



## 19th American Regional Meeting

Panama City, Panama, 2–5 October 2018

AMRM.19/D.2

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### Information note

#### Meeting venue and address

**Atlapa Convention Centre**  
Avenida 5B Sur  
Panama City, Republic of Panama

Telephone: +507 526 7200  
Website: [www.atlapa.gob.pa](http://www.atlapa.gob.pa)

#### Contact information

**ILO Regional Office for Latin America and the Caribbean**  
Las Flores 275, San Isidro  
Lima, Peru

Telephone: +511 615 0300  
Email: [dirección\\_regional\\_lima@ilo.org](mailto:dirección_regional_lima@ilo.org)

#### Website

[www.ilo.org/19amrm](http://www.ilo.org/19amrm).

#### Rules of procedure

The revised *Rules for Regional Meetings*, confirmed by the International Labour Conference at its 107th Session (June 2018), will govern the powers, functions and rules of procedure of the 19th American Regional Meeting. The *Rules* are available on the [Meeting website](#).

#### ILO Events App

From Monday, 24 September, the mobile application “ILO Events App” for the 19th American Regional Meeting will be available for download (in the App Store for iOS devices or Google Play for Android). Participants who install it on their mobile devices will receive updates on the Meeting programme, social events and high-level visits and be able to access practical information, documents and links to the [Meeting website](#). The App will also enable delegates to communicate with other Meeting participants registered for the App

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and to receive notifications about any changes to the programme and other important information.

This Information note is divided into four parts:

- I. Meeting programme
- II. Registration and accreditation
- III. Arrival, accommodation and other practical information about Panama
- IV. Services available at the Regional Meeting

## **I. Meeting programme**

The provisional programme of the Regional Meeting will be available shortly in summary form on the [Meeting website](#).

The host country will provide all participants with lunch and morning and afternoon refreshments at the Meeting venue, from Tuesday to Thursday.

### ***Registration***

Delegates accredited to participate in the Regional Meeting should register upon arrival at the desk provided for this purpose. Further details are provided below.

### ***Group meetings***

Governments, Workers and Employers will meet on Tuesday, 2 October 2018, from 9 to 11 a.m. to agree on their respective nominations for the election of the Officers by the Meeting and, should they so wish, to discuss some of the topics covered in the Director-General's Report. The groups will continue to meet throughout the Regional Meeting, if they decide to do so.

### ***Format of the Meeting***

The opening sitting of the Regional Meeting will take place on Tuesday, 2 October 2018, at 11 a.m., and include the election of the Officers of the Meeting, the adoption of the provisional Meeting programme, the appointment of a Credentials Committee to deal with any issues arising out of the credentials of national delegations, as well as a Drafting Committee to draft the conclusions of the Meeting.

Following these procedural formalities, the Chairperson of the Meeting, the Director-General and the Employer and the Worker spokespersons will give their opening remarks.

All other discussions, apart from those held in the three groups, will take place in plenary. These include:

#### **Sittings given over to the discussion of the Report of the Director-General**

The discussions during the sittings given over to the Report of the Director-General will be chaired by one of the Officers of the Meeting, namely the Chairperson of the Meeting or one of the three Vice-Chairpersons.

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Any statements given during these sittings will follow a list of speakers, for which it is necessary to register in advance. Participants wishing to take the floor can register prior to the Meeting, as of **Monday, 3 September**, by sending an email to [ontal@ilo.org](mailto:ontal@ilo.org). They may also register to speak once in Panama City, at the Office of the Clerk of the Regional Meeting. Registration on the list of speakers for the plenary discussion on the Report of the Director-General will close at 1 p.m. on **Wednesday, 3 October**.

To allow as many speakers as possible to take the floor during the discussion of the Report of the Director-General, article 10(7) of the *Rules for Regional Meetings* stipulates that “except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes”. Speakers are thus urged to keep their statements brief and to the point, reducing complimentary remarks to a strict minimum.

### Special high-level sitting

At the end of the afternoon on **Tuesday, 2 October**, His Excellency, Mr Juan Carlos Varela Rodríguez, President of the Republic of Panama, will honour the Regional Meeting with his presence.

