

ASSEMBLEIA DA REPÚBLICA Gabinete do Presidente
N.º de Entrada <u>576813</u>
Classificação ____/____/____
Data <u>31/05/2017</u>



ASSEMBLEIA DA REPÚBLICA

Comissão de Trabalho e Segurança Social

Por determinação de Sua Excelência o
Presidente da A.R. autorizado

GAB. PAR - Comissão de

unigenar ao Gab. do Sr.
Ministro do Trabalho
e SSS, via Gab. Su. SESP
c/c ao Sr. SG
e 102 comit

A SUA EXCELÊNCIA
O PRESIDENTE DA ASSEMBLEIA DA REPÚBLICA
DR. EDUARDO FERRO RODRIGUES

3.05.17

N.º único: 576813

N/referência: 621/10.ª CTSS/2017

ASSEMBLEIA DA REPÚBLICA Divisão de Apoio às Comissões CTSS
N.º Único <u>576813</u>
Entrada/Saida <u>1.230</u> / Data <u>31.5.17</u>

Data: 30 maio 2017

Assunto: Pedido de autorização para deslocação de uma delegação parlamentar da 10.ª Comissão à 106.ª Conferência da OIT (Organização Internacional do Trabalho) – Genebra, de 5 a 16 junho de 2017

Na sequência do despacho da Chefe de Gabinete de Vossa Excelência do passado dia 9 de maio (de que se anexa cópia) remetido a esta Comissão Parlamentar, à semelhança do que tem sucedido em anos anteriores, solicito autorização a Vossa Excelência para a referida deslocação e que a mesma possa ser considerada, para os devidos efeitos, como trabalho parlamentar.

Cumpre-me ainda informar que a delegação parlamentar que se desloca a Genebra para acompanhar os trabalhos que, da 106.ª sessão da Conferência Internacional do Trabalho, decorrem nos dias 13 e 14 de junho de 2017, terá a seguinte composição:

PSD – Susana Lamas
PS – José Rui Cruz
BE – Isabel Pires
CDS-PP – Filipe Anacoreta Correia
PCP – Rita Rato

Mais se informa que, para efeitos administrativos, os Senhores Deputados pretendem partir de Lisboa e/ou do Porto no dia 12 e regressar a 14 e/ou 15 de junho de 2017.

Refira-se ainda que esta deslocação se enquadra no ponto 8.2 do Plano de Atividades da Comissão, tendo cabimento orçamental conforme informação dos serviços.

Com os melhores cumprimentos,

O PRESIDENTE DA COMISSÃO

Feliciano Barreiras Duarte

ASSEMBLEIA DA REPÚBLICA Gabinete do Presidente
N.º de Entrada <u>544353</u>
Classificação
Data <u>06.06.2017</u>



ASSEMBLEIA DA REPÚBLICA

Comissão de Trabalho e Segurança Social

URGENTE
Por determinação de Sua Excelência,

Presidente da A.R. Comissão

alteração da CTSS 10.ª

e/c a 2.ª
e 10.ª 6.06.17

544353

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A SUA EXCELENCIA

O PRESIDENTE DA ASSEMBLEIA DA REPÚBLICA

DR. EDUARDO FERRO RODRIGUES

N.º único: 544353

N/referência: 66/10.ª CTSS/2017

Data: 06 Junho 2017

Assunto: Pedido de autorização para deslocação de uma delegação parlamentar da 10.ª Comissão à 106.ª Conferência da OIT (Organização Internacional do Trabalho) – Genebra, de 5 a 16 junho de 2017

Em retificação ao ofício do passado dia 30 de maio, cumpre-me informar da substituição do Senhor Deputado Filipe Anacoreta Correia pela Senhora Deputada Vânia Dias da Silva (CDS-PP), que, assim integrará a delegação parlamentar que se desloca a Genebra para acompanhar os trabalhos que, da 106.ª sessão da Conferência Internacional do Trabalho, decorrem nos dias 13 e 14 de junho de 2017, e que tem a seguinte composição:

PSD – Susana Lamas

PS – José Rui Cruz

BE – Isabel Pires

CDS-PP – Vânia Dias da Silva

PCP – Rita Rato

Mais se informa que, para efeitos administrativos, a Senhora Deputada pretende partir de Lisboa no dia 12 e regressar a 15 de junho de 2017.

