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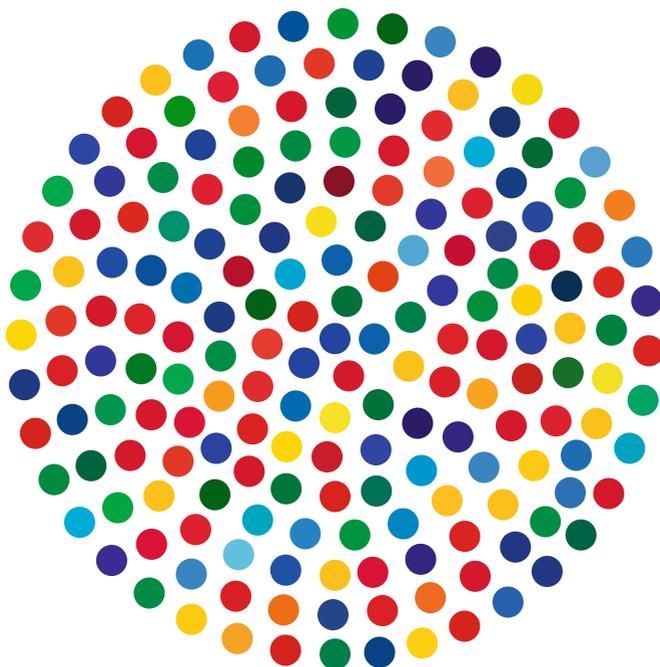
International
Labour
Organization

Building a future with decent work

Conference Guide

**106th Session of the
International Labour Conference**

Geneva, 5–16 June 2017



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Introduction to the Conference

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

The Conference usually establishes committees to deal with the technical items on its agenda, which this year means items III, IV, V, VI and VII, of which details are given below. These committees thus 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.

The experience at the 104th and 105th Sessions (2015 and 2016) of adapting the Conference to a two-week format was very favourably received by constituents. At its 329th Session (March 2017) the Governing Body consequently reviewed and adopted the detailed plan in the two-week format for the 2017 Conference that it had requested the Office to prepare. A tentative programme of work, subject to final adoption by the Selection Committee at its first sitting on Monday, 5 June, after the opening sitting of the Conference, is given at the end of the guide. The agenda is given below, followed by a description of the proposed Conference programme.

Agenda of the 106th Session of the International Labour Conference

Standing items

- I. Reports of the Chairperson of the Governing Body and of the Director-General
- II. Programme and budget proposals for 2018–19 and other questions
- III. Information and reports on the application of Conventions and Recommendations

Items placed on the agenda by the Conference or the Governing Body

- IV. Labour migration (*general discussion*)
- V. Employment and decent work for peace and resilience: Revision of the Employment (Transition from War to Peace) Recommendation, 1944 (No. 71) (*Standard setting, second discussion*)¹
- VI. A recurrent discussion on the strategic objective of fundamental principles and rights at work, under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008
- VII. Abrogation of Conventions Nos 4, 15, 28, 41, 60 and 67

Reform measures for a two-week Conference

- **Side events and information sessions.** The Governing Body decided to pursue the policy of restricting side events and information sessions, to avoid disruptions in the work of the Conference. As usual, the Conference will be celebrating World Day Against Child Labour on Monday, 12 June (see proposed programme below).
- **Opening sitting of the plenary.** The Governing Body was satisfied with the steps that have been taken thus far to keep the opening sitting as short as possible. 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. Also at 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. **His Excellency, Mr Tabaré Vázquez, President of the Eastern Republic of Uruguay, will address the Conference in a special sitting to be held immediately after the opening.**

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

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- **World of Work Summit.** This is scheduled to take place in plenary on Thursday, 15 June, starting at 10 a.m. This year's Summit will be themed around the ILO's Women at Work Centenary Initiative, which seeks to identify the impediments to faster progress on gender equality and women's empowerment and to promote remedial action. Further information on the Summit will be posted on the Conference website as it becomes available. The website will be updated regularly. Further details are given on page 7 below.
 - **Technical committees.** The technical committees will have nine working days to complete their work, **from Monday, 5 June to Wednesday, 14 June.**
 - **Adoption of technical committee reports.** Following the experience in 2015 and 2016, the reports of the technical committees, once approved by their respective Officers, will again be submitted for adoption directly to the plenary, and the deadline for the electronic submission of corrections to the reports will be extended until one week after the closure of the Conference: participants may therefore submit amendments to the summary of their own interventions up until Friday, 23 June. The reports of the technical committees will be posted on the Web on **Thursday, 15 June**, at the latest. The committees' proposed conclusions will continue to be adopted paragraph by paragraph during discussions in the committees.
 - **Standard-setting committees.** The experience of 2016 demonstrated that a standard-setting committee could complete the work of a first discussion within the two-week format with the same amount of time (nine days), sequence, number of sittings and group meetings as previously available. The June 2017 session of the Conference will provide a new opportunity, following that of 2015, to trial a second discussion of a standard-setting discussion within the new format. The arrangements to be put in place by the committee for the amendment process and the meetings of the committee drafting committee will again play a key role in the success of this trial.
 - **Credentials Committee.** As trialled at the 2016 session, the Governing Body decided to maintain the reduced time limits for lodging objections to credentials from 72 to 48 hours from the opening of the Conference, and from 48 to 24 hours from the publication of a revised list of delegations, with the possibility for the Committee, by means of a unanimous decision, to make exceptions. The time limit for complaints is at five days from the opening of the Conference.

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- **Transparency, predictability and objectivity.** All efforts will continue to be made to improve communication, in particular regarding tentative plans of work, discussion points, programme changes and voting procedures. Initial plans of work of the different committees **are now web-posted** on the committees' dedicated web pages. These will be updated regularly as information becomes available.
 - **Time management.** Committee and Conference Officers will maximize the use of available time through strict time management. Delegates' attention is drawn to the need for punctuality. Sittings will begin at the announced hours.
 - **Pigeon holes.** At constituents' request, pigeon holes for individual member State delegations have been reinstated in Concordia Hall (between gates 13–15) at the *Palais des Nations*.

