



# Information Note

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Preparatory Technical Maritime Conference  
Geneva, 13-24 September 2004

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## **Preparatory Technical Maritime Conference**

Dates: Monday, 13 September to Friday, 24 September 2004

Place: *Palais des Nations* and the headquarters of the  
International Labour Office, Geneva

The International Labour Office welcomes delegates to the Preparatory Technical Maritime Conference.

Identity badges are provided upon registration. Delegates are requested to wear their badges at all times.

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## **Access to the Palais des Nations and the ILO (See maps at end)**

The ILO headquarters building is reached from the *Place des Nations* by taking the *Route de Ferney*, or the *Avenue Appia*. The P.1 car park in the ILO is set aside for delegates' use. Vehicles without Swiss CD plates must carry an ILO sticker, obtained from the Conference Information and Registration Desk.

There are no parking facilities for delegates at the *Palais des Nations*. Delegates arriving by car are advised to park at the ILO and to use the shuttle service between the ILO and the *Palais des Nations*.

Taxis do not have access to the grounds of the *Palais des Nations* and must pick up and drop off passengers in front of the *Pregny* gate.

By bus from Geneva train station, *Cornavin*, in the centre of town, the F, V, Z and No. 8 lines all stop at *Appia*, convenient for the *Palais des Nations*. The F and 8 lines continue to the ILO stop (*BIT*). On Saturdays and Sundays, the 8 terminates at *Appia*. The No. 13 tramline also runs from *Cornavin* to the *Place des Nations*, ten minutes' walk from the Assembly Building. The bus timetable can be consulted on [www.tpg.ch](http://www.tpg.ch).

Bus cards may be purchased from the *Naville* newsagents in the ILO, or from newsagents and tobacconists in Geneva.

A minibus shuttle service will run between the main entrance (R3 south) of the ILO and door 15 of the *Palais des Nations*, on Tuesday, 14 September, from 8.30 a.m. to 2 p.m. The shuttle will also run on Thursday, 23 and Friday, 24 September, from 8.30 a.m. to 8 p.m.

No luggage may be taken into the *Palais des Nations*. Delegates are advised to keep their luggage at their hotels.

N.B. Members of delegations are required to inform the Conference secretariat of any problems they may encounter with the local authorities that prevent them wholly or partially from exercising their official functions at the Conference.

## **Security arrangements**

Access to the *Palais des Nations* and the ILO building will only be granted to those persons wearing a Conference badge.

## **Information Desk**

The Conference Information Desk is located in R3 south, and is open from 8 a.m. to 6.30 p.m. on weekdays and as needed on Saturday, 18 September. The Information Desk will be able to answer any queries about the Conference, and about facilities available to delegates.

## Offices of the Conference in the *Palais des Nations* and the ILO

	<i>Palais des Nations</i>	ILO	
	Room	Office	Extension
President of the Conference	A-650	R3-95	8556
Secretary-General of the Conference	A-652	9-152	6324
Representative of the Secretary-General	A-654	3-120	6503
Governing Body delegation	A-660	2-39 2-46 3-4	7351 / 7684 8934
Shipowners' group (Secretariat)	A-644	M2-31	8502
Seafarers' group (Secretariat)	A-658	M2-33	8503
Responsible Executive Director	--	9-151	6332
Legal Adviser Secretariat	--	8-152 8-154	6522 6525
Office of the Clerk of the Conference Secretariat	A-646	2-151B 2-151	7552 7732
Registration in committees for Government delegates	--	2-145	7466
Director of secretariat services	A-656	2-152	8604
Press service	--	1-10	6298
Document Distribution service	--	R3-north	8035/6/7

## Programme of meetings

The complete programme for each day is published in the *Daily Bulletin*, available from 8 a.m. at the Information desk, and may also be consulted on the Conference web site: [www.ilo.org/ilc](http://www.ilo.org/ilc) .

Meeting rooms and times are also indicated on the notice-boards in the meeting area on level R3 south in the ILO.

