



International  
Labour  
Organization



CHILD  
LABOUR  
PLATFORM

## 14th Annual Meeting of the ILO Child Labour Platform

### From the Ground Up: Collective Action to End Child Labour in Supply Chains

International Labour Organization, Geneva

30 November to 01 December

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#### NOTE FOR PARTICIPANTS

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The *Note* provides information on the organization and procedures of the 14<sup>th</sup> Child Labour Platform (CLP).

#### Venue

Cinema Room  
International Labour Office (ILO)  
Route des Morillons 4  
1211 Geneva 22  
Switzerland

Google Maps link: <https://g.page/international-labour-office?share>

#### Purpose of the Meeting

The ILO CLP is a unique business-led initiative dedicated to the elimination of child labour in supply chains, co-chaired by the International Organization of Employers and the International Trade Union Confederation. The Platform's annual meeting is an important opportunity to take stock of collective efforts, exchange knowledge on common and emerging challenges, and foster partnerships and actions to combat child labour on the ground.

To accelerate progress in this direction, our deliberations will be centred around the theme “From the Ground Up: Collective Action to End Child Labour in Supply Chains” and will explore opportunities and challenges to address the root causes of child labour at national level and in vulnerable and marginalized communities. Accordingly, the ILO CLP will convene Country Working Groups for Côte D'Ivoire, the Democratic Republic of Congo, and India to foster dialogue between governments and the private sector and strengthen collaborations with ILO projects on the ground. It will also feature a

strategic workshop on tackling child labour in coffee supply chains, peer-to-peer learning opportunities, and sessions tackling important issues ranging from engaging suppliers to the linking climate and child labour due diligence.

Further information concerning this meeting will be posted on the following internet page: <https://childlabourplatform.org/>

## Composition of the Meeting

The Annual Meeting of the ILO CLP will host more than 60 multinational corporations from across sectors and regions. Government officials will take part in select official sessions for the first time this year and select civil society actors and high-level officials from the ILO and UN will also be invited. Attendance at the meeting is by invitation only and most deliberations are held under the Chatham House rule.

## Registration

Registration of participants attending the meeting will take place in the front lobby of the ILO building (R2) from 8:30-9:30 AM on 30 November 2023 and from 08:30 a.m. to 09:15 a.m. on 01 December 2023.

## Insurance

The ILO is not liable for any sickness and accident that may occur on ILO grounds and is not responsible for insurance coverage on the days of the conference.

## Visas

The ILO is not in a position to arrange entry, or in-transit visas, for Switzerland or other countries. It is the responsibility of the participant to contact the local Swiss Embassy or Consulate to request the processing of a Schengen visa (see page 4 for further details).

## Access to the ILO building

- **By bus:** Take bus 8 (direction OMS) and get off at “BIT” bus stop. Follow the pedestrian signs and cross the car park into the building. Take the escalator which arrives at the Security Desk (R2 South). Please enquire with your Hotel Reception desk upon arrival for a free Geneva Public Transport Card (subject to change).
- **By taxi:** Arrival at **Door 4** (Security Desk, R2 south).
- **By private car:** Follow the signs to the visitors’ parking **P1**, take the door to the right to reach the Security Desk (R2 South).

At the Security Desk, participants will be welcomed by a staff member of the ILO/CLP Team, who will issue a visitor’s badge which contains a microchip and allows participants to access and exit the building throughout the duration of the Meeting. Upon departure, participants are kindly requested to place their visitors’ badges in a designated box placed at the Security Desk.

## Equipment

Please ensure that you have your equipment (i.e. laptop, charger, cables, etc.) for the meeting. Switzerland operates on a 230V supply voltage and 50Hz and the plug sockets have three round pins – see picture below. **Please make sure to bring adapters/converters.**



## OTHER PRACTICAL INFORMATION

TRAVEL	
<b>Visas</b>	<p>The ILO is not in a position to arrange entry, or in-transit visas, for Switzerland. The formal invitation letter along with flight schedule is sufficient for visa application. If needed, the ILO will also send a separate letter (Note Verbale) directly to the relevant Swiss authorities in the respective countries to facilitate visa application. Switzerland is part of the Schengen area, visa provisions are therefore based on the Schengen regulations.</p> <p>The website of the Swiss Federal Department of Foreign Affairs (<a href="http://www.eda.admin.ch/eda/en/home/rep.html">http://www.eda.admin.ch/eda/en/home/rep.html</a>) features an information page listing all Swiss representations in the world. For each country, information about the Swiss representation responsible for visa matters is provided.</p> <p>If Switzerland does not have an embassy or consulate in the respective country, the information page mentions which Swiss representation in neighbouring country is responsible for visa issuance.</p>
<b>Airport</b>	<p>Geneva airport is approx. 5 km from the city centre.</p> <p><b>Geneva International Airport</b> Route de l'Aéroport 15 CH-1218 Grand-Saconnex, Geneva</p> <p><a href="http://www.gva.ch">www.gva.ch</a> Mobile app: <a href="http://www.gva.ch/GVApp">www.gva.ch/GVApp</a></p>