Proposed Conference programme

Sunday, 4 and Monday, 5 June: 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 group meetings on **Sunday, 4 June** and in the **morning of Monday, 5 June**, prior to the opening sitting. In addition to the meetings of the full Government, Employers' and Workers' groups, where the groups elect their Officers, make proposals relating to the composition of the different committees, and become acquainted with Conference procedure, provision will also be made for planning meetings for the groups in each of the technical committees, to be held as deemed appropriate by each group. **The members of tripartite national delegations should therefore arrive in Geneva in sufficient time to be able to take part in these meetings.**

The 2017 Conference will open on the morning of **Monday, 5 June**. The committees will begin their work soon after the opening sitting, and will continue to sit through to the middle of the second week of the event. The plenary discussion of the report of the Director-General will begin on **Wednesday, 7 June**. **All the reports for the Conference committees' work are now available on the website. Information specific to individual agenda items will be posted on the relevant committee's dedicated web page as and when it becomes available.**

Monday, 5 June: Opening sitting

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

Full agenda of the opening sitting

- Formal opening by the Chairperson of the Governing Body;
- election of the President of the International Labour Conference;
- election of the Vice-Presidents of the Conference;
- 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;
- 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.

12.45 p.m. Special sitting: Address by His Excellency, Mr Tabaré Vázquez, President of the Eastern Republic of Uruguay.

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

Monday, 5–Wednesday, 14 June: Work of the committees

2.30 p.m. Committees begin their work on the opening day of the Conference and continue until Wednesday, 14 June.² This means that committee meetings and the general discussion in plenary will overlap by six days. A tentative plan of work for the Conference is contained in the appendix; this must be adopted by the Selection Committee on the first day of the Conference before it becomes official.

Because of the agenda of the Finance Committee during a budgetary session, a first full-day sitting for the Committee is scheduled for Tuesday, 6 June, with a second, half-day sitting on Friday, 9 June. The report of the Committee comes before plenary for adoption on Tuesday, 13 and for vote on Wednesday, 14 June.

Following the practice established for the technical committees, the deadline for receipt of corrections to the report has been extended to one week after the closure of the Conference, that is, until **Friday, 23 June**.

Wednesday, 7–Friday, 16 June: Plenary sittings – Discussion of the reports of the Chairperson of the Governing Body and of the Director-General and adoption of committee reports

Regular plenary working hours are from 10 a.m. to 1 p.m. and from 2.30 p.m. to 6 p.m. Any variations on these hours will be communicated in advance. The plenary of the Conference will discuss the reports of the Chairperson of the Governing Body and of the Director-General.

Under the tentative timetable, the adoption of the report of the Committee for Fundamental Principles and Rights at Work is scheduled for **Thursday, 15 June**, while the adoption of the reports of the two other technical committees and of the Committee on the Application of Standards are scheduled for **Friday, 16 June**.

² For details, please refer to the plans of work of the committees on their [dedicated web site pages](#).

Monday, 12 June: World Day against Child Labour

The Conference will mark the 2017 World Day against Child Labour with a lunch time event at the *Palais des Nations* on Monday, 12 June. This year's theme is "In conflicts and disasters, protect children from child labour".

The event will take place at Michelangelo Pistoletto's "Rebirth" sculpture in Ariana Park (in the *Cour d'Honneur*, just beyond the Celestial Sphere). With the participation of UN partners, activities will include the testimony of a former child labourer, a reading by the young poet and activist Emi Mahmoud, and a performance by local school children.

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

Wednesday, 14 June: Votes on the Programme and Budget for 2018–19 and on the abrogation of Conventions Nos 4, 15, 28, 41, 60 and 67

The vote on the draft Programme and Budget for 2018–19 is scheduled for Wednesday, 14 June.

The Conference will also be called on to decide by vote on the abrogation of Conventions Nos 4, 15, 28, 41, 60 and 67. Subject to decision by the Conference, the related discussion on this item may be delegated to the Selection Committee.

More details on this process are given on page 14 below.

Thursday, 15 June, 10 a.m.–1 p.m. and 3 p.m.–6 p.m.: World of Work Summit – Women at Work

Adoption of the Report of the Committee for Fundamental Principles and Rights at Work Assembly Hall of the *Palais des Nations*

This year's World of Work Summit will be dedicated to the theme of Women at Work. It will contribute to the Women at Work Centenary Initiative as well as the Future of Work Centenary Initiative, eliciting thinking on the issue from world leaders, as well as highlighting transformative action that has been taken by a range of stakeholders in order to inform the ILO agenda up to the centenary of the Organization in 2019 and beyond. This reflection is

indeed essential if the transformation called for in the 2030 United Nations Agenda for Sustainable Development is to become a reality.

High-level keynote speakers will set the context for the Summit, focusing on key issues that have been identified as obstacles to decent work for women, as well as the actions they have taken as world leaders to advance gender equality in the world of work. This will be accompanied by a panel discussion between various actors who, in their diverse spheres of influence, have had an active role in accelerating progress for women in the world of work. The panel will be moderated by top CNBC journalist Nozipho Mbanjwa, and there will be opportunities for questions from the floor.

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

The adoption of the report of the Committee for the recurrent discussion on Fundamental Principles and Rights at Work is scheduled immediately following the closing of the World of Work Summit.

Friday, 16 June: Closing ceremony of the Conference

The closing ceremony of the 106th Session of the International Labour Conference will take place in the Assembly Hall of the *Palais des Nations*. It will include closing speeches from the Vice-Presidents and the President of the Conference, as well as from the Director-General. As it will be preceded in the morning by the adoption of the reports of the Committee on the Application of Standards, of the Committee for Labour Migration, and of the Committee on Employment and Decent Work for the Transition to Peace, as well as the vote on the draft Recommendation from the latter Committee, Friday, 16 June will be a full working day.