Delegates may obtain information about the following morning's programme of meetings, by dialling the following telephone numbers, each evening after 10 p.m.:

English: 022 799 6695

French: 022 799 6696

Spanish: 022 799 6697

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## Reservation of meeting rooms

Conference participants who wish to reserve a meeting room at the ILO are requested to contact the secretariat services (Office 2-153, telephone 7739), from Mondays to Fridays before 4.45 p.m., in respect of meetings planned for the following day and, on Saturday, before 3 p.m.

It should be noted that, while every effort will be made to satisfy requests, space is limited and only those requests for scheduled Conference meetings can be guaranteed. Furthermore, participants are advised that no meeting room may be occupied without the prior authorization of the secretariat services.

## Registration in committees

Delegates who wish to register in committees must do so at the preliminary meetings of the Government, Shipowners' and Seafarers' groups which will be held on Monday, 13 September. Delegates who do not register at that time, or who subsequently wish to change committee, should request their respective registration forms from the Conference secretariat in the following offices:

Government delegates: Office 2-145 (Ms. Anne Relange)

Shipowners' delegates: Office M2-31

Seafarers' delegates: Office M2-33

Requests must be made by 5 p.m. in order to take effect the next working day.

## List of delegations

A first provisional list of delegations will be published on Monday, 13 September. A revised list will be published on Wednesday, 15 September and the final list will be published on Friday, 24 September. The lists give, in French alphabetical order of member States, the names and designations of delegates and advisers, as indicated in the official credentials submitted, and the names of the representatives of the United Nations, specialized agencies and other official international organizations, as well as registered observers of international non-governmental organizations.

## Plenary sittings – General information

The plenary sittings of the Conference are held in the Assembly Hall on the third floor of the Assembly Building of the *Palais des Nations*. The opening session will be held on Tuesday, 14 September at 10 a.m.

The delegations of member States represented at the Conference are seated in French alphabetical order of country names, as indicated in the seating plans posted on either side of the podium and at the back entrance of the Assembly Hall. Seats without desks are reserved for advisers.

## Work in Conference committees

The first meeting of the Steering Committee will be held in the Assembly Hall, immediately after the opening session.

Arrangements have been made for the technical committees of the Conference to commence their work following the opening of the Conference, **on the afternoon of Tuesday, 14 September.**

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The location of each meeting will be shown in the *Daily Bulletin* of that day and will be displayed on Conference meeting information boards.

Members of delegations wishing to speak at committee meetings should give their names to the Chairperson or secretariat of the committee. Speakers are usually called in the order in which their names are received, at the discretion of the Chairperson. Statements should be as brief as possible.

Representatives of international non-governmental organizations may only take the floor after obtaining the formal authorization of the Officers of the committees.

To facilitate the work of committee secretariats, delegates are requested always to sit in the same places.

## Optimizing the use of simultaneous interpretation

*Make sure your mobile phone is switched off.*

Each seat in committee rooms is equipped for simultaneous interpretation with earphones, volume control and a language selection switch. Channel “0” transmits the speeches in the original language; the other numbered channels give access to interpretation.

Except where special interpretation services are supplied by delegations, all statements are made in one of the official or working languages of the Conference – English, French, Spanish, Arabic, Chinese, German and Russian – and are interpreted into the other six.

**Upon taking the floor:** before pressing the button to activate the microphone, remove the earphone and place it in your lap, to prevent potentially harmful feedback.

Avoid touching the microphone, shuffling papers, drumming fingers or making other noises close to an open microphone.

**When speaking in a meeting:** if you are reading from a written text or have notes, please provide a copy in advance to the secretariat for immediate delivery to interpreters, so they can prepare the interpretation of the statement and render it as accurately as possible.

Speak clearly and at a moderate pace, pausing for punctuation: other languages may require more words to convey the meaning. This is particularly important for the delivery of written statements.

Cite figures slowly.