### Four thematic plenary sittings

There will be four thematic plenary sittings, led by a moderator, in accordance with article 10(8) of the *Rules for Regional Meetings*, in the form of tripartite panel discussions, followed by rounds of questions and answers between the members of the panel and Meeting participants. It is envisaged that during these four sittings on the future of work the following topics will be covered:

- Policies for sustainable, productive development for sustained and inclusive growth, with more and better decent jobs.
- Policies to promote the transition from the informal to the formal economy and to respond to accelerating technological change and to diverse forms of employment.
- Measures and policies to strengthen and redesign institutions in the world of work, including social security, and to ensure that trade union and labour rights are fully upheld.
- The digital economy and labour skills and competences.

### Information sessions

Lastly, three other sittings are planned for the afternoon of **Thursday, 4 October**, which will be information sessions:

- A session on the promotion and application of the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy in the Americas.
- A session that will discuss progress and challenges, in the framework of the 2030 Agenda for Sustainable Development, in eliminating child labour. The Vice-President and Minister of Foreign Affairs of the Republic of Panama, Her Excellency, Ms Isabel de Saint Malo de Alvarado will take part in this session.
- A session that will discuss progress and challenges, in the framework of the 2030 Agenda for Sustainable Development, in reducing the pay gap and other gender gaps. The host country’s First Lady, Ms Lorena Castillo de Varela, will take part in this session.

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## Social events

The Government of Panama will extend a warm invitation to all Meeting participants to attend a musical on the world of work in Panama, which will take place on **Tuesday, 2 October**, at the Ayanansi Theatre (located in the Atlapa Centre), followed by a reception in the theatre foyer.

On **Wednesday, 3 October**, the ILO Director-General will host a reception for delegates at the Sheraton Grand Panama Hotel, located in front of the entrance to the Atlapa Centre.

On **Thursday, 4 October**, the Government of Panama will host a dinner in the *Palacio Bolívar*, headquarters of the Panamanian Ministry of Foreign Affairs, located in the *Casco Viejo* (historic quarter) of the city. For this event, transport will be organized for delegates between the Atlapa Centre and the *Casco Viejo* and from the *Casco Viejo* to the designated Regional Meeting hotels (see the section below “Accommodation: Booking rooms in designated hotels”).

On **Friday, 5 October**, after the closure of the Meeting, the Government of the host country will offer a tour of the new Panama Canal locks, located in Cocolí, to participants who wish to take part. Transportation will be organized and the visit will be free of charge for Regional Meeting delegates. Please note that the visit will last at least four hours.

## II. Registration and accreditation

### Registration

Delegates accredited to participate in the Regional Meeting should register upon arrival at the desk provided for this purpose. Registration for the Meeting will open at the Atlapa Centre from 2 to 5 p.m., on Monday, 1 October 2018, and will continue from 8 a.m. to 5 p.m. between Tuesday, 2 October, and Friday, 5 October.

### Regional Meeting identification badge

To enter the Meeting venue, participants at the 19th American Regional Meeting will be required to be in possession of an official Regional Meeting identification badge. This must be collected in person at the entrance to the Atlapa Centre on presentation of a valid identity document containing a photograph. Badges will only be issued to participants who have been duly accredited by countries or organizations invited to the Regional Meeting by the Governing Body of the ILO.<sup>1</sup>

### Accreditation requirements

In accordance with article 1(7) of the *Rules for Regional Meetings*, the credentials of national delegations must be deposited with the International Labour Office **21 days before the opening of the Regional Meeting (in other words, by Tuesday, 11 September 2018)**. Receipt of the credentials within that period facilitates the preparation of the Meeting and is particularly important in cases where obtaining a visa depends on the accreditation of the traveller as a delegate to the Meeting.

<sup>1</sup> See [GB.332/INS/16\(Rev.\)](#) and [GB.333/INS/9](#).

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The names and titles and official functions at the Meeting of members of national tripartite delegations of member States of the region, as well as names and titles of representatives of any member States from another region, international organizations and international non-governmental organizations invited to the Meeting by the Governing Body, will be published in real time on the [Meeting website](#).