Election of the Governing Body of the ILO for 2017–20

Election of members of the Governing Body

Article 7(5) of the Constitution of the ILO stipulates that the Governing Body's period of office is three years. As the last elections were held during the 103rd Session (2014), elections will be held at the 106th Session to select the Governments represented in, and the Employer and Worker members of, the Governing Body. The date at which the electoral colleges will meet for this purpose has been **tentatively** scheduled for the **afternoon of Monday, 12 June**.

Article 52 of the Standing Orders of the Conference sets out the voting procedure. Some brief details on the composition of the Governing Body and its electoral procedure follow.

Composition of the Governing Body

The composition of the Governing Body is regulated by article 7 of the Constitution of the ILO and section G of the Standing Orders of the Conference. It consists of 56 Governments (28 regular members and 28 deputy members), 33 Employer members (14 regular members and 19 deputy members), and 33 Worker members (14 regular members and 19 deputy members). Voting for membership takes place in the three groups' electoral colleges, as explained below.

Electoral colleges

The Government electoral college, as set out in article 49 of the Standing Orders of the Conference, is composed of the Government delegates of all Members of the Organization, except those from the ten Members of chief industrial importance ³ (which hold non-elective seats), and from governments that have lost the right to vote. It elects 18 regular and 28 deputy Government members on the basis of geographical distribution. A note on the agreed distribution of seats within the Government group is available on the [ILO website](#).

The Employers' and Workers' electoral colleges consist of the Employers' and Workers' delegates to the Conference, respectively, excluding delegates of States that have lost the right to vote. They elect, by name, 14 persons as regular members and 19 as deputy members of the Governing Body (ILC Standing Orders, article 50).

³ Brazil, China, France, Germany, India, Italy, Japan, Russian Federation, United Kingdom and United States.

Overview of the agenda of the Conference

Plenary

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

The Director-General of the International Labour Office will present his Report to the Conference during the opening sitting. It will focus on the Green Initiative and will be accompanied 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 2016 to June 2017.

Committees

II. Programme and Budget proposals for 2018–19 and other questions Finance Committee of Government Representatives (ILC Standing Orders, article 7bis and section H, article 55(3))

Under agenda item II, the Conference will be called on to examine and adopt the programme and budget of the ILO for the 2018–19 biennium, to consider and adopt the financial statements for the year ended 31 December 2016, and to consider such other financial and administrative matters as the Governing Body may decide to bring to its attention.

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

The Committee on the Application of Conventions and Recommendations is set up to deal with this item.

The Committee will consider information and reports supplied by governments under articles 19, 22 and 35 of the Constitution on the effect given to Conventions and Recommendations, together with the *Report of the Committee of Experts on the Application of Conventions and Recommendations*. This report consists of two volumes, both submitted to the Conference. A first volume (ILC.106/III/1A) includes, in particular, the

observations on the application of ratified Conventions. The second volume (ILC.106/III/1B) contains the General Survey of reports under articles 19 and 22 of the Constitution. The General Survey submitted to this session deals with the following Conventions and Recommendations: the Safety and Health in Construction Convention, 1988 (No. 167), the Safety and Health in Construction Recommendation, 1988 (No. 175), the Safety and Health in Mines Convention, 1995 (No. 176), the Safety and Health in Mines Recommendation, 1995 (No. 183), the Safety and Health in Agriculture Convention, 2001 (No. 184), the Safety and Health in Agriculture Recommendation, 2001 (No. 192), the Promotional Framework for Occupational Safety and Health Convention, 2006 (No. 187), and the Promotional Framework for Occupational Safety and Health Recommendation, 2006 (No. 197).

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

IV. Labour migration (*general discussion*)

At its 325th Session (October–November 2015), the Governing Body placed an item for general discussion on “labour migration” on the agenda of this session of the International Labour Conference. ILO constituents requested that this discussion focus on labour migration governance at the national, bilateral, regional and interregional levels, and fair recruitment.

The general discussion offers a unique opportunity for ILO constituents to provide important and timely guidance, with a view to: (i) supporting their engagement in the promotion of fair migration; (ii) enhancing the capacity of ministries of labour as well as employers’ and workers’ organizations to influence labour migration policy formulation and implementation; and (iii) to strengthening the ILO’s work and impact in this field.

The report prepared by the Office as a basis for the general discussion (ILC.106/IV) contains up-to-date information on the principal global and regional labour migration trends at all skill levels. It examines important areas of labour migration governance, such as protection of migrant workers, skills recognition and the need for accurate and reliable data, and reviews developments in the subregional and regional governance of labour migration. Special attention is paid to the issues of labour mobility in regional economic communities and interregional cooperation. Bilateral labour migration arrangements, which are increasingly seen in various parts of the world, are also examined on the basis of recent ILO research. The report discusses the need to institute fair recruitment processes as a means to

reduce the costs of labour migration for migrant workers and ensure improved protection for these workers. In so doing, the report draws on the results of the ILO's Fair Recruitment Initiative and the ILO's *General Principles and Operational Guidelines on Fair Recruitment*, adopted by a tripartite meeting of experts in September 2016 and subsequently examined and endorsed by the Governing Body at its 328th Session, in November 2016. The role of the ILO's tripartite constituents in the design and implementation of appropriate and effective policy responses will be a cross-cutting theme.

The report comes at a critical juncture for the ILO in view of the ongoing broader debates on global migration governance. As a follow-up to the United Nations General Assembly New York Declaration for Refugees and Migrants adopted in September 2016, the international community, among other initiatives, is embarking, on a State-led process to develop a global compact on safe, orderly and regular migration. Employment and decent work issues are likely to feature prominently in the related negotiations that are expected to culminate in an intergovernmental conference on migration in 2018, at which the global compact will be presented for adoption. The general discussion on labour migration offers ILO constituents the opportunity to prepare a clear and strong position regarding the ILO's contribution to the development of such a compact.

