



Congress Logistics

Languages

1. The Congress Standing Orders provide that the official Congress languages shall be English, French, German and Spanish. Interpretation in these languages would be provided for the Standing Orders Committee. For the full plenary sessions, it is proposed that interpretation also be provided in Arabic, Italian, Japanese, Russian, and a Scandinavian language.
2. The four official languages would be provided in each of the sub-plenary sessions, however the costs of providing all the additional languages in all the sub-plenaries would be prohibitive given the available finances. It is therefore proposed that Arabic, Italian, Japanese, Russian and Scandinavian be provided in one sub-plenary each, and that the decision on which language will be provided in which sub-plenary be taken in consultation with the affiliates from the relevant language groups. Additional interpretation cabins will be provided in the plenary and sub-plenary rooms so that delegations bringing their own qualified interpreters can use them.
3. Translation of official Congress documents will be done in the four official Congress languages.

Towards a “paperless Congress”

4. At previous Congresses, tens of thousands of pages of documentation have been produced, with all the attendant costs, and logistical and environmental implications. Advances in communications technology have reached now a point where it is possible to conduct the business of Congress by web-posting and electronic circulation of proposals for decision and reports, with an absolute minimum of printing to take place during the Congress.
5. Participants will be able to access the background information, draft decisions, reports during Congress, multimedia materials, and other relevant ITUC electronic products via their electronic device.
6. As documents will be ready in advance, delegates will still have the option to download and print their own documents before coming to Berlin. Documents modified or created during Congress will however only be made available electronically.
7. It is recognised that for economic reasons, some organisations may not already have these devices. We hope to be able to provide some limited financial support, in case of genuine need, to allow organisations which do not have the necessary financial means to purchase a device in their country before coming to Congress.

Media support

8. The Congress pages on the ITUC website will include a media section where national media, including trade union media, can seek accreditation to Congress where there will be a dedicated media centre. ITUC media liaison staff will be available at Congress to assist delegations in seeking coverage in their own national media, with priority given to formal interventions given by delegations via the Congress video streaming facility. Journalists from “Equal Times” will also be present at Congress, to report on the Congress itself as well as on interesting stories based on the work and experiences of Congress participants.

Accommodation, transport and meals

9. The ITUC is preparing a list of Berlin hotels with which rates and conditions for accommodation have been negotiated, from which delegations will be able to choose their hotel and make their reservations directly. The ITUC will make the accommodation bookings for participants whose accommodation expenses are being subsidised by the ITUC.

10. The Congress venue is located close to the Berlin “S-Bahn” public transportation system, as are the hotels on the ITUC list. The S-Bahn provides a reliable and frequent service, and thus it is not planned to organise bus shuttles to and from the Congress venue for participants. Information and assistance will be provided to delegations in order to facilitate their use of the public transportation system.

11. While the Congress venue is located in an area of Berlin where there are few nearby restaurants, a wide range of affordable options for lunch, snacks and drinks will be available at the venue itself. Facilities will be available for delegations wishing to organise private lunches at the venue, however there will be a limit on the number of possibilities available.

Video Streaming of Formal Addresses by Delegations and Panel Discussions

12. Aside from the sub-plenary debating format, delegations may also wish to make a formal statement for the Congress record, and as decided by the General Council in October 2012, a special video-streaming facility will be set up to enable this. Delegations wishing to make a formal statement will be invited to do so during sessions timed in such a way as to enable their speech to be viewed in their own regional time-zone. Media staff will be available to assist in seeking the widest possible audience in the speaker’s home country, through social media, press releases etc. It is proposed that the Standing Orders Committee set a time limit of four minutes for formal statements in order to enable the maximum number of delegations to deliver their statement.

13. The video streaming facility will be set up in a studio format to allow also for moderated panel discussions involving delegates, and would operate in parallel with the full- and sub-plenary sessions as well as during breaks in the Congress programme. Due to cost considerations, streaming will be in the original language only.

Regional meetings and side events

14. Provision will be made for meetings of the ITUC Regional Organisations during Monday 19 and Tuesday 20 May, to facilitate discussions on the composition of the incoming General Council, for decision in the full plenary on the final day of Congress. These meetings will need to take place before or after the official sessions or during the lunch break. Similarly, provision will be made for women delegates and young delegates to meet.

15. Congress provides an important opportunity for participating delegations to host side events on topics of interest. These could take place before and after Congress sessions, during the lunch breaks, and also as from 15.00 on Thursday 22 May into the evening. The ITUC will not be in a position to provide interpretation for these events however every effort will be made to provide suitable meeting facilities. Participating organisations will be invited to submit requests concerning side events well in advance of Congress in order to facilitate planning. If the number of requests for side events exceeds the available capacity, the secretariat will make a recommendation to the Standing Orders Committee.