order to facilitate 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	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.

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, 28 May**. As this immediately precedes the opening sitting of the Conference, at 11 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. **This means that unless Government delegates register for committee membership *before 6 p.m. on Sunday, 27 May* 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, 28 May.**

Thereafter, 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.

Please note that committee membership will be effective only once the Office has received official credentials in respect of the Government, or the Employers' or Workers' delegate or adviser concerned.

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.

5. Conference services and facilities ³

Accommodation and local support for delegations in Geneva

June is a busy month in Geneva, so delegations are encouraged to make reservations well in advance. The International Labour Office does not have a hotel reservation service, therefore delegations to the Conference should request their diplomatic representations 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:

³ Subsections are presented in alphabetical order.

Office du tourisme de Genève
18, rue du Mont Blanc
Case postale 1602
CH-1211 Genève 1
Telephone: +41 22 909 70 00
Fax: +41 22 909 70 11
Website: www.geneve-tourisme.ch/en/home/

Please be advised that the 2018 edition of the European Business Aviation Convention & Exhibition will be held in Geneva from 28 to 31 May 2018, which means demand for hotel rooms during this period will be even higher than usual. Conference participants are therefore strongly advised to make the necessary accommodation arrangements as soon as possible.

The Geneva Welcome Centre (CAGI) also provides, among other services, support to delegates attending international meetings, assistance with accommodation and offers other practical information and a documentation centre. Its website is www.cagi.ch.

Delegates Welcome Service
Centre d'Accueil – Genève Internationale (CAGI)
La Pastorale – 106, route de Ferney
CH-1202 Genève
Telephone: +41 22 546 23 00
Email: delegates.cagi@etat.ge.ch
Website: www.cagi.ch

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 00 00
Fax: +41 22 727 00 99
Email: welcome@johnknox.ch
Website: www.johnknox.ch

Bank

There are banking services at both venues of the Conference:

At the *Palais des Nations*

UBS

Building C, door 6, ground floor. 8.30 a.m.–4.30 p.m. from Monday, 28 May to Friday, 8 June (closed at weekends). 3 ATMs and 1 Multimat are available 24h/24h.

Building E, door 41. 1 ATM (24h/24h) and 1 Multimat are available.

In the ILO building

UBS

R3 North. 9 a.m.–3 p.m. (for counter)–5 p.m. (for agency) (closed at weekends). 2 ATMs and 1 Multimat (24h/24h) are available.

R2 South: 1 ATM available 24h/24h.

Catering

At the *Palais des Nations*

Monday to Friday

Delegates' Restaurant	Building A, 8th floor (lifts 12 and 16)	12 p.m. to 2.30 p.m.
Cafeteria	Building A, ground floor	8.15 a.m. to 3 p.m.
Bar Concordia	Building A, 2nd floor (doors 13 and 15)	7.30 a.m. to 7 p.m.

Bar “Le Serpent”	Building E, 1st floor	8.30 a.m. to 7 p.m. <i>(or 8.15 p.m. if committee evening sittings)</i> * 8.30 a.m. to 5.30 p.m. Thursday, 7 and Friday, 8 June
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Saturday, 2 June

Bar Concordia	Building A, 2nd floor (doors 13 and 15)	7.30 a.m. to 9.30 a.m.
Bar “Le Serpent”	Building E, 1st floor	9.30 a.m. to 3 p.m. (or later subject to duration of committee sittings)

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

In the ILO building

Monday to Friday

Delegates’ Bar	R3 South	7.30 a.m. to 7 p.m. <i>(or until the end of a night sitting)</i>
Restaurant	R2 North	12 noon to 2 p.m. To reserve, dial 8154 (internal) or (+41) 22 799 8154 (external)
Cafeteria	R2 North	11.45 a.m. to 2 p.m. <i>(or later if needed)</i>
Croissanterie “Le Viennois”	R2 North	7.30 a.m. to 5.30 p.m.
Kiosk	R2 South	8 a.m. to 5 p.m.