Refira-se ainda que esta deslocação se enquadra no ponto 8.2 do Plano de Atividades da Comissão, tendo cabimento orçamental conforme informação dos serviços.

Com os melhores cumprimentos,

O PRESIDENTE DA COMISSÃO

Feliciano Barreiras Duarte



**REPÚBLICA
PORTUGUESA**

GABINETE DO MINISTRO DO TRABALHO,
SOLIDARIEDADE E SEGURANÇA SOCIAL

Gabinete do Secretário de Estado
dos Assuntos Parlamentares

Entrada N.º 3633

Data 20 / 04 / 2017

00502 17-04-20

Exm.º Senhor
Chefe do Gabinete de Sua Excelência
o Secretário de Estado dos Assuntos
Parlamentares
Palácio de São Bento
Assembleia da República
1200 - 068 LISBOA

SUA REFERÊNCIA	SUA COMUNICAÇÃO DE	NOSSA REFERÊNCIA ENT.: /MTSSS/2017 PROC. Nº: 89/2015/1642	DATA
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ASSUNTO: 106ª. SESSÃO DA CONFERÊNCIA INTERNACIONAL DO TRABALHO
GENEVA, DE 5 A 16 DE JUNHO DE 2017

A 106ª Sessão da Conferência Internacional do Trabalho (CIT) realiza-se em Genebra de 5 a 16 de junho de 2017.

Neste contexto e considerando a pertinência da delegação nacional à referida Conferência incluir representantes do parlamento nacional, solicito a colaboração de V. Exa no sentido de desenvolver as diligências necessárias tendo em vista a indicação, até ao próximo dia 2 de maio, de um deputado por cada grupo parlamentar.

As despesas inerentes a esta deslocação serão assumidas pelo respetivo Grupo Parlamentar.

Em anexo, envio as informações preliminares sobre a 106ª CIT. Oportunamente a Direção Geral do Emprego e das Relações de Trabalho deste Ministério, que presta o devido apoio à delegação nacional, remeterá o Guia da Conferência com informação mais detalhada.

Com os melhores cumprimentos.

A CHEFE DO GABINETE

(Sandra Mabeiro)

.../JL

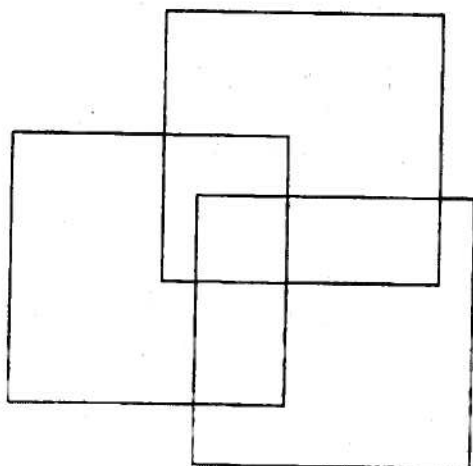


International
Labour
Office
Geneva

106th Session of the International Labour Conference

Advance information

Building a future with decent work



**Palais des Nations and ILO headquarters
Geneva, 5 to 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 328th Session (October–November 2016) the Governing Body consequently instructed the Office to prepare a detailed plan in the two-week format for the 2017 Conference for consideration at its 329th Session in March this year. Certain decisions which may affect the 106th Session of the Conference, or confirm information given here, will be taken at the 329th Session of the Governing Body (9 to 23 March 2017). This document therefore includes general and advance information on the Conference that is correct at the time of web publication. **A *Conference guide* containing further and updated details, clearly noting any changes in scheduling, will be published after the March Governing Body session.**

Advance information on the Conference programme

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**.

The World of Work Summit is scheduled to take place in plenary on **Thursday, 15 June**. 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.

All the reports for the Conference committee's work will be posted on the website by the beginning of April 2017. Information specific to individual agenda items will be posted on the relevant committee's dedicated web page as and when it becomes available.

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 importance¹ (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 Web at <http://www.ilo.org/ilc/ILCSessions/106/gb-elections/lang-en/index.htm>.