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

V. [Employment and decent work for peace and resilience: Revision of the Employment \(Transition from War to Peace\) Recommendation, 1944 \(No. 71\) \(*Standard setting, second discussion*\)](#)

At its 106th Session, the International Labour Conference will hold the second and final discussion on employment and decent work for peace and resilience, with a view to the adoption of a Recommendation.

In preparation for the double discussion and in accordance with article 39, paragraph 1, of the Standing Orders of the Conference, the Office prepared a preliminary report (ILC.105/V/1) setting out the law and practice in the different countries, and containing a questionnaire, which was made available to all member States in April 2015. Based on the replies received, the Office prepared a second report on the item (ILC.105/V/2), which was then communicated to governments in advance of the first discussion. These two reports provided the basis for that discussion by the Conference at its 105th Session (2016). On conclusion of the first discussion, the Conference

adopted a resolution to place an item entitled “Employment and decent work for peace and resilience” on the agenda of its next ordinary session for second discussion with a view to the adoption of a Recommendation.

In the light of this resolution and in conformity with article 39, paragraph 6, of the Standing Orders of the Conference, the Office prepared a further report, *Employment and decent work for peace and resilience* (ILC.106/V/1), which included the text of a proposed Recommendation. This was communicated to governments in August 2016, with the request that they provide the Office, after consulting the most representative employers’ and workers’ organizations, with any proposals for amendments to, or comments on, the text.

For the second discussion to be held at this session, the Committee has before it a report (ILC.106/V/2A) containing the comments received from governments and from employers’ and workers’ organizations and the Office commentary. It will also examine the draft of the proposed Recommendation (ILC.106/V/2B), a text that takes account of the comments received. This draft will be the focus of the Committee’s discussions. These reports are available on the [Conference website](#).

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

VI. A recurrent discussion on the strategic objective of fundamental principles and rights at work, under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008

The recurrent discussion on the strategic objective of fundamental principles and rights at work (FPRW) has been prepared as a follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008. This report is the last in the current cycle of recurrent item reports and the second recurrent item report on FPRW to be discussed by the Conference. The first recurrent discussion on FPRW took place in 2012, and a resolution which emphasized the interdependence of FPRW and the “mutually aggravating” nature of their violation, was adopted. Subsequently, a Plan of Action for the 2012–16 period was elaborated. This report provides information on the delivery and achievements of that Plan of Action, placing this information within an analysis of broader developments and trends in the world of work, and the needs of constituents.

In an attempt already to follow the guidance provided by the Governing Body at its 328th Session in November 2016 concerning the format for the next cycle of recurrent item reports, the report analyses global trends for each of the four principles and rights – the right to freedom of association and collective bargaining; the effective abolition of all forms of forced or compulsory labour; the elimination of child labour; and the elimination of discrimination in respect of employment and occupation – in terms of both law and practice. It considers overall progress and challenges in areas of thematic interest and reviews progress and challenges concerning ratification of the fundamental Conventions, including the forced labour protocol. It also considers action by both constituents and the Office to give effect to the 2012–16 Plan of Action on FPRW, highlighting good practices by constituents to promote, realize and respect FPRW. Finally, it considers progress and challenges in regional and international frameworks aimed at promoting FPRW, highlighting the Sustainable Development Goals (SDGs) and the emerging alliances, and considers ongoing cooperation with other multilateral and regional initiatives, and issues such as the inclusion of FPRW in trade arrangements.

The objectives of the discussion are to understand better the developments, realities and needs of member States in respect of each of the four principles since the last recurrent item discussion in 2012, and to reflect on the results and impact of action by the Office and its constituents to promote, realize and respect FPRW, in particular on the 2012–16 Plan of Action on FPRW. One of the main goals of the Conference discussion would be the adoption of a resolution which would determine priorities and provide guidance for the development of a new plan of action on FPRW for the period 2016–20.

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

VII. Abrogation of Conventions Nos 4, 15, 28, 41, 60 and 67

At its 325th Session (October–November 2015) the Governing Body decided to place on the agenda of the 106th Session (2017) of the International Labour Conference the question of the abrogation of the following six Conventions: the Night Work (Women) Convention, 1919 (No. 4); the Minimum Age (Trimmers and Stokers) Convention, 1921 (No. 15); the Protection against Accidents (Dockers) Convention, 1929 (No. 28); the Night Work (Women) Convention (Revised), 1934 (No. 41); the Minimum Age (Non-Industrial Employment) Convention (Revised), 1937 (No. 60); and the Hours of Work and Rest Periods (Road Transport) Convention, 1939 (No. 67).

Following the entry into force on 8 October 2015 of the Constitution of the International Labour Organisation Instrument of Amendment, 1997, 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. The ability to abrogate Conventions, along with the Standards Review Mechanism, is an important institutional milestone and a critical element of the process aimed at ensuring that the Organization has a robust and up-to-date body of labour standards serving as a global reference.

Similarly to withdrawal, which relates to Conventions that have not entered into force or are no longer in force due to denunciations, the effect of the abrogation within the meaning of paragraph 9 of article 19 of the ILO Constitution is to eliminate definitively all legal effects arising out of a Convention in force between the Organization and its Members. The procedural guarantees are identical in the case of abrogation and withdrawal.

In accordance with article 45bis of the Standing Orders of the International Labour Conference, the Office has prepared two reports for the Conference. The first report, entitled *Abrogation of four and withdrawal of two international labour Conventions* (ILC.106/VII/1), contained a questionnaire requesting all member States to indicate their position with regard to the said abrogation or withdrawal, providing all relevant information. After recalling the constitutional basis according to which the Conference may now proceed with the abrogation of Conventions, the report sums up the reasons for proposing that these Conventions should be abrogated or withdrawn and provides up-to-date information on their status. The report was made available to member States in November 2015, with the request that they communicate their replies by 30 November 2016.

The second report, *Abrogation of four and withdrawal of two international labour Conventions* (ILC.106/VII/2), made available to member States on the Conference website in February this year, summarizes and comments on the replies received to the questionnaire. It also contains a set of proposed conclusions, prepared on the basis of these replies, for the consideration and adoption by the 106th Session of the Conference. The Conference will decide by consensus or, failing that, by a preliminary vote by a two-thirds majority to submit to its members the formal proposal for the abrogation or withdrawal to a final vote.