Sunday, 27 May and Saturday, 2 and 9 June

Delegates' Bar	R3 South	8 a.m. to 2 p.m. <i>(or later in the event of an extended sitting)</i>
Cafeteria	R2 North	11.45 a.m. to 2 p.m. <i>(reduced service: choice of two dishes)</i>
Kiosk	R2 South	9 a.m. to 1 p.m. <i>(closed on Sunday)</i>

Cyber cafés (24/7 throughout the ILC)

At the *Palais des Nations*

Library room B.121, 8.30 a.m.–5.30 p.m.
Concordia Hall, 2nd floor, Building A
Mezzanine 3rd floor, behind Room XX, Building E

In the ILO building

ILO Library, R2 South, at the entrance to the Reading Room

Daily Bulletin

During the Conference, a *Daily Bulletin* containing information on the daily programme of meetings and their venues is made available at the distribution desk. 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.

Delegates with disabilities

The Conference premises are generally accessible to persons with disabilities. For further information, please contact MEETINGS-SERVICES@ilo.org; telephone: +41 22 799 67 67.

Distribution of documents

In line with the ILO greening policy and the 2018–19 programme and budget objective of 95 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 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* and most in-session documents, will be available at the distribution desk (Concordia Hall, *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 postal services (see relevant section below).

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

Guided tours of the *Palais des Nations*

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 avenue de la Paix. Website: www.unog.ch.

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

- 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 and is open from 8 a.m. to 6 p.m., Monday to Friday.

The ILO Medical Service manages a breast-feeding room located outside the entrance to the Medical Service at R3 North. All staff and Conference delegates who would like to use this facility must register initially with one of the nurses by going directly to the Medical Service waiting room, open from 9 a.m. to 6 p.m.

Full medical services, both general and specialist are available in the city of Geneva. However, participants are reminded to bring sufficient supplies of their usual medication.

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.

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

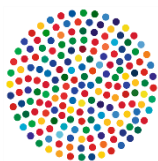
Staff Welfare Officer: menes@ilo.org

Medical Service: medical@ilo.org

Human Resources Department: oneill@ilo.org

Staff Union: syndicat@ilo.org

ILO Events App



ILO Events App

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.

The App is now **available for download** in one of the stores (App Store for iOS devices or Google Play for Android), for delegates who wish to download it to their mobile device before travelling to Geneva. Simply search for “ILO Events”.

Access codes (username and password) will be given to each delegate upon registration in Geneva, except for those delegates who participated in the March session of the Governing Body and who will have access to the ILC event in the App as soon as their credentials to the Conference have been processed by the Office.

Information Desk

As of **Monday, 28 May**, an Information Desk will be open at the *Palais des Nations*, in the Concordia Hall, **from 8 a.m. to 5 p.m. on weekdays and as necessary on Saturday, 2 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.

Interpretation

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). More limited interpretation services are provided into Japanese and from Portuguese.

All delegates who are registered to speak in plenary are reminded to send an electronic copy of their speech to ilcspeeches@ilo.org, at least 24 hours before they are scheduled to speak. It is important that the subject of the email includes the name of the speaker and delegation and the date at which the speech will be delivered. Speeches should also bear the mention “Check against delivery”. 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.**
- **Committee on the Application of Standards: cas-interpret@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.

For more information, please consult the [ILC website interpretation information](#).

Insurance coverage

The ILO **does not provide** participants with insurance coverage for accident or illness while travelling 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.

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 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).

Lost and found

At the *Palais des Nations*, please contact the Information Desk (Concordia Hall).

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

Luggage

In view of the constant reinforcement of security and safety measures, it is recalled 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**.

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.

Meeting room reservations

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. During the Conference, participants may contact the office of the **Programme of the Conference, Room E.3009**, at the *Palais des Nations* **before 5 p.m.** for requests in respect of the next Conference working day (Saturday, 2 June: **before 3 p.m. for requests as of the following Monday**).

Newsagents

<i>Palais des Nations:</i>	Building C, ground floor. 8 a.m.–5.30 p.m.
ILO:	R2 South, 8 a.m.–5 p.m.

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 107th 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, or in car park next to door 15, and the courtyard near door 6.

Door 13 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.

Calling the ILO from the *Palais des Nations*

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 des Nations* 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.

