

**Second Meeting of the Special Tripartite Committee
in accordance with Article XIII of the
Maritime Labour Convention, 2006 (MLC, 2006)**



Geneva,
8–10 February 2016

Note for the participants

The second meeting of the Special Tripartite Committee established under the Maritime Labour Convention, 2006 (STCMLC/2016) will be held from 8 to 10 February 2016 at the International Labour Office. Registration will start at 8:00 a.m. and group meetings at 9:00 a.m. on Monday, 8 February 2016

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

The second meeting of the Special Tripartite Committee (STC) established by the Governing Body of the International Labour Office in accordance with Article XIII of the Maritime Labour Convention, 2006 (MLC, 2006). The STC will consider proposals for amendments to the Code of the MLC, 2006, under Article XV of the Convention that have been submitted respectively by the Shipowner and Seafarer representatives' groups on the STC. They have already been communicated by the Director-General to all ILO member States.

Composition of the Meeting

The second meeting of the Special Tripartite Committee established under the Maritime Labour Convention, 2006 will be attended by two representatives nominated by the Government of each Member which has ratified this Convention, and the representatives of Shipowners and Seafarers appointed by the Governing Body after consultation with the Joint Maritime Commission.

The Government, Shipowner and Seafarer representatives may be accompanied by advisers. In addition, as provided in paragraph 3 of Article XIII, Government representatives of Members who have not yet ratified the MLC, 2006, may participate in this Committee without right to vote on any matter dealt with in accordance with the Convention. Finally, representatives of intergovernmental and non-governmental organizations which have been invited to the Meeting may also participate as observers

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	GB Room
	Shipowners' group	Room III
	Seafarers' group	Room IV

Documents

Relevant background information has been provided under the heading “Meetings of the Special Tripartite Committee” at the ILO website dedicated on the MLC, 2006 (www.ilo.org/mlc).

In order to enable participants to take a full part in the work of the Meeting the following documents will be issued in English, French and Spanish:

- (a) the Background paper for discussion(STCMLC/2016);
- (b) Summary of observation and suggestions on the three proposals for amendments to the Code of the MLC, 2006 for discussion (STCMLC/2016/2).
- (c) the list of participants (provisional, STCMLC/2016/5);
- (d) the draft timetable and

In the weeks following the Meeting, the Office will send to all participants a brief report of the discussion of the Meeting for comments

Information for Governments on participation in the record vote

The record votes on the adoption of the proposed amendments in accordance with Article XV(4) of the MLC, 2006, are scheduled for Wednesday, 10 February, in the morning. In order to prepare the voting list for the roll call, the secretariat needs a **clear designation of the representatives who will cast each Government's votes.**

It is recalled that each Government that has ratified the Maritime Labour Convention should have nominated **two titular representatives** who will vote. In order to be able to vote, each of those representatives also needs to be registered as present at the meeting. This registration is done automatically when representatives collect their STC participant badge at the registration desk. Therefore, even representatives from Permanent Missions in Geneva who may attend the meeting only for the vote **have to collect their STC badge in order to be able to vote.**

Where only one or two representatives have been nominated, the secretariat will assume that these are the titular representatives. If a Government has nominated more than two representatives, it will need to **indicate who the two voting representatives are**.

Should a titular representative of a Government leave the meeting early, his or her **departure should be notified to the secretariat**. A representative leaving the meeting has the possibility to nominate one of the advisers to act and vote in his or her place. These replacements have to be made in writing. A form to this effect is at the disposal of Governments at the registration desk.

Any question regarding the designation of representatives for the vote may be addressed to the registration desk or to the secretariat of the Office of the Legal Adviser (Room 1-66; Phone +41 22 799 6525 – internal x6525).

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 to 20 minutes there-after; from 7 a.m. to 8 p.m. the “28” bus runs every 20 to 30 minutes and less frequently thereafter; the “F” bus runs every 15 to 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 on R2 level (south).

Access to the ILO building

Please note that due to increased security procedures and on-going renovations of the ILO building, access to the ILO is restricted. Participants should bring with them valid identification (passport or national identity card).

All participants arriving on **Monday, 8 February**, by car should follow the signs to the visitors’ parking P1 and from there, the signs indicating “Door 4”. Participants arriving by taxi should request the taxi to deposit them to Door 4 of the ILO, while participants arriving by bus should follow the signs from the bus stop to the ILO and follow the signs to Door 4 (situated in R2 South) (see map in Appendix III).

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.

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.*

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.

One having entered, participants are asked to direct themselves to the Forum Registration and Information Desk (R3 level south).

Registration

Official registration will take place at Information Desk (R3 South) on the first day of the meeting. Each participant will be issued with a badge bearing his/her name. Participants are requested to wear this badge whenever they are in the ILO building.

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 GB Room, 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.

Secretariat offices

A list of members of the secretariat, with their office numbers, will be issued the first day of the Meeting and will be available at the Registration and Information Desk (R3 level south).

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 payment of subsistence allowances by the ILO are kindly requested to submit the **original boarding passes** to the Registration Desk (R3 level south).

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. There are public telephone booths and letter boxes outside both the post office and the newsagent on the R2 level.

Long-distance or international calls can be made from the telephone booths near the post office. 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, a self-service cafeteria and a snack bar are located at the R2 level at the North end of the building. There is a Delegates' 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 located at R3 level North, (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
Second meeting of the Special Tripartite Committee
established under the MLC, 2006 – STCMLC/2016
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.

Appendix III

Bus and tram routes

Plan des lignes d'autobus et de tramway

Plano de las líneas de autobús y tranvía