When referring to a passage in a document or quoting from a text, give the chapter and/or paragraph number concerned, *not* the page number, which may vary with the language versions. Leave time for the other participants, and especially the interpreters, to find the passage to which reference is made.

## Committee reports

The Reporter of each committee prepares a draft report which is submitted, first, to the Officers of the committee and, second, to the Plenary for corrections and adoption. The final report will be published as a *Provisional Record* about two weeks after the end of the Conference.

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## Provisional Record

A *Provisional Record*, containing the texts of delegates' speeches in Plenary sittings, committee reports, official documents of the Conference, and other information, is published in English, French and Spanish.

## Document Distribution

Conference documents are distributed from the Information Desk. The *Daily Bulletin* will be available every morning from 8 a.m. Other ILO documents may be obtained from the Document Distribution service on R3 north.

**NB:** The Document Distribution Service of the Conference does not despatch documents or reports for delegates. Delegates are requested to use the post office services (R2 north).

## Services available at the Conference

### Medical service

#### ILO building

The Medical Service is on the fifth floor, south, extension 7133. During the PTMC, it is open on weekdays and on Saturday, 18 September, from 9 a.m. to 6 p.m.

Dialling 144 will connect you directly to the Medical Service during opening hours. Outside these hours, it will connect you to the security guards, who are trained to provide emergency first aid or, if necessary, will call a doctor or ambulance.

#### Palais des Nations

For urgent medical attention, dial 15.

#### External services

**For extremely serious emergencies outside the ILO or the *Palais des Nations*, dial 144 (ambulance).**

The emergency service of the Medical Association of the Canton of Geneva is at 022 322 20 20.

Cantonal Hospital: 022 382 6580 (24 hours a day).

### Restaurants

There will be a range of snack bars and restaurants in operation, with varying opening hours (see below).

ILO	Location	Opening hours
Restaurant	R2 north	Mondays to Fridays, 12 noon to 2 p.m.
Cafeteria (self-service)	R2 north	Mondays to Saturdays, 11.30 a.m. to 2 p.m. Reduced service on Saturday.
Sandwich bar	R1 north	Mondays to Fridays, 7.30 a.m. to 9.30 p.m.

ILO	Location	Opening hours
"Le Club" tea room	R2 north	Mondays to Fridays, 9 a.m. to 4.30 p.m.
Delegates' bar	R3 south	Mondays to Fridays, from 8 a.m. to 8.30 p.m., Saturday, 8 a.m. to end of meetings.
Bar	R2 south	Mondays to Fridays, 8 a.m. to 5 p.m.
Palais	Location	Opening hours
Bar	Doors 13-15	Tuesday, 14 September, 8 a.m. to 2 p.m. Thursday, 23 and Friday, 24 September, 8 a.m. to 7 p.m.
Restaurant	8th floor	Mondays to Fridays, 11.45 a.m. to 2.30 p.m.
Cafeteria		Mondays to Fridays, 8.15 a.m. to 4.45 p.m.
Serpent Bar	Building E	Mondays to Fridays, 9 a.m. to 5.30 p.m.

## Telecommunications and postal services

### ILO building

#### Post office R2 north:

Mail, telephone and fax (booths for prepaid cards are available when the post office is closed), 10.30 to 11.30 a.m. and 12.30 to 4.30 p.m.; closed on Monday, 13 September and Saturday, 18 September.

#### Telecom services R3 south:

Operator service, telephone booths and fax telephones in the meeting rooms area can be used to make calls within Geneva. Available from 8.30 a.m. to 6.30 p.m., Monday to Saturday. Booths for prepaid cards are available outside these hours.

## Telephone communications in Geneva

Telephones in ILO headquarters may be used to call Geneva numbers. Dial '0' to obtain an outside line. Numbers in the surrounding area of France may be called by dialling 00 33 450 plus the last six digits.