Selection Committee

(ILC Standing Orders, article 4 and section H, article 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 acting on its behalf on any other routine question. 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 4, 15, 28, 41, 60 and 67.

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:

- 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)).

Participation

Composition of 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 106th Session, there are presently five such items on the agenda, items III, IV, V, VI and VII, therefore each Government, Employers' and Workers' delegate to the 106th Session of the International Labour Conference may be accompanied by up to ten advisers.** In order to allow for a full and equal participation of Government, Employer and Worker representatives, in line with the principles of tripartism, the number of advisers accompanying each of the delegates should be balanced. **Travel and living expenses of delegates and their advisers are to be borne by their respective States** (Constitution, article 13(2)(a)).

Under the Constitution, member States shall ensure that their delegations are fully tripartite and that they remain so throughout the duration of the Conference, in particular for the purpose of voting, 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 and indeed the ECOSOC resolution of 1990, which recommended targets for increasing the proportion of women in leadership positions to 30 per cent by 1995 and 50 per cent by 2000. In the light of these resolutions and the targets they establish, the proportion of women among delegates and advisers remains low, and the Governing Body of the ILO accordingly discussed this issue at its 316th Session

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

In June 2016, the proportion of women in delegations was 30.1 per cent. Moreover, the distribution between the three groups was uneven, with a significantly lower proportion of women accredited to Employers' and Workers' delegations (26.1 and 24.6 per cent respectively) than to Government delegations (35.8 per cent). This represents a slight downward trend viewed against 2015 and lags considerably behind the targets set out above. 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.

Credentials

Credentials of delegates and their advisers must be deposited with the International Labour Office **at least 15 days** before the date fixed for the opening sitting, in line with article 26(1) of the Standing Orders of the Conference. However, as was the case in 2016, for the 106th Session of the Conference the proposed deadline for submission of credentials has been set **at 21 days** before the opening of the Conference (**i.e., Monday, 15 May 2017**), 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 is available at www.ilo.org/credentials. Access codes were sent to permanent missions of member States in Geneva in April 2017. 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 the 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 website (www.ilo.org/ilc/credentials), giving details of the various categories of participants at the Conference, and the roles that they play.

Representation of international non-governmental organizations

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

Speaking at the Conference

Speaking in plenary

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

The list of speakers closes on **Wednesday, 7 June at 6 p.m.**, subject to the decision of the Selection Committee. **Please note that this concerns registration only for those wishing to take the floor in plenary in the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General.**

Registration to speak in plenary has been open since **Monday, 24 April 2017** by email (to: orateurs@ilo.org), fax or telephone (see page 37, contact details). Please note that speaking slots cannot be officially confirmed until after receipt by the Office of the ILO Legal Adviser of the credentials of delegations. It is also possible to register on the list of speakers during the Conference, as early as possible, at the Speakers’ Registration Office (A.563) at the *Palais des Nations*. **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 speeches should be clearly marked with the name of the speaker, the name of the delegation, and should bear the mention “Check

against delivery". This text version will be posted on the Conference website shortly after delivery, 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.

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

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.

Speaking in committees

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

Interpretation

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

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

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

Advance registration in committees

The membership of the technical committees set up to deal with agenda items III, IV, V, VI and VII ⁴ 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 Department. The Conference approves the initial composition of its committees at its first sitting.

This year again, in order to facilitate the work of the Conference and group secretariats, delegates who intend to participate in committees are strongly urged to complete registration forms in advance and send them to the International Labour Office. The registration forms may be downloaded from the Conference website (www.ilo.org/ilc). Forms should be completed and returned to the departments indicated below by the deadlines set for each group.

Governments:	Government Support Team reloff-conf@ilo.org	Tel: (+41) 22 799 6501
Employers:	Bureau for Employers' Activities (ACT/EMP) actemp-conf@ilo.org	Fax: (+41) 22 799 8948
Workers:	Bureau for Workers' Activities (ACTRAV) actrav-conf@ilo.org	Fax: (+41) 22 799 6570

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, 5 June**. As this immediately precedes the opening sitting of the Conference, at 11.00 a.m., it will be too late at that point for Government delegates to register for committee membership and be able to participate immediately in the work of the committees, which begins that afternoon at 2.30 p.m. **This means that unless Government delegates register for committee membership before 7 p.m. on Sunday, 4 June they will not be able to participate (except under**

⁴ As noted above, the question of the abrogation of Conventions Nos 4, 15, 28, 41, 60 and 67 may be referred by the Conference to its Selection Committee.

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

Please note that committee membership will be effective only once:

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

Rules of procedure of the Conference

The rules of procedure of the Conference are contained in the Constitution of the International Labour Organisation and in the [Standing Orders of the Conference](#), which may be consulted on the website of the Office of the Legal Adviser of the ILO.

The submission of draft resolutions on items which are not included on the Conference agenda will be addressed at the 106th Session of the Conference in accordance with articles 15 and 17 of the Standing Orders of the Conference, unless the Conference determines otherwise in conformity with article 76.

Distribution of documents

In line with the ILO greening policy and the 2016–17 programme and budget objective of 60 per cent of all official documents distributed exclusively electronically, distribution of documents in paper form will be strictly limited. Please note that all pre-session and in-session documents are 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*). During the Conference, the *Daily Bulletin* can 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. **NB: The Document Distribution Service of the Conference does not**

dispatch documents or reports for delegates. Delegates are requested to use the postal services (see page 33).

Practical arrangements ⁵

ILO Events App

 <p>ILO Events App</p>	<p>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.</p> <p>Search for “ILO Events”</p> <p>Access codes (username and password) will be given to each delegate upon registration in Geneva <i>only</i>.</p>
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The ILO Events Application will allow each registered delegate to receive targeted notifications, updates on the Conference programme of meetings, and access practical information, documents and Conference website links on their mobile device. It will also allow delegates to communicate with the other Conference participants registered in the App.

