



International Labour Office  
Bureau international du Travail  
Oficina Internacional del Trabajo

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31 January 2014

**Convocation of the 103rd Session of the  
International Labour Conference (May-June 2014)**

Dear Madam,

It is my pleasure to inform you that, in accordance with the decision taken by the Governing Body of the International Labour Office, the 103rd Session of the International Labour Conference will open on **Wednesday, 28 May 2014**. It will be held at the *Palais des Nations* and at ILO headquarters in Geneva, and will end on **Thursday, 12 June 2014**. Please note that **Tuesday, 27 May** will be devoted to preparatory meetings requiring the attendance of the tripartite members of national delegations to the Conference.

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I enclose a document entitled *Advance information* on the 103rd Session of the Conference. A *Conference guide*, containing fuller details on this year's Conference, will be sent out to member States following the 320th Session (March 2014) of the Governing Body. The Governing Body is undertaking a review of the functioning of the Conference and, as a result, may take some decisions affecting this year's programme. Reports for examination in plenary and in technical committees will be sent to you in good time before the session to allow their distribution to delegates, including non-government delegates and advisers, so they may prepare themselves adequately for the work of the Conference. The reports will also be accessible electronically, as is *Advance information*, by visiting the ILO website ([www.ilo.org/ilc](http://www.ilo.org/ilc)). There is also a "Practical information" section on this website.

Special attention is drawn to the section in *Advance information* on "Participation", which deals with the composition of delegations. Member States are required to ensure that their national delegations are fully tripartite and balanced as regards the number of advisers accompanying the respective delegates representing the Government, Employers and Workers. You are also urged to make every effort to achieve a gender balance in delegations, taking note of the entry on "Gender parity" in *Advance information*.

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

I should be grateful if you would kindly ensure that the credentials of your country's tripartite delegation are deposited with the Office of the Legal Adviser of the ILO before the deadline of **Monday, 12 May 2014**. The form for credentials of delegations is attached, with all contact details. The accompanying *Explanatory note for national delegations*, and the entry on "Credentials" in *Advance information*, give detailed instructions on the deposit of credentials. Delegations requiring visas should contact the Swiss consular services directly, as early as possible, in order to obtain the visas required for all persons included in the credentials.

As part of the ongoing reform of the International Labour Conference, to modernize its procedures and make it more efficient, for the first time this year the Office is streamlining the registration of delegates in technical committees by making the registration form available online at an early date, as well as sending it in paper form to member States in April 2014. For further details, I refer you once again to *Advance information*, and its entry on "Advance registration in committees".

The Official Relations and Meetings Branch will provide any further information you may require concerning the 103rd Session of the Conference. The contact numbers for this Branch are given at the end of *Advance information*.

The International Labour Office very much looks forward to doing its utmost to ensure the efficient and effective functioning of the 103rd Session of the International Labour Conference in Geneva.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Guy Ryder". The signature is fluid and cursive, with a checkmark-like flourish at the end.

Guy Ryder  
Director-General