To telephone the ILO from the *Palais des Nations*, dial 63 plus the internal extension number of four figures, or ring 0022 799 followed by the extension. If the extension is not known, go through the ILO switchboard on 63 6111 (or 0022 799 6111).

To telephone the *Palais des Nations* from the ILO, dial 2 plus the five figure internal extension number. The UN switchboard can be reached on 0022 907 1234, or 0022 917 1234.



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## Internet access for delegates

Two *cyber cafés* will operate throughout the Conference to allow delegates access to their electronic mail:

**ILO building:** Computer Access Room, R2-105, ILO Library, R2 south, 8 a.m. to 7 p.m. On Saturday, 18 September, the room can be accessed through the side entrance to the Library (the Reading Room doors will be closed).

**Palais des Nations:** Library room B-121, 8.30 a.m. to 5.30 p.m.

## Banking arrangements

UBS, ILO, R3 north:

Open Monday to Friday from 9 a.m. to 12.30 p.m. (full service) and from 2 to 5 p.m. (non-cash transactions only).

Closed Saturday and Sunday.

Cash machines are available on R3 north (outside the bank) and on R2 south (next to *Naville*).

## Travel Agency

*Carlson Wagonlit* has an office at the ILO (R2 south), tel: 022 799 7540. Opening hours are Monday to Friday, 9 a.m. to 5 p.m.

## Newsagent

The *Naville* newsagent on R2 south is open Monday to Friday from 8 a.m. to 5 p.m. and from 8.30 a.m. to 2 p.m. on Saturday, 18 September.

## ILO Library

The Reading Room of the ILO Library (R2 south) is open Monday to Friday, from 9 a.m. to 6 p.m.

## Lost property

Lost property should be handed in to, and claimed from, the Information Desk.

## Text processing and secretarial services

The Conference secretariat does not provide typing or secretarial services for members of delegations.

## Obtaining entry visas for France

Delegates unable to obtain entry visas for France in their own country, or only holding single entry visas, may make a request to the French Consulate in Geneva, open Monday to Friday from 8.30 a.m. to 2 p.m., at the address below:

Consulat général de France  
15, rue Guillaume de Marcossay  
1205 Geneva (Plainpalais)  
Tel: 022 319 00 42  
Email: [info@consulfrance-geneve.org](mailto:info@consulfrance-geneve.org)

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## Purchase of duty-free petrol and goods

The ILO provides heads of delegations and titular delegates with authorizations to purchase duty-free petrol and goods.

These personal, non-transferable authorizations are only valid for the duration of the Conference. Delegates concerned should go to the Information Desk. The address of the duty-free shop is as follows:

Montbrillant Shopping Centre  
27, avenue de France  
1202 Geneva

Opening times: Monday, from 1 p.m. to 6.30 p.m.; Tuesday to Friday, from 9.30 a.m. to 6.30 p.m. and Saturday, from 9.30 a.m. to 1.30 p.m.

## Sports

Members of delegations may use the eight tennis courts at the tennis club situated on *Chemin Eugène Rigot* (off *Avenue de la Paix*), close to the *Palais des Nations*. For information on the International Tennis Club, call 022 733 14 05 (see access maps).

## No smoking policy

Smoking is not permitted in the ILO building, **except in the designated areas** (R2 south, R1 café and R2 cafeteria & restaurant).

## Address of the Conference

Correspondence for delegates must be sent to the following address:

Preparatory Technical Maritime Conference  
CH-1211 Genève 22  
Switzerland

Telephone:\* (+41 22) 799 6111

Fax:\* (+41 22) 798 86 85. Messages received on the ILO's facsimile should clearly indicate the national delegation.

\* Inside Switzerland: add the code (022) to the seven-digit telephone and fax numbers.

**Members of delegations are requested to advise their correspondents to indicate their addresses as follows:**

LETTERS                      First name and surname: .....

                                         Delegation of: ..... (country)

                                         Preparatory Technical Maritime  
                                         Conference  
                                         CH-1211 Genève 22  
                                         Switzerland

## Road access map



