

Meeting of Experts concerning the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185)Geneva,
4–6 February 2015

Note for the participants

The Tripartite Meeting of Experts concerning the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185) will be held from 4 to 6 February 2015 at the International Labour Office. It will start with group meetings at 9:00 a.m. on Wednesday, 4 February 2015 with registration starting at 8:00 a.m.

The purpose of this Note is to assist participants to familiarize themselves with the organization and procedures of the Meeting so as to enable them to take an effective part, from the outset, in this work.

Purpose of the Meeting

At its 320th Session (March 2014), the Governing Body decided to hold a tripartite meeting involving both maritime and visa experts. The Tripartite Meeting of Experts will examine the feasibility and carry out a cost-benefit analysis of the various options, including those set out in GB.320/LILS/5, to address the issues involved in the implementation of Seafarers' Identity Documents Convention (Revised), 2003 (No. 185), for ratifying and non-ratifying flag States, port States and seafarer-supplying States, as well as for shipowners and seafarers.

Composition of the Meeting

The Tripartite Meeting of Experts will be attended by 32 experts nominated after consultation with governments, 16 Employer experts nominated after consultation with the Employers' group and 16 Worker experts nominated after consultation with the Workers' group.

A reserve list will also be established with the other countries on the proposed list that will not be retained among the 32 government nominations. The countries on the reserve list as well as other countries having an interest in the subject would be able to attend as observers, at their own expense. Relevant international organizations will also be invited to attend as observers.¹

¹ GB.321/INS/11.

Background Information

Relevant background information has been provided on the ILO dedicated website.² This information includes (1) a technical background paper for discussion at the Meeting of Experts concerning Convention No. 185³; (2) the draft timetable; and (3) relevant decisions of the Governing Body.

Working of the groups

Arrangements have been made for the Government, Shipowner and Seafarer representatives to hold separate consultation meetings in the course of the Meeting.

Arrangements have been made for official meetings of the groups on the opening day of the Meeting:

9.00 a.m.–10.30 a.m.	Government group	Room II
	Shipowners' group	Room III
	Seafarers' group	Room IV

Miscellaneous information

Transport to the ILO building

Participants coming by private car may use the P1 car park. Please do not park in front of the main entrance.

Public transport services link the railway station (Cornavin) (lines F and 8) and the airport (line 28) to the ILO building. The stop for the ILO is marked "BIT" and is located on Avenue Appia. From 7 a.m. to 7 p.m. the "8" bus runs every six to eight minutes and every 15–20 minutes thereafter; from 7 a.m. to 8 p.m. the "28" bus runs every 20–30 minutes and less frequently thereafter; the "F" bus runs every 15–20 minutes during rush hour and hourly after 8 p.m. Bus tickets valid for several journeys are on sale at the newsagent inside the ILO building (R2-South).

Access to the ILO building

² http://www.ilo.org/global/standards/maritime-labour-convention/events/WCMS_301223/lang--en/index.htm

³ http://www.ilo.org/wcmsp5/groups/public/---ed_norm/---normes/documents/meetingdocument/wcms_329890.pdf

All participants arriving on **Wednesday, 4 February**, whether by car, taxi or bus, must enter the building through R3-South (Door 1). At the security desk, participants will be welcomed by a staff member of the secretariat **as from 7:30 a.m.**, who will provide them with a badge that allows them to access and exit the building throughout the duration of the Meeting. Participants are requested to wear this badge whenever they are in the ILO building.

Upon their departure, participants are kindly requested to drop their badges in a designated badge return box placed after the gates, so they can be reused.

Registration

Participants will find registration forms at the Registration and Information Desk (R3-South). Every participant is requested to complete a registration form in block capitals and to hand it in at the Registration and Information Desk on the first day of the Meeting, in order that he/she may be officially registered.

Meeting rooms

The times and places of the meetings to be held each day will be shown on the notice board outside the Governing Body Room.

The plenary sittings will be held in the Room II, where seats are reserved in three separate blocks for Government, Shipowners' and Seafarers' groups.

Participants will be given the opportunity to engage in a discussion. All of these statements are made from the speakers' places. It is essential that speakers should speak into a microphone to permit simultaneous interpretation of their remarks. When a participant has been authorized by the Chairperson to speak, he/she should press the button on the microphone to ensure that it is switched on.

The meeting rooms are equipped with a simultaneous interpretation apparatus, by means of which statements can be heard in the original or in an interpretation into one or another of the languages. The apparatus consists of an earphone, two push buttons for regulating volume and two push buttons for selecting a number corresponding to a particular channel.

Coat racks are placed at various points in the building, including near the meeting rooms. *The coat racks are not guarded and property is left at the owner's risk.*

Secretariat offices

A list of members of the secretariat, with their office numbers, will be issued the first day of the Meeting.

Travel agency

A branch of Carlson Wagonlit Travel is located at R2-South level. It is open from 9 a.m. to 5 p.m., Monday to Friday. *In order to avoid any problems with their return journey, participants who have not yet confirmed their reservations should contact the travel agency without delay.*

Financial matters

Delegates who are entitled to receive reimbursement of travel and payment of subsistence allowances by the ILO (tickets and Daily subsistence allowances) are kindly requested to submit the following supporting documents to the Registration Desk:

- a) When airtickets were **pre-paid**, please provide the **original boarding passes**.
- b) When airtickets were **purchased by the participant**, please provide the **originals of the ticket invoice, boarding passes and itinerary**.

Bank

A branch of the UBS is located at the R3-North level, together with cash dispensers that accept credit cards. Other cash dispensers (ATMs) are located at the R2-South level near the newsagent. The bank is open from 9 a.m. to 12.30 p.m., Monday to Friday for cash withdrawals and currency exchange.

Postal and telephone services

There is a post office at the R2-North level near the restaurant. It is open from 10 a.m. to 11.30 a.m. and from 12.30 p.m. to 4.30 p.m., Monday to Friday.

Local calls can be made from any telephone in the ILO building, including the meeting rooms, by first dialling 0 to get an outside line.

Restaurants and bar

A restaurant and a self-service cafeteria are located at the R2-North level. There is a bar in the meeting area that is open while meetings are in progress.

Smoking

The ILO is a smoke-free environment. For this reason, smoking is not permitted indoors. Participants can, however, smoke outdoors on the balcony next to the Delegates' Bar at R3-South and outdoors on the terrace at R1-North.

First aid

In case of need, participants may contact the Medical Service (Tel. 7134).

Mailing address for participants

Mail to the participants should be addressed to them in accordance with the following model:

Ms/Mr (full name)
International Labour Office
Meeting of Experts concerning the Seafarers' Identity Documents Convention (Revised),
2003 (No. 185) – MESIDC/2015

Case postale 500 - CH-1211 Genève 22 Switzerland

Telephone: (4122) 799.71.55

Fax: (4122) 799.67.71

Personal mail and messages will be held at the Registration and Information Desk.