Registration on 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 Pavillion, 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:

⁵ For further practical information please visit the [ILC website](#).

Friday, 2 June	10 a.m.–5 p.m.
Saturday, 3 June	2 p.m.–5 p.m.
Sunday, 4 June	9 a.m.–4 p.m.
Monday, 5–Friday, 9 June	8 a.m.–5 p.m.
Saturday, 10 June (as necessary)	8 a.m.–1 p.m.
Sunday, 11 June	Closed
Monday, 12–Friday, 16 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.

Visitors to the Conference

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

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

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

Information Desk

As of **Monday, 5 June**, 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 the Saturday**. 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.

Information services will also be available in front of Room XX in the E Building, next to the Human Rights Council desk.

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*.

During the ongoing renovations to the ILO headquarters building, this service will depart from the P1 car park at R2 level, from the north end of the building. The shuttle runs from 7.30 a.m. to 8 p.m., Monday to Friday, and from 7.30 a.m. to 1 p.m. on Saturday or up to the end of the last sitting of a given committee.

Delegates with disabilities

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

Accommodation for delegations in Geneva

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

Office du tourisme de Genève
18, rue du Mont Blanc
Case postale 1602
CH-1211 Genève 1
Tel: +41 22 909 7000
Fax: +41 22 909 7011
Website: www.geneve-tourisme.ch/en/home/

Local support services

The Geneva Welcome Centre (CAGI) provides support to INGO participants and delegations to international meetings, offering practical information, a documentation centre and assistance with accommodation. Its website is at www.cagi.ch.

Geneva Welcome Centre
Centre d'Accueil – Genève Internationale (CAGI)
La Pastorale – 106, route de Ferney
CH-1202 Genève
Tel: +41 22 546 2300
Email: delegates.cagi@etat.ge.ch
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 0000
Fax: +41 22 727 0099
Email: welcome@johnknox.ch
Website: www.johnknox.ch

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 issuing of visas by a Schengen State in a country where Switzerland is not represented.

Additional information may be found on the Swiss Government's [visa web pages](#).

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 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 early as possible so that the necessary steps for visa application can be taken well in advance (but at the earliest **three months before the departure date**), and the visa can be issued in a timely manner.
- On 11 October 2011 the Schengen member States introduced the Visa Information System (VIS) which is used to store biometric data (ten fingerprints and facial image) of the Schengen visa applicant. All Swiss embassies and consulates are 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, registration of biometric data and the rollout timetable for Swiss embassies/consulates connected to the VIS system is available on [the Swiss Government website](#).
- 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.
 - 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.

Office intervention

The International Labour Office can only intervene with Swiss authorities if a **visa request is not granted** by them. Such interventions can be made only on behalf of the following categories of participants: delegates, advisers, and persons designated in accordance with article 2(3)(i) of the Standing Orders of the Conference. For all other participants (“other persons attending the Conference” and “support staff for delegations”), member States should contact the Swiss representation in their country directly and arrange their visas without any ILO involvement. Please note that for the Office to intervene with Swiss diplomatic representations on behalf of the categories of participants listed above, their credentials must have been received in Geneva by **Monday, 15 May 2017**.

The following conditions must be met:

- the first and last names of the person concerned must be included in the official credentials of the delegation within one of the above categories of participants, as submitted to the International Labour Office by the Government;
- the visa application must have already been processed by a Swiss diplomatic representation.

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.3014, at the *Palais* **before 5 p.m.** for requests in respect of the next Conference working day (Saturday: **before 3 p.m. for requests as of the following Monday**).

Other information

Bank

- Palais:* UBS
Building C, door 6, ground floor. 8.30 a.m.–4.30 p.m from Monday, 5 to Friday, 16 June (closed at weekends). ATMs are available.
- ILO:* UBS
R3 North. 9 a.m.–12.30 p.m. and 2 p.m.–5 p.m. (closed at weekends). ATMs are available.

Bus passes

On arrival at Geneva International Airport, participants can obtain a free public transport ticket from a distribution machine in the baggage pick-up hall. This ticket is valid for the Geneva Public Transport (TPG) system for a period of 80 minutes. Passengers will be asked to present their airline boarding passes with their free ticket, if checked.

All participants staying at hotels in Geneva can benefit from a free Geneva transport card. The personal, non-transferable card is issued on registration at the hotel, and entitles its holder to the use of the entire TPG network without restriction (bus, tram and shuttle boat). It is valid for the duration of the stay in Geneva, including the day of departure.

For those participants not staying at hotels in Geneva, bus cards may be purchased from the newsagents in both the *Palais* and the ILO, and from newsagents and TPG kiosks in Geneva. TPG website: www.tpg.ch.

Calling the ILO from the *Palais*

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

Calling the *Palais* from the ILO

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

Cyber cafés

Palais: 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

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

Duty-free facilities

The Information Desk of the Conference will process authorizations for access by delegates to the Duty-Free Shop (27 avenue de France), and will issue temporary duty-free petrol authorizations to delegates entitled to them.

Health and safety

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.

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- 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 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.

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 dedicated to ensuring that the International Labour Conference is free of all forms of harassment for everyone, regardless of race, national or ethnic origin or extraction, social origin, colour, religion, political opinion, age, gender, sexual orientation, gender identity, union affiliation, marital status, family status or responsibilities, disability or personal health status. The ILO does not tolerate harassment of Conference participants in any form. **Please contact the Conference Central Secretariat Services (RELMEETINGS@ilo.org) for advice on how and where to report any situation of harassment.**

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.**

Newsagents

Palais: Building C, ground floor. 8 a.m.–5.30 p.m.

ILO: R2 South, 8 a.m.–5 p.m.

Palais des Nations visitors' service

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

Parking at the *Palais des Nations*

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

Permanent missions are kindly requested to refer to the *Note verbale* from the ILO informing them of the procedure for vehicle access to the *Palais des Nations* and temporary passes for drivers from Diplomatic Missions for the 106th 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, the underground garage of building E, level B, 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.