### **Online accreditation of national delegations**

The delegations of member States invited by the Governing Body as full members or as observers may submit their credentials online at <https://www.ilo.org/CredentialsRMMS>. The access codes required have been sent in the second letter of invitation to the Regional Meeting, and will also be sent to the permanent missions in Geneva of the member States taking part in the Meeting. These codes will enable participants to complete the online accreditation form and to submit it through the ILO website. Use of the online accreditation system is strongly encouraged, as it speeds up the processing of credentials and reduces the risk of clerical errors in their transcription.

Should exceptional circumstances prevent the use of the online accreditation system, a form for the credentials of national delegations will be provided by the Office of the Legal Adviser on request (by email to [credentials@ilo.org](mailto:credentials@ilo.org) or by phone to +41 22 799 6525).

Credentials from invited international intergovernmental and non-governmental organizations must be sent to the Office of the Legal Adviser by email ([credentials@ilo.org](mailto:credentials@ilo.org)).

Office of the Legal Adviser  
International Labour Office  
1211 Geneva 22  
Switzerland

Telephone: +41 22 799 6525

Email (please attach a scanned copy of the original form, duly signed):  
[credentials@ilo.org](mailto:credentials@ilo.org).

### **Composition of delegations**

In accordance with article 1(2) and (8) of the *Rules for Regional Meetings*, each member State taking part in the Meeting as a full member is required to send a tripartite delegation composed of two Government delegates, one Employers' delegate and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1(5) of the *Rules* stipulates that Employers' and Workers' delegates and their respective advisers will be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers as the case may be in the member State concerned.

Furthermore, in accordance with the resolution concerning the strengthening of tripartism in the overall activities of the International Labour Organization, adopted by the International Labour Conference at its 56th Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another.

### **Gender parity**

Under article 1(6) of the *Rules*, member States taking part in the Meeting "shall make every effort to promote the equal representation of women and men in their delegations".

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The ILO is firmly committed to promoting gender equality and appeals to the governments of member States, as well as to national employers' and workers' organizations, to make every effort to achieve parity in the composition of their delegations. A diagram showing the participation of women in Regional Meetings is available on the Regional Meeting website. In view of the figures reflected in the diagram, delegations are urged to spare no effort in the pursuit of parity.

### ***Financial arrangements***

Each member State must pay the travel and subsistence expenses of its tripartite delegation (article 1(4) of the *Rules*).

## **III. Arrival, accommodation and other practical information about Panama**

### ***Requirements to enter the country***

#### Passports and visas

All foreign visitors entering Panama to participate in the Regional Meeting must be in possession of a passport, whether a diplomatic, special or service document, valid for at least six months from their date of arrival in the country.

The visitor's country of origin will determine whether or not a visa is required to enter Panamanian territory. For detailed information on the requirements for obtaining an entry visa for Panama, please refer to the Panamanian National Migration Service website ([migracion.gob.pa](http://migracion.gob.pa)).

#### Insurance

Participants are strongly advised to obtain insurance coverage, either at their own, their government's or their organization's expense, against costs arising from sickness, accident (including the cost of medical care), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The ILO neither provides insurance coverage nor accepts any liability for claims relating to sickness, accidents or medical disorders arising before, during or after the Meeting. Participants are advised to travel only when in good health and are encouraged to comply with any medical requirements that may arise at departure and arrival points.

#### Vaccinations

Before embarking on their trip, Regional Meeting participants should check whether they will be required to obtain an international vaccination certificate for yellow fever in order to enter Panama, which will depend on their country of origin or any countries that they have recently visited.

### ***Arrival in Panama and transportation from the airport to the city***

Panama City has three airports, including Tocumen Airport (PTY), the country's main international airport.

From 30 September, there will be welcome and information desks at Tocumen Airport, located just after passport control, with a panel clearly displaying "19th American Regional

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Meeting of the ILO”. The Panama Tourist Authority (ATP) also has an information office, which is in the customs hall and is open from 8 a.m. to midnight.

