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**Seventh European Regional Meeting
Budapest, Hungary, 14-18 February 2005**

«Politesse»,

It is my pleasure to invite your country to be represented at the *Seventh European Regional Meeting* of the International Labour Organization, which will be held in Budapest, Hungary from 14 to 18 February 2005.

Every four years, the European Regional Meeting brings together the political, economic and social actors from the 50 countries of the region. This *Seventh Meeting* will focus particularly on the themes taken up in my two-volume report. The first volume will review ILO activities in the region during the 2001-04 period and the second volume will be a thematic report on good governance in the context of globalization, articulated around four axes: refocusing on youth as the key to lifelong employment; balancing flexibility, stability and security in European labour markets; strengthening the rights-based framework for managing migration; ageing, labour market participation and pension reform.

Both volumes of the report will be sent to you in December.

The enclosed *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 *Seventh European Regional Meeting*. Your attention is drawn in particular to article 1 of the *Rules*, which deals with the tripartite composition of delegations.

In June 2004, I called on our constituents to strive to meet a target of 30 per cent representation of women in delegations to the International Labour Conference. For the *Seventh European Regional Meeting*, as for all ILO meetings, I would urge governments, employers' and workers' organizations to increase their efforts to include more women in their delegations.

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

— Article 9 of the *Rules* concerns the time-limit for the submission of credentials. The form for the presentation of credentials must be filled in and returned to the Office of the Legal Adviser of the International Labour Office in Geneva, before 30 January 2005.

The ILO Regional Office for Europe and Central Asia is at your disposal to provide any additional information you may need. Information concerning the Meeting is available at the following address:

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

I would be grateful if you could communicate this information to the representatives of the employers' and workers' organizations who will be part of your national delegation.

A special event in the form of an Informal Ministerial Meeting will be held on the afternoon of Tuesday, 15 February 2005. It will focus on the follow up, at European and Central Asian level, to the Report of the ILO World Commission on the Social Dimension of Globalization, *A Fair Globalization: Creating Opportunities for All*. I look forward on that occasion to your personal participation in what I am sure will be a rich and interactive discussion. The social partners will also be represented at this Informal Ministerial Meeting.

The *Seventh European Regional Meeting* will have the key task of paving the way for the ILO's programme for the region in the years to come. I count on your active engagement in charting the way ahead.

Yours faithfully,

Juan Somavia
Director-General

ANNEXES

Rules for Regional Meetings;
Provisional programme;
Form for credentials;
Information Note with relevant forms.