Post office

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

Prayer room

A room is available for prayer and meditation on the ground floor of Building E in the *Palais des Nations*, next to office E.105. There is also a prayer room for the use of delegates at the ILO, office R2-125.

Opening hours of the restaurants, cafeteria, bars and kiosks

Palais des Nations

Monday to Friday

Delegates' Restaurant	Building A, 8th floor (lifts 12 and 16)	12 noon to 2.30 p.m. <i>(closed on Monday, 5 June)</i>
Cafeteria	Building A, ground floor	8.15 a.m. to 3 p.m. <i>(11.30 a.m. to 2.30 p.m. on Monday, 5 June)</i>
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 later depending on committees' agreed workplans)</i>

Saturday, 10 June

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

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

ILO

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, 4 and Saturday, 10 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>

Saturday, 17 June (Governing Body)

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

If you are using Twitter during the Conference, please note that the hashtag is #ILC2017 for all tweets in English, #CITravail in French and #CITrabajo in Spanish.

Taxis

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

Travel and tourist facilities

Palais: Carlson Wagonlit Travel, Hall 13–15, ground floor.
Monday to Friday, 9.15 a.m.–4.30 p.m.
Tel: (+41) 58 511 0079

ILO: Carlson Wagonlit Travel, R2 South,
Monday to Friday, 9 a.m.–5 p.m.
Tel: (+41) 22 799 7540

WiFi

Palais: A number of WiFi zones have been established in Concordia Hall, between rooms XIX and XX, in rooms XII, XVI, XVII, XVIII, XIX and in the Assembly Hall.

ILO: There are WiFi zones on R2 and R3 South, and in the Reading Room of the ILO Library.

Contact details

ILO website: www.ilo.org/ilc

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

Contact	Telephone	Email	Fax
Central Secretariat Services	(+41) 22 799 7634	relmeetings@ilo.org	
Credentials	(+41) 22 799 6569	credentials@ilo.org	(+41) 22 799 8470
By post to: Office of the Legal Adviser ILO CH-1211 Geneva 22			
Registration of speakers	(+41) 22 799 7476 (+41) 22 799 6502	orateurs@ilo.org	
Meeting room reservations	(+41) 22 799 8493	ilcrooms@ilo.org	
Documentation	(+41) 22 799 8040	distr@ilo.org	

For registration in committees (see also section on page 21):

Governments:	Government Support Team reloff-conf@ilo.org	Tel: (+41) 22 799 6501
Employers:	Bureau for Employers' Activities (ACT/EMP) actemp-conf@ilo.org	Fax: (+41) 22 799 8948
Workers:	Bureau for Workers' Activities (ACTRAV) actrav-conf@ilo.org	Fax: (+41) 22 799 6570



ILO
Conseil d'Administration
Governing Body
Consejo de Administración

R3
Etage
Floor
Piso



SERVICES DE LA CONFÉRENCE - CONFERENCE SERVICES - SERVICIOS DE LA CONFERENCIA

1	Services de la Conférence Conference Services Servicios de la Conferencia	C	Bâtiment Building Edificio	3	Etage Floor Piso	C316 C314	Bureau Office Oficina
2	Service juridique Legal services Servicio Jurídico	C	Bâtiment Building Edificio	3	Etage Floor Piso	C308 C310 C312	Bureau Office Oficina
3	Secrétariat groupe des employeurs Secretariat Employers' Group Secretaría Grupo de los Empleadores	A	Bâtiment Building Edificio	5	Etage Floor Piso	A541	Bureau Office Oficina
4	Directeur général & Equipe de Direction Director-General & Senior Management team Director General & Equipo de Dirección	A	Bâtiment Building Edificio	6	Etage Floor Piso	A640 A662	Bureau Office Oficina
5	Greffe de la Conférence Clerk of the Conference Secretaría de la Conferencia	A	Bâtiment Building Edificio	5	Etage Floor Piso	A567	Bureau Office Oficina
5	Relations avec les Gouvernements et les membres du Conseil d'administration Relations with Governments and Governing Body members Relaciones con los Gobiernos y los miembros del Consejo de Administración	A	Bâtiment Building Edificio	5	Etage Floor Piso	A569	Bureau Office Oficina
5	Inscription des orateurs Registrations of Speakers Inscripción de los oradores	A	Bâtiment Building Edificio	5	Etage Floor Piso	A563	Bureau Office Oficina
6	Service du protocole Protocol Service Servicio de Protocolo	A	Bâtiment Building Edificio	6	Etage Floor Piso	A665	Bureau Office Oficina
7	Secrétariat groupe des travailleurs Secretariat Workers' Group Secretaría Grupo de los Trabajadores	E	Bâtiment Building Edificio	3	Etage Floor Piso	E3002	Bureau Office Oficina
8	Programme de la Conférence Conference Programme Programa de la Conferencia	E	Bâtiment Building Edificio	3	Etage Floor Piso	E3014	Bureau Office Oficina
9	Service d'interprétation Interpretation Service Servicios de interpretación	E	Bâtiment Building Edificio	3	Etage Floor Piso	E3016	Bureau Office Oficina
10	Secrétariat Migrations de main d'œuvre Secretariat Labour migration Secretaría Migración laboral	E	Bâtiment Building Edificio	3	Etage Floor Piso	Open Space	
11	Secrétariat Emploi et travail décent pour la transition vers la paix Secretariat Employment and decent work for the transition to peace Secretaría Empleo y trabajo decente para la transición a la paz	E	Bâtiment Building Edificio	3	Etage Floor Piso	Open Space	
12	Secrétariat Principes et droits fondamentaux au travail Secretariat Fundamental principles and rights at work Secretaría Principios y derechos fundamentales en el trabajo	E	Bâtiment Building Edificio	1	Etage Floor Piso	E1002 E1016	Bureau Office Oficina
A	CONCORDIA HALL Information - Información Distribution des documents - Document Distribution - Distribución de los documentos Media-Center Cybercafé - Cibercafé Pouvoirs - Credentials - Poderes (A237)						