Airport transfer services can be booked online, but taxis are also available outside the airport. A 30- to 45-minute taxi drive (depending on traffic) from Tocumen Airport to Panama City costs around US\$30. Please note that it is more direct and faster to take the *Corredor Norte* (North Corridor) toll road to Panama City. Since taxis do not accept credit cards, it is important to carry US dollars in cash.

There is a bus service, but this option is not recommended for delegates.

For safety reasons, baggage may be subject to X-ray checks at the airport both at arrival and departure. Participants are encouraged to check customs regulations.

### **Accommodation: Booking rooms at designated hotels**

Delegates are invited to make their own travel arrangements and to book hotel rooms as far in advance as possible in order to benefit from the preferential rates that the ILO has negotiated with the hotels listed below. These rates include breakfast and Internet access. All the selected hotels offer comfortable rooms, facilities and a gym.

#### **Sheraton Grand Panama Hotel**

Address: Vía Israel y calle 77, San Francisco, Panama City (in front of the Atlapa Convention Centre)

Prices: US\$120 + 10 per cent – single or double room  
US\$140 + 10 per cent – single or double room on the executive floor

Reservations: Ms Patricia Montero  
[patricia.montero@nuevoshoteles.com](mailto:patricia.montero@nuevoshoteles.com)  
or use the [online form](#)

#### **Hotel Aloft**

Address: Vía Israel y calle 76, San Francisco, Panama City (next to Sheraton Hotel)

Price: US\$88 + 10 per cent – single or double room

Reservations: Ms Nubia Arauz  
[nubia.arauz@nuevoshoteles.com](mailto:nubia.arauz@nuevoshoteles.com)  
or use the [online form](#)

#### **Hotel Ramada Plaza Punta Pacífica**

Address: Vía Israel y Calle 71, San Francisco, Panama City

Price: US\$80 + 10 per cent

Reservations: [fandrade@ramadaplazapanama.com](mailto:fandrade@ramadaplazapanama.com)  
Telephone: + 507 307 3873

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### Holiday Inn Express Hotel

Address: Avenida Ricardo Arango con Calle 53E, Obarrio, Panama City (behind the National Sanctuary)

Price: US\$65 + 10 per cent

Reservations: [Reservas.PCYEX@agrisal.com](mailto:Reservas.PCYEX@agrisal.com)  
or use the [online form](#)  
Telephone: +507 305 8852

Reservations should be made using the links or email addresses provided above, indicating in the reservation request “19th American Regional Meeting of the ILO”. While there is no deadline for booking rooms, the negotiated rates are subject to room availability.

Delegates may prefer to choose other hotels, but should note that transportation between other hotels and the Meeting venue is not provided.

### **Transportation during the Meeting**

Transportation will be provided between the designated hotels and the Meeting venue every day before work begins in the morning and at the end of the working day in the evening.

Participants staying in other hotels should consult the Panama City public transport service (MI BUS) website ([www.mibus.com.pa](http://www.mibus.com.pa)), or use taxi services.

### **Safety**

As in all large cities, discretion is advised when visiting the city. Participants are encouraged to take all necessary precautions whenever they go out, to pay close attention to their personal belongings in public places and to avoid being out alone late at night.

It is also recommended not to wear the Meeting identification badge outside the Atlapa Centre to avoid being harassed by persons who might have ill intentions.

Below are the names and contact details for the persons responsible for security during the Regional Meeting:

Ms Solange Laurent-Juget, ILO Security Officer  
Email: [laurentjuget@ilo.org](mailto:laurentjuget@ilo.org)  
Telephone (mobile): +41 79 647 2970

Mr Fernando García López, Regional Security Adviser for Panama, Guyana and Suriname, United Nations Department of Safety and Security (UNDSS)  
Email: [fernando.garcia@undss.org](mailto:fernando.garcia@undss.org)  
Telephone: (office) +507 302 4597  
(mobile) +507 6613 3753

### **Currency**

Both the Panama balboa (PAB) and the United States dollar are legal tender in Panama. The value of the balboa is on a par with that of the United States dollar. There are coins for a tenth of a balboa (*un décimo*), a quarter (*un cuarto*), a half (*un medio*) and one balboa. All bank notes are denominated in United States dollars. Foreign currency may be exchanged at banks and exchange offices. ATMs are available in banks, hotels and large shopping centres.



