



## Information note

### Order of business of the Meeting

(See also provisional programme)

### *Preliminary meetings*

The groups will meet on Monday, 14 February from 3 p.m. to 6 p.m. to elect their Officers and discuss, should they so wish, issues dealt with in the Director-General's Report. Group meetings are provided for throughout the duration of the Meeting.

### *Organization of the Meeting*

The opening ceremony will take place on Tuesday, 15 February at 9.30 a.m. and will be followed by a debate led by a panel of Prime Ministers on the theme of good governance in Europe and Central Asia. Work will then continue with the examination of the two volumes of the Director-General's Report. The adoption of the reports, conclusions and possible resolutions of the Meeting will take place on Friday, 18 February, and will be followed by the closing ceremony.

### *Side events*

- An informal meeting of labour ministers will be held on the afternoon of Tuesday, 15 February.
- A side event devoted to gender equality will take place on Wednesday, 16 February.

### *Cultural events*

The Hungarian Government will provide information on cultural events taking place during the week of the Meeting. This information will be available on the Meeting web site.

### Procedure and organization of the Meeting

The enclosed *Rules for Regional Meetings* will govern the powers, functions and procedure of the *Seventh European Regional Meeting*. Delegates' attention is drawn to a certain number of points.

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## **Composition of delegations**

In accordance with article 1, paragraphs 1 and 2, of the *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 considered necessary.

Article 1, paragraph 4, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or 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 Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another. Finally, the resolution concerning ILO action for women workers, adopted by the Conference at its 78th Session (1991), calls on governments and employers' and workers' organizations to include more women in their delegations to meetings of the ILO.

## **Financial arrangements**

The travel and subsistence expenses of the delegates and their advisers are to be borne by their respective governments (article 1 of the *Rules*).

## **Registration**

Delegates must collect their badges personally from the registration office in the Corinthia Grand Hotel. This office will be open from 9 a.m. on Monday, 14 February.

## **Discussions**

### **Plenary**

In plenary the order of speaking will be according to a list of speakers. It is essential for speakers to register on this list *on the eve of the plenary sitting* at which they wish to take the floor.

To allow as many speakers as possible to intervene, article 10, paragraph 6, of the *Rules* stipulates that except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes. Speakers are thus urged to make their interventions brief and to the point, reducing complimentary remarks to a strict minimum. Participants who have a typed copy of their speech are requested to supply one example to the secretariat of the Meeting for communication to the interpreters.

### **Parallel discussion sessions**

These are to be interactive sessions; participants may intervene on recognition by the Chairperson.

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## ***Interpretation***

Simultaneous interpretation will be provided in English, French, Spanish, German and Russian, as well as in Hungarian during plenary sittings.

## ***Documents***

The Report of the Director-General which will serve as a basis for the debates will be published in English, French, Spanish, German and Russian. However, the report of the Meeting, the report of the Credentials Committee, the conclusions and resolutions which may be adopted, will be published at the Meeting itself only in English, French and Spanish.

## **Practical information**

### ***Travel arrangements and reservation of hotel rooms***

Delegates are invited to make their own travel arrangements and to reserve hotel rooms as far in advance as possible in order to benefit from favourable conditions. For practical reasons, and so as to facilitate contacts, you are strongly encouraged to stay in the hotel that is hosting the Meeting, where the ILO has reserved rooms at a special rate. To benefit from this rate, please make bookings with the Hotel Corinthia before 15 December 2004 at the latest. For delegates who may wish to lodge elsewhere, special rates have been negotiated with two other nearby hotels.

### ***Transport***

A shuttle service between the airport and the hotels will be available for participants. Delegates are requested to use the attached form to communicate the details of their flights, time of their arrival and chosen hotel to the Subregional Office, Budapest, at their earliest opportunity.

### ***Passports and visas***

Participants are invited to consult the Hungarian Consulate in their own countries regarding the documents required and formalities to be fulfilled prior to entry into Hungary.

### ***Insurance***

Participants are strongly advised to obtain insurance coverage, either at their own, their government's or their organization's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The Office neither supplies insurance cover nor accepts any liability for a participant's claim arising from a medical disorder arising before, during or after the Meeting. Participants are reminded that they should only travel when in good health, and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

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## Contact information

### ***ILO Regional Office for Europe and Central Asia***

Tel: +41 22 799 66 66  
Fax: +41 22 799 60 61  
Email: europe@ilo.org

### ***ILO Subregional Office for Central and Eastern Europe (Budapest)***

Tel: +36 1 301 4900  
Fax: +36 1 353 3683  
Email: borsos@ilo.org

### ***Conference Internet site***

<http://www.ilo.org/public/english/region/eurpro/geneva/regconf2005/index.htm> .

### ***Meeting venue and address***

The Meeting will be held in the:

Corinthia Grand Hotel  
Erzsébet körút 43-49  
H-1073  
Budapest  
Hungary  
Tel: +36 1 479 4000  
Fax: +36 1 479 4333  
[www.corinthiahotels.com](http://www.corinthiahotels.com)  
reservations: royalres@corinthia.hu