

24 July 2008
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To: The Members of the Joint Working Group of the International Labour Organization, the International Maritime Organization and the Basel Convention on Ship Scrapping
All Parties and Signatories to the Basel Convention on the Transboundary Movement of Hazardous Wastes and Their Disposal
The United Nations and its Specialized Agencies
Intergovernmental Organizations
Non-Governmental Organizations

I have the honour to invite your participation at the third session of the Joint Working Group of the International Labour Organization, the International Maritime Organization and the Basel Convention on Ship Scrapping, to be held at the Headquarters of the International Labour Office, Geneva, from 9.30am on Wednesday 29 October to Friday 31 October 2008. On this occasion, the session is being hosted by the International Labour Organisation.

The Joint ILO/IMO/BC Working Group on Ship Scrapping was established by decisions adopted by the seventh meeting of the Conference of the Parties to the Basel Convention, the fifty-first session of the IMO Marine Environment Protection Committee, and the 291st session of the ILO Governing Body.

You will recall that the Conference of the Parties, at its eighth meeting, adopted decision VIII/12, supporting a third session of the Joint Working Group and, at its ninth meeting, requested the Secretariat to report back to the Open-ended Working Group and the Conference of the Parties on the outcome of this session.

The following five Parties were nominated by the seventh meeting of the Conference of the Parties to the Basel Convention to represent the Basel Convention as members of the Joint Working Group:

- China, representing the Asia and the Pacific region;
- The Gambia, representing the Africa region;
- Russian Federation, representing the Central and Eastern European region;
- Jamaica, representing the Latin America and Caribbean region;
- The United Kingdom of Great Britain and Northern Ireland, representing the Western Europe and others region.

Five representatives of IMO Member States will participate in the Joint Working Group, while the ILO will be represented by five employers' and five workers' members.

The seventh meeting of the Conference of the Parties to the Basel Convention, in its decision VII/26, encouraged Parties to ensure their full and effective participation in the deliberations of the Joint Working Group, either through their representatives or as observers. Representatives of Parties that are not members of the Joint Working Group, Signatories, intergovernmental organizations and non-

governmental organizations are encouraged to participate in the third session of the Joint Working Group as observers. The participation of observers is at their own cost.

Registration

The name, contact address, telephone and fax numbers of the designated representative(s) should be communicated directly to the International Labour Office as soon as possible, but no later than **29 September 2008**, using the attached *Conference Registration Form*. The completed form should be transmitted to the ILO Sectoral Activities Branch by email at binetry@ilo.org or by fax at +41 22 799 7296. For Intergovernmental Organisations or Non-Governmental Organisations, please be sure to indicate whether your participation is through the ILO, IMO or Basel Convention participant category.

Logistics

The meeting will be held at the Headquarters of the International Labour Office, Geneva. In order to access the ILO Building, delegates must be issued with security badges which may be collected at the R2 level North; then delegates should make their way to the R3 level at the south end of the building where they will find the registration and information desk serving the meeting.

Participants coming by private car are asked to use car park P.1. 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; from 7 a.m. to 7.30 p.m. the "28" bus runs every 20-30 minutes; the "F" bus runs every half hour until 11 p.m. and at the weekend. Bus tickets valid for several journeys are on sale at the newsagent inside the ILO building on the R2 level (South).

Documentation

Attached please find the provisional agenda for the session. Reports of the previous sessions as adopted by the Joint Working Group, and other information, is available at the Basel Convention website (<http://www.basel.int>).

The meeting will be conducted in English only. Documents will be produced and circulated in English only. The deadline for the submission of bulky documents (6 pages and over) for consideration at the session is **29 August 2008**, other documents for consideration at the session is **12 September 2008**. Documents should be drafted in the format stipulated below. To facilitate the preparation of documentation, you are requested to submit documents in electronic form by e-mail to binetry@ilo.org. However, documents may also be submitted by fax to +41 22 799 7296. As they are finalised, documents will be made available on the ILO Sectoral Activities website: <http://www.ilo.org/public/english/dialogue/sector/techmeet/iloimobc08/index.htm>.

Please accept the assurances of my highest consideration.