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Major credit cards (including Visa, MasterCard and American Express) are accepted in most hotels, restaurants and shops.

### **Tips**

In the city, tips in restaurants are optional, although it is customary to leave a tip of 10 per cent of the bill. In hotels, a US\$1 tip per suitcase is expected. Taxis do not have meters, and so it is advisable to agree on the amount for the journey when boarding the taxi; it is not necessary to tip drivers.

### **Communications**

The international dialling code for Panama is +507.

The most common mobile phone providers are Cable and Wireless Móvil, Movistar, Digicel and Claro, which usually offer a prepaid card service.

### **Time zone**

Panama observes Eastern Standard Time (GMT-5) all year long.

### **Climate**

The climate in Panama is tropical, with two seasons: the rainy season, from April to November, and the dry season, from December to March. In October, temperatures in Panama range between 23 and 32 degrees Celsius, with frequent rain and thunderstorms.

### **Food and drink**

Tap water in Panama City is safe to drink, and there are no special precautions to take when dining in hotels or restaurants.

### **Electricity**

Panama has a voltage of 120V and an electrical frequency of 60Hz. Power sockets require a two-pin plug (type A/B).

## **IV. Services available at the Regional Meeting**

### **Interpretation**

Simultaneous interpretation will be provided in English and Spanish. Statements given in French or Portuguese will also be interpreted into English and Spanish; however, statements given in English or Spanish will not be interpreted into French or Portuguese.

In the interests of ensuring accurate interpretation into both languages, participants are strongly encouraged to send by email any prepared texts that they may wish to deliver during the Meeting to [interpret@ilo.org](mailto:interpret@ilo.org) **prior to taking the floor**. Texts should include the name, title, country or organization of the speaker and the sitting during which the speaker intends to deliver the statement. The interpreters will, of course, check the statement against delivery and render what is actually said, should the speaker depart from the written text. Paper copies

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of statements may also be handed over to members of the secretariat present in the room for transmission to the interpreters.

## **Documents**

The Report of the Director-General, which will serve as a basis for the discussion, will be published in English and Spanish and will be available on the [Meeting website](#). The draft conclusions of the Regional Meeting will be made available to participants in their group meetings on the morning of Friday, 5 October, in both languages. The report of the Credentials Committee will be presented to the Meeting in English and Spanish. The draft report of the Regional Meeting will be published in English and Spanish ten days after the Meeting closes. There will then be a period of two weeks during which participants may submit amendments to the summary of their own interventions. The final version of the report, which will incorporate any amendments received, will then be posted on the [Meeting website](#). The report of the Credentials Committee and the report of the Regional Meeting, together with the conclusions of the Meeting, will subsequently be translated into French, in time for presentation to the Governing Body.

All pre-session and in-session documents will also be posted on the [Meeting website](#). Wi-Fi will be available throughout the Meeting venue, including in all meeting rooms. **A limited number of computers with Internet access will be made available to delegates in the Atlapa Centre. Members of delegations are therefore advised to bring laptops or tablets with them.**

In line with the ILO's paper-smart policy, distribution of paper documents will be restricted during the Meeting. **Delegations are therefore encouraged to bring with them the copies of the Report sent to them prior to the Meeting**, or to download the Report from the [Meeting website](#).

## **Medical services**

Medical facilities (first aid and emergencies) will be available in the Atlapa Centre and the Sheraton Hotel during the Meeting.

The Viña del Mar pharmacy is located a few metres from the Atlapa Centre, at:

Famagosta Loft, Panama City, Avenida 5 Sur 5  
Closing time: 6 p.m.

A home-delivery service for medicines is available upon request from the following pharmacies:

Farmacia Revilla 12 de Octubre  
Telephone: + 507 207 1805 / 507 207 1804

Farmacia El Javillo  
Telephone: +507 301 4095

## **Emergency contacts**

Medical emergency/ambulance:	911
Police:	104 or 511 7000
Fire Service:	103 or 512 6177
Civil Defence Service:	316 0080
National Red Cross:	315 1388

