

Letter of invitation

Tenth African Regional Meeting Addis Ababa, Ethiopia, 2-5 December 2003

It is my pleasure to invite your Government to the Tenth African Regional Meeting of the International Labour Organization, which will be held in Addis Ababa, Ethiopia, from 2 to 5 December 2003 and preceded by preparatory meetings on 1 December, as decided at the 287th (June 2003) Session of the Governing Body of the ILO.

This *Meeting* is of significant importance for the African Region, and will provide a forum for tripartite delegations to review ILO activities since the Ninth Regional Meeting (Côte d'Ivoire, December 1999). Participants will discuss the challenges ahead for Africa, including social dialogue and employment promotion in Africa in the context of the globalization process, the New Partnership for Africa's Development (NEPAD) framework, and will draw up major guidelines and a programme of action for implementing the ILO's Decent Work Agenda in Africa during the next four years. Copies of the report of the Director-General, which will serve as a basis for the discussion, will be forwarded to you at the beginning of October.

--- The *Rules for Regional Meetings*, approved by the ILO Governing Body at its 283rd (March 2002) Session and confirmed by the 90th (June 2002) Session of the International Labour Conference, will govern the powers, functions and procedures of the African Regional Meeting. A copy of these *Rules* is enclosed. In accordance with article 1, paragraphs 1 and 2, of these *Rules*, each member State taking part in the *Meeting* is invited to send a tripartite delegation composed of two Government delegates, one Employer delegate and one Worker delegate, accompanied by such advisers as may be thought necessary.

The documents mentioned in this letter are sent to the addressee of the original only.

I would like to draw your particular attention to article 1, paragraph 4, of the *Rules*, which requires that Employer and Worker delegates and advisers be chosen in agreement with the industrial organizations, where such organizations exist, which are most representative of employers and workers in the State or territory 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 (1971) Session, member States must send tripartite delegations whose members are able to act in full independence of one another. In addition, the resolution concerning ILO action for women workers, adopted by the Conference at its 78th (1991) Session calls on governments and employers' and workers' organizations to include more women in their delegations to major ILO meetings. The travel and subsistence expenses of the delegates and their advisers are to be borne by their respective governments.

In accordance with article 9 of the *Rules*, the credentials of delegates and their advisers must be submitted to the International Labour Office by **14 November 2003** at the latest. However, in order to facilitate the organization of this *Meeting*, it would be greatly appreciated if credentials could be sent before that deadline.

--- Please find enclosed a **form for credentials**, which must be completed by the ministry concerned and returned to the Office of the Legal Adviser, ILO Headquarters, Geneva (facsimile: +41 22 799 85 70).

Information on the venue, agenda and procedures of the Meeting, as well as particulars concerning material arrangements are given below.

1. *Place and address of the Meeting*

United Nations Conference Centre
 P.O. Box 3005
 Addis Ababa, Ethiopia

Tel.: +251 1 54 49 45 or 44 51 08
 Fax: +251 1 51 31 55

2. *Registration*

Delegates will be required to register personally at the venue of the *Meeting*, where they can pick up their badges as from 2 p.m. on Monday, 1 December provided the Office has received their credentials.

3. *Agenda of the Meeting*

The Groups will meet from 3 to 6 p.m. on Monday, 1 December to coordinate their respective positions regarding the points raised in the report of the Director-General. They may also meet briefly, between 9 and 10 a.m. on Tuesday, before the opening sitting. Group meetings can continue on the following days, as the need arises.

The Tenth African Regional Meeting will open at 10 a.m. on Tuesday, 2 December.

The discussion of the Director-General's report will begin on Tuesday, 2 December after its presentation by the Director-General at the opening sitting. The discussion will be taken up again in the afternoon and will continue on the following days. The debates will be in the form of interactive sessions, to allow the greatest number of participants possible to intervene in a lively, focused exchange. The report and conclusions of the *Meeting* will be adopted on Friday, 5 December after which there will be a closing ceremony.

4. *Speeches*

Given the shortness of the *Meeting*, article 10.6 of the *Rules* limits the length of speeches to a maximum of five minutes, except with the express consent of the *Meeting*. Speakers are therefore urged to keep their interventions brief and to the point, reducing complimentary remarks to the minimum.

5. *Working languages*

The report of the Director-General, the conclusions and/or resolutions submitted, as well as the reports of the *Meeting*, will be published in English, French and Arabic. Simultaneous interpretation will also be provided in English, French and Arabic.

6. *Flight and hotel reservations*

It is essential that flight and hotel reservations be made as early as possible. Please note that hotel reservations should be made through the ILO Addis Ababa Office, at the address given in paragraph 11 below, which has obtained special rates for the occasion in consultation with the host Government. The required hotel accommodation may already be reserved and the names communicated at a later stage. A list of hotels is attached.

7. *Transport services*

A shuttle service will be provided between the airport, the hotels and the Conference Centre.

8. *Passports, visas and health regulations*

Participants should ensure that they have the necessary passports and/or visas required for entry into Ethiopia and for any other country they may have to transit.

They should also enquire about health regulations for Ethiopia and other countries they may have to transit and obtain the necessary vaccinations (e.g. against yellow fever) and appropriate certificates.

9. Insurance

Participants are advised to obtain insurance coverage, either at their own or at their Government's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, covering the entire duration of the *Meeting* and travel time.

10. Luggage

--- Enclosed are a number of **labels** which delegates may attach to all luggage so as to facilitate identification and entrance formalities.

11. Additional information - Internet

Any requests for additional information concerning the Tenth African Regional Meeting should be addressed to:

Mr. M. Gozo
Director, ILO Subregional Office for East Africa
P.O. Box 2532
Addis Ababa, Ethiopia

Tel.: +251 1 51 03 46
Fax: +251 1 51 36 33 or 51 13 95
E-mail: <gozo@ilo.org>

Mr. A. Tabi-Abodo
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ILO Regional Office for Africa
Abidjan, Côte d'Ivoire

Tel.: +225 20 31 89 00 or 09 58
Fax: +225 20 21 71 49 or 20 31 89 81
E-mail: <tabi-abodo@ilo.org>

A web page giving information on the *Meeting* will be open from 1 October at the following address:

<www.ilo.org/africa>.

Yours faithfully,

Juan Somavia
Director-General