¹ Brazil, China, France, Germany, India, Italy, Japan, Russian Federation, United Kingdom and United States.

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).

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*)²
- 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. The abrogation of Conventions Nos 4, 15, 28, 41, 60 and 67

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 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.

² Under the double discussion procedure, the Conference may adopt an international labour standard over two sessions (i.e. over two years).

Committees

- I. 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.

- II. 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 will deal 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).

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 being 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 is embarking, among other initiatives, 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.

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 will have 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.

59. 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 "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 to already 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 better understand 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.

A.1. The abrogation of Conventions Nos 4, 15, 28, 41, 60 and 67

At its 325th Session (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), contains 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), to be made available to member States in early 2017, 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 Employer and Worker 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, 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 will be 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 non-metropolitan territories

Under article 3(3) of the Constitution:

Each Member which is responsible for the international relations of non-metropolitan territories may appoint as additional advisers to each of its delegates:

- (a) persons nominated by it as representatives of any such territory in regard to matters within the self-governing powers of that territory; and
- (b) persons nominated by it to advise its delegates in regard to matters concerning non-self-governing territories.

Alternatively, in accordance with a Governing Body decision of 1954, in line with the constitutional, political, economic and social development of any non-metropolitan territory for which a member State is responsible, the non-metropolitan territory in question may be invited, through the member State concerned, to participate by means of a tripartite observer delegation in sessions of the Conference, with the rights and status accorded to observers under the Standing Orders of the Conference.

Such requests for invitations of non-metropolitan territories must reach the Office in time to be submitted to the Governing Body for approval at the 329th Session (March 2017).

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 at: www.ilo.org/pardev/information-resources/newsletter/WCMS_173434/lang-en/index.htm.

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.

Delegates wishing to speak in plenary are encouraged to register in advance, as from **Monday, 24 April**, by email (orateurs@ilo.org), fax (+41 22 799 8944) or telephone (+41 22 799 7476). They may also do so during the Conference, as early as possible, at the registration of speakers' office. 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.**

Advance registration in committees

The membership of the technical committees set up to deal with agenda items III, IV, V, VI and VII³ 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 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 asked to complete registration forms in advance and send them to the International Labour Office. The registration forms will be made available for download on the ILO website before the Conference.

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

Governments:	Official Meetings, Documentation and Relations Department (RELMEETINGS) (reloff-conf@ilo.org)
Employers:	Bureau for Employers' Activities (ACT/EMP) (actemp-conf@ilo.org)
Workers:	Bureau for Workers' Activities (ACTRAV) (actrav-conf@ilo.org)

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.

³ 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.

Health and safety

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

Practical arrangements

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 at the following web address:
www.bfm.admin.ch//content/bfm/en/home/themen/einreise.html.

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

Delegates of member States 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 at the following web address: www.bfm.admin.ch//content/bfm/en/home/themen/einreise/einfuehrung_vis.html.

- The following documents must be submitted by each member of the delegation:
 - a travel document, the validity of which exceeds that of the stay, and covers the period necessary for the return journey;
 - a visa application form, together with two photos;
 - supporting documents concerning the purpose of the journey, for example, a communication from the Government together with an authorization to undertake the mission, a copy of credentials, an invitation to the Conference, etc.
 - 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.

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; telephone: +41 22 799 6767).

Accommodation for delegations in Geneva

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

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

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

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, as of **17 April 2017**, to the following address: ilcrooms@ilo.org.

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.

These texts can be consulted on the ILO website: www.ilo.org/ilc. They may also be obtained in Geneva at the document distribution service.

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.

Contact details

ILO website: www.ilo.org/ilc

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

Department	Telephone	Email	Fax
Official Meetings, Documentation and Relations Department	+41 22 799 7732	reloff@ilo.org	+41 22 799 8944
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	+41 22 799 8944
Meeting room reservations		ilcrooms@ilo.org	
Documentation	+41 22 799 8040	distr@ilo.org	+41 22 799 6361

For registration in Committees (see section on page 11):

	Email	Fax
Governments	reloff-conf@ilo.org	+41 22 799 8944
Employers	actemp-conf@ilo.org	+41 22 799 8948
Workers	actrav-conf@ilo.org	+41 22 799 6570