Post office

<i>Palais des Nations:</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.

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

A shuttle bus service will circulate at frequent intervals daily between the ILO (from the P1 car park at R2 level, north end of the building) and the *Palais des Nations* (pick-up and drop-off at doors 15 and 40).

The shuttle runs according to the following schedule:

Sunday, 27 May: from 1.30 p.m. until the end of the last sitting;

Monday to Friday from 7.30 a.m. to 8 p.m.;

Saturday, 2 June from 7.30 a.m. to 1 p.m.;

or up to the end of the last sitting of a given committee.

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.

Smoke-free policy

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

Social media (DCOMM)

During the 107th 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:

- #ILC2018 (English)
- #CITravail (French)
- #CITrabajo (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. A daily selection of social media content will be displayed on the ILC social media wall, visible at the ILO stand in the Pas Perdue.

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 #ILC2018 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 the ILO’s DG @GuyRyder speak at #ILC2018”.
- You can search tweets including #ILC2018 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, do not 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 #ILC2018 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 the 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.*

Transportation in Geneva

Taxis

Dial (+41) 22 331 4133 or reserve online at www.taxi-phone.ch.

Public transport

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.

Travel and tourist facilities

<i>Palais des Nations:</i>	Carlson Wagonlit Travel, Hall 13–15, ground floor. Monday to Friday, 9 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

Wi-Fi

- Palais des Nations:* A number of Wi-Fi zones have been established in Concordia Hall, between rooms XIX and XX, in rooms VII, XI, XII, XVI, XVII, XVIII, XIX, XXI, XXII, XXIII and in the Assembly Hall.
- ILO: There are Wi-Fi zones on R2 and R3 South, and in the Reading Room of the ILO Library.

Tentative plan of work – 107th Session of the International Labour Conference and 333rd Session of the Governing Body of the ILO

	Mon 28		Tue 29		Wed 30		Thu 31		Fri 1		Sat 2		Mon 4		Tue 5		Wed 6		Thu 7		Fri 8		Sat 9	
	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 sittings of the Conference																								
Opening sitting	X																							
Speeches on the DG and GB Chair reports						X	X	X	X				X	X	X	X	X	X						
<i>Information Session Global Commission</i>					X																			
<i>Special sitting: High-level visit</i>									X															
<i>World Day against Child Labour</i>													X											
World of Work Summit (panel and high-level visits)																				X	X			
Adoption of Reports														X										
<i>Selection Committee</i>													X											
<i>Finance Committee</i>															X									
<i>Credentials Committee</i>																					X			
<i>Application of Standards</i>																						X		
<i>Standard setting Committee</i>																						X		
<i>Recurrent discussion</i>																					X			
<i>General discussion</i>																					X			
Votes																								
<i>Abrogation/withdrawal of instruments</i>																X								
<i>Amendment Maritime Labour Convention</i>															X									
Closing ceremony																							X	
Committees of the Conference																								
Selection Committee		✓																						
Finance Committee									✓															
Credentials Committee																								
Application of Standards	✓	✓	✓																					
Standard setting Committee *	✓	✓	SA	DA	SA/DA	DA	SA/DA	DA	SA/DA	DA	SA/DA	DA	DA	DA	DA	DA	DA	FS						
Recurrent discussion Committee	✓	✓	✓	✓	✓	✓	✓							SA	DA	DA	DA	FS						
General discussion Committee	✓	✓	✓	✓	✓	✓	✓							SA	DA	DA	DA	FS						
Governing Body - 332bis and 333rd Sessions																								
PFA Section	X																							
INS Section																							X	X

* Ongoing drafting committee meets as required



General discussion



SA Submission of amendments



DA Discussion of amendments



FS Final sitting

SPEAK UP! YOU WILL BE HEARD

NO SEXUAL HARASSMENT

The ILO is committed to ensuring a workplace that is free of any form of 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 sexually 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

**ONE ILO
ZERO HARASSMENT**

This document is printed in limited numbers to minimize the environmental impact of the ILO's activities and contribute to climate neutrality. Delegates and observers are kindly requested to avoid asking for additional copies. All ILC documents are available online at www.ilo.org/ilc.