<b>Airport Transfer</b>	<p>The easiest means of transport is taxi, which costs approx. CHF 35.-/45.- depending on hotel destination.</p> <p>Public transport, which is very reliable, is also available. The Genevan authorities offer a free bus ticket, valid for 80 minutes which is available in the luggage collection lounge, prior to passing through customs. The bus stops are situated at departure level. A train runs from the airport to Geneva “Cornavin” station (city centre).</p>
<b>Local transport</b> <b>TPG (Geneva Transport Services)</b>	<p>Tram and bus lines are well-networked and extensive. The services operate seven days a week from early morning until after midnight.</p> <p>All participants staying at hotels or hostels in Geneva can benefit from a free Geneva Transport Card, which is a free passport to Geneva’s transport network. Please check with your Hotel Reception desk upon arrival.</p> <p>Further information, timetables and network schedules are available on: <a href="http://www.tpg.ch">http://www.tpg.ch</a></p>
<b>Travel Agency</b>	<p><b>Carlson Wagonlit Travel</b> ILO building – R2 South Monday to Friday , 9 – 17 hrs.</p>
<b>ACCOMMODATION</b>	
<b>Hotels</b>	<p>Participants are responsible for making their own hotel reservation. We urge participants to reserve the hotel well in advance of the Meeting.</p> <p>A list of hotels with UN preferential rates can be sent to you upon request. Upon making reservations at hotels, please ask for the preferential UN rate.</p> <p>Other options may be viewed at the Geneva Tourism website: <a href="http://www.geneve-tourisme.ch">http://www.geneve-tourisme.ch</a></p> <p>Participants are responsible for settling their hotel account, including all extras, prior to departure.</p>
<b>GENERAL INFORMATION</b>	
<b>Restaurants in Geneva</b>	<p>Please refer to the Geneva Restaurants web site to find your preferred restaurant: <a href="http://www.geneverestaurants.ch/en/index.php">http://www.geneverestaurants.ch/en/index.php</a></p>
<b>Tourism</b>	<p>Geneva Tourism Tel: +41 22 909 7000 <a href="http://www.geneve-tourisme.ch">http://www.geneve-tourisme.ch</a></p>

<b>Electricity</b>	Switzerland uses 220-230 vol current. It is recommended to bring adapters/converters.
<b>INFORMATION AND SERVICES WITHIN THE ILO</b>	
<b>UBS Bank</b>	ILO building – R3 North Monday to Friday, 09.00 – 12.30 (full service) Monday to Friday, 14.00 – 17.00 (non-cash transactions only) Cash machines are available at R3 North, outside the bank and on R2 South, next to the newsagent.
<b>Postal Services</b>	ILO building – R2 North Monday to Friday, 10.00 – 11.30 and 12.30 – 16.30
<b>Telephone Services</b>	Local calls can be made from any telephone in the ILO building, including the meeting rooms. Dial 0 to get an outside line Internal calls within the ILO can be made by dialing the extension (last 4 digits) of the number.
<b>Library (with access to computers and internet)</b>	R2 south Monday to Friday, 9.00 – 18.00
<b>WIFI access on levels</b>	Level R2 and R3 (South), meeting rooms and coffee bars
<b>Newspaper kiosk Naville</b>	Newspapers, books, tobacco, prepaid cards valid for the Geneva public transport system, prepaid phone cards, etc. R2 South Monday to Friday, 8.00 – 17.00
<b>First Aid</b>	ILO Medical Service R3, North Tel. 7134
<b>SNACK BARS, CAFETERIAS AND RESTAURANT</b>	
<b>The “Delegates” bar</b>	R3 South 8.00 until 19.15 depending on meeting programme
<b>“Le Viennois” snack bar</b>	R2 North 7.30 to 17.30
<b>“ ELDORA” self-service</b>	R2 North 11.45 to 14.00
<b>“ELDORA” Restaurant</b>	R2 North 12.00 to 14.00