Yours sincerely,



Katharina Kummer Peiry
Executive Secretary



**Joint ILO/IMO/Basel Convention Working Group on
Ship Scrapping – Third Session
(Geneva, 29-31 October 2008)**

CONFERENCE REGISTRATION FORM

This form should be completed (typed or in block letters) and returned to the

Sectoral Activities Branch
International Labour Office (ILO)
1211 GENEVA 22 (Switzerland)
Fax: (00 41 22) 799 72 96 or e-mail binetruy@ilo.org

Participant Category for the Joint Working Group

MEMBER:	IMO <input type="checkbox"/>	Basel Convention <input type="checkbox"/>	ILO <input type="checkbox"/>
OBSERVER:	IMO <input type="checkbox"/>	Basel Convention <input type="checkbox"/>	ILO <input type="checkbox"/>
ADVISER:	IMO <input type="checkbox"/>	Basel Convention <input type="checkbox"/>	ILO <input type="checkbox"/>

Personal and Passport Information

Family Name/Surname:	
First Name/s:	
Nationality:	
Passport Number:	
Title of present post:	
Name of Organization/Institution:	
Permanent address: Street: City: Post code: Country:	
Telephone number:	
Fax number:	
E-mail:	



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JOINT ILO/IMO/BC WORKING GROUP ON SHIP
SCRAPPING
3rd session
Agenda item 1

ILO/IMO/BC WG 3/1
15 May 2008
ENGLISH ONLY

PROVISIONAL AGENDA

**for the third session of the Joint ILO/IMO/BC Working Group on Ship Scrapping
to be held at the Headquarters of the International Labour Organization, Geneva, Switzerland
from Wednesday, 29 October to Friday, 31 October 2008
Session commences at 9.30 a.m. on Wednesday, 29 October 2008**

Opening of the session and election of the Chairman

- 1 Adoption of the Agenda
- 2 Outcome of the 2nd session of the Joint Working Group
- 3 Joint technical cooperation projects
- 4 Interim measures to be taken prior to the entry into force of the Convention
- 5 Any other business
- 6 Consideration of the report of the Joint Working Group

Notes:

1 Bulky documents (6 pages and over) should be received by the Secretariat not later than **Friday, 29 August 2008**; other documents should be received by the Secretariat not later than **Friday, 12 September 2008**.

2 The full texts of public documents that have been officially circulated for previous meetings of the Joint Working Group, or for meetings of the organs or subsidiary bodies of any of the three organizations, will not be re-circulated as new documents for the third session of the Joint Working Group. Where the originator of a document seeks to draw the attention of the session to a previously circulated document, the originator should submit a short document, following the standard format described below, referring to the earlier document, indicating the relevant document symbol and explaining the reasons why it should be considered during the third session, and under which agenda item(s) such consideration should take place.

3 The meeting will be conducted in English only. Documents will be produced and circulated in English only. Documents should be drafted in the format stipulated below. To facilitate the preparation of documentation, you are requested to submit documents in electronic form by e-mail to binetruy@ilo.org. However, documents may also be submitted by fax to +41 22 799 7296. As they are finalized, documents will be made available on the ILO Sectoral Activities website: <http://www.ilo.org/public/english/dialogue/sector/techmeet/iloimobc08/index.htm>.

STANDARD FORMAT FOR DOCUMENTS

All documents are to begin with a brief summary containing, as appropriate, the information set out below. The summary shall be prepared by the originator of the document.

SUMMARY	
<i>Executive summary:</i>	This description should be brief, outlining the background to (if applicable) and content of the document.
<i>Action to be taken:</i>	A reference should be made to the paragraph of the document which states the action which is required to be taken by the Joint Working Group.
<i>Related documents:</i>	Other key or related documents should be listed, to the extent to which they are known by the originator of the document.

Subject headings

1 If subject headings are used within the body of the text, they should be in lower case bold type with initial capitals. They should not be numbered.

Paragraphs

2 Paragraphs should be numbered in a running sequence throughout the body of the document, whether or not they are sub-divided by subject headings. Paragraphs should be as concise as possible, to facilitate ease of reading.

Annexes

3 Supplementary information referred to in the text of the document should be attached as an annex to the document.

Action requested of the Joint Working Group

4 A final paragraph should be provided, stating, in a concise form, what action is required of the Joint Working Group by the originator of the document in question.