Appendix

Tentative plan of work – 106th Session (5–16 June 2017) of the International Labour Conference

	Su 4	M 5	T 6	W 7	Th 8	F 9	Sa 10	M 12	T 13	W 14	Th 15	F 16	Sa 17
Plenary sittings		■		■	■	■		■	■	■	■ ³	■	
GB elections								■					
Committee on the Application of Standards		■ ¹	■	■	■	■	■	■	■	■	A	PI	
Committee for Labour Migration (<i>general discussion</i>)		■ ¹	■	■	■	■ ^{**}	■ ^{**}	□ ^{***}	■	■		PI	
Committee on Employment and Decent Work for the Transition to Peace (<i>standard setting, second discussion</i>) CDC *		■ ¹	■	■	■	■	■	■	■	■		PI/V	
Committee for Fundamental Principles and Rights at Work (<i>recurrent discussion</i>)		■ ¹	■	■	■	■ ^{**}	■ ^{**}	□ ^{***}	■	■	PI		
Finance Committee			■			■ (V) ⁶			PI	V			
Selection Committee		■ ¹		PI	■ ⁴			PI		V ⁵			
Group meetings	■	■											
Governing Body		■ ²											■

¹ As from 2.30 p.m.

² Programme, Financial and Administrative Section of the Governing Body.

³ World of Work Summit.

⁴ For the abrogation of Conventions Nos 4, 15, 28, 41, 60 and 67, if needed.

⁵ For the abrogation of Conventions Nos 4, 15, 28, 41, 60 and 67.

⁶ If there is a request from a member State to recover the voting right.

***The Committee will have to determine the time and frequency of the meetings of its Committee Drafting Committee (CDC)** ** Drafting Group *** Receipt of amendments.

A Adoption by the Committee of its report.

PL Adoption of the report by the Conference in plenary sittings.

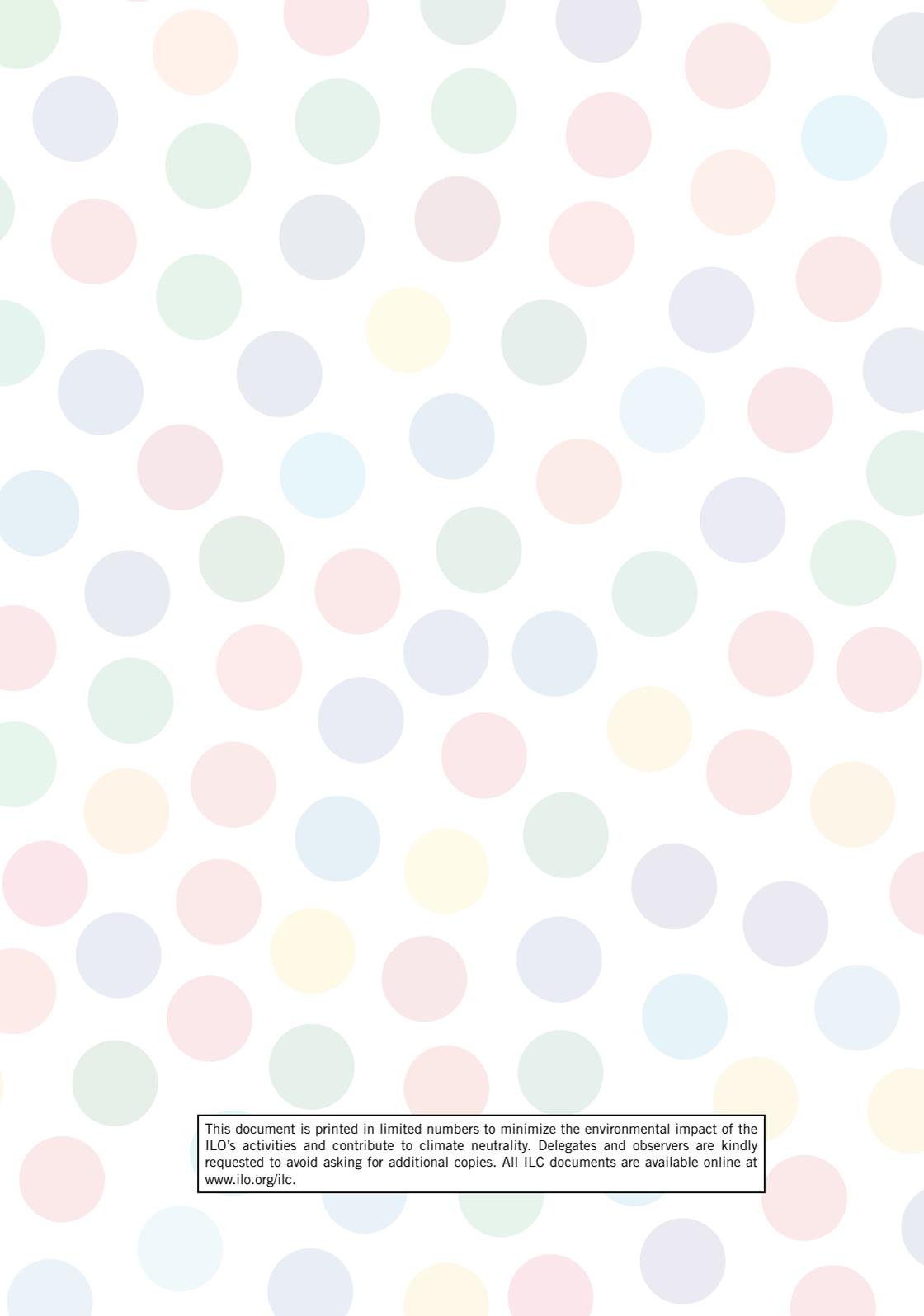
■ Half-day sitting. ■ All-day sitting.

□ Sitting if necessary. V Vote in plenary.

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