



Congress Guide

Guides and Guidelines

3rd World Congress | 1-5 December 2013 | Bangkok | Thailand



BWV
Building and Wood
Workers' International
www.bwvint.org

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JUSTICE FOR ALL
UNIONS MAKE IT POSSIBLE

Index

Congress venue	3
Getting there	3
Flying to Bangkok (Thailand)	3
Local Transport	4
Passport & Visa Information	5
Congress	7
About the Congress	7
Congress Events	8
Congress Documents	8
Interpretation	9
Meals	9
Congress Welcome Cocktail & Solidarity Dinner	9
Name Badges	9
Registration	9
Contact	10
Hotels	10
Bangkok - Thailand	11
Government	11
About Thai Trade Unions	11
Language	11
Religion	12
Culture	12
Climate	12
Currency / Money	13
Electricity	14
Food & Drink	14
Insurance	14
Internet	14
Medical matters	15
Mobile phones	16
Service centre	16
Security	16
Travel agency	17
Time zone	17
Departure from Bangkok	17

Congress Venue

Royal Orchid Sheraton Hotels & Towers

Royal Orchid Ballroom, Level 2

2 Charoen Krung Road Soi 30,
(Captain Bush Lane),
Siphya, Bangrak, Bangkok 10500,
Thailand

Website: www.royalorchidsheraton.com

The Congress hall and the Congress side meetings will be on the same floor (Level 2).

BWI will organise an exhibition area.

Getting There

Flying to Bangkok (Thailand)

There are two international airports serving Bangkok: Suvarnabhumi airport and Don Mueung.

Most of the domestic flights services, operated by Thai Airways, Air Asia, Bangkok Airways, Nok Air, Orient Thai Airlines, etc., land at the Don Mueung airport.

Suvarnabhumi airport has direct flight connections to the major hubs in Europe, Africa, Asia and Latin America, including Amsterdam, Frankfurt, Paris, Singapore, and Johannesburg.

Suvarnabhumi airport:

Upon arrival, the signs in the airport are very clear and easily understood, allowing you to reach one of the four obligatory customs desks at the airport indicated by the sign:



If the queue is too long in one area, do not hesitate to go to the next one.

PLEASE TAKE NOTE: nationalities that require a visa on arrival must proceed directly to the special area marked by the sign “Visa on Arrival”.

For visa information, please see the Visa Information section of this Guide.

After passing through customs, you will arrive in the Baggage Claim area. It's a huge space. You can find the location for the delivery of your luggage on a TV monitor.

Local Transport

from the airport to the hotels

The Suvarnabhumi airport is 35 to 40 kilometres away from the Congress venue and the two hotels, the Royal Orchid Sheraton Hotels & Towers (the Sheraton) and the Holiday Inn Bangkok Silom (for their addresses and further details, see the Hotels section of this Guide).

There are several ways to reach the Congress venue (also the Sheraton) and the hotels:

- Public transportation: bus or sky train
- Limousines or public metered taxis
- Hotels' airport transfer services

By train, it takes about 50 minutes to reach the Sheraton and Holiday Inn, at a one-way fare of THB 150.00.

The hotels' airport transfer and the limousine services are about a 45 minutes drive to the hotels, and the fare is between THB 2,000.00 and THB 3,000.00.

We recommend that you use a public metered taxi. A taxi ride to the hotels takes about 45 minutes, depending on traffic conditions.

After going through immigration and collecting your luggage, you proceed to the exit (only one exit area). A public taxi stand is marked by this sign:



To find the public taxi area located on Level 1 (Ground Level), follow the signs "To City" or "Public Taxi". The area is located in front of Entrance No. 4.

Please inform the person at the desk and then again the taxi driver of your destination: Royal Orchid Sheraton Hotels & Towers on Charoen Krung Road or the Holiday Inn Bangkok Silom on 981 Silom Road. Thai people do not speak English very well. Do not hesitate to show a document on which your destination is mentioned; for example, a hotel registration confirmation.

The taxi ride must be paid with cash: Thai Baht (THB), the local currency. A taxi ride for one person on a metered taxi (coloured green and yellow) will cost between THB 550.00 and THB 600.00 (about USD 18.00 to USD 20.00, inclusive of 2 toll fees).

Note that in Thailand, drivers use the LEFT side of the road.

CAUTION: As often at an international airport, many people in and outside the airport offer services like helping to carry your luggage, finding a hotel or proposing unofficial taxi rides. The prices tend to be high and variable. We advise you not to use such services, and to turn them down politely but firmly.

between the Holiday Inn and the Royal Orchid Sheraton

BWI will not provide transport/shuttle buses between the Holiday Inn Silom hotel and the Royal Orchid Sheraton (hotel and Congress venue).

You will easily find a metered taxi in the street below your hotel. Between the Holiday Inn and the Sheraton the taxi fare for the 10-minute ride is about THB 50.00 (about USD 1.50).

in Bangkok

Getting around Bangkok is easy. Usually there are taxis waiting in front of the hotels.

Metered taxis have a sign “Taxi Meter” on their roofs, and their fares are recorded by a meter. The minimum fare is 35 Baht for a distance of 1 kilometre. The fare will increase according to the distance covered. Do not hesitate to ask to the driver to use the meter.

Samlors: Samlors, also known as “Tuk-Tuk” in Thai, are three-wheeled taxis with a meter. Fares must be negotiated beforehand. They are normally a little cheaper than ordinary taxis, but are suitable only for short trips.

Boats: Given Bangkok’s notorious road traffic jams, choosing to travel on the river can be a magnificent and relaxing experience. There are boat services along the famous Chao Phraya River. The colour of a boat’s flag indicates the number of stops the boat does along the river. The fares range from THB 10.00 to THB 32.00 depending on the distance and the type of boat. These boats navigate only on one side of the river. After disembarking at a main pier, you can cross the river using the ferry service.

The Royal Orchid Sheraton Hotel & Towers is adjacent to two public piers and provides easy access to all modes of transport. The Grand Palace, the Temple of Dawn, and the Temple of the Emerald Buddha are just a short boat ride away.

Passport & Visa Information

Entry Requirements - Passport Validity

People visiting Thailand (business or tourism) must have a valid passport – valid at least six months after the person’s departure date. The passport has to have at least three blank pages. To avoid any problems, we encourage our delegates to have evidence of their departure (ticket), bearing the date on which they will depart from the country.

Foreigners entering Thailand must possess adequate finances for the duration of their stay.

Please note that the Immigration Officer at the port of entry can refuse the entry if the traveller’s passport is damaged or has pages missing.

For practical and security reasons, BWI reminds their delegates to send to their regional office, by e-mail or by fax, a copy of their valid passport (for the contact at your regional office, please see the Contact section of this Guide).

WARNING: A certificate is required by travellers over 1 year of age arriving from countries with a risk of yellow fever transmission and from all travellers having transited through the airport of a country with a risk of yellow fever transmission (for more information, see the Medical Matters - Vaccinations section of this Guide).

The following information is for visiting Thailand for tourism or meeting purposes. As the requirements may be changed without prior notice, delegates should themselves check them before their departure.

Delegates are advised to contact local travel agencies and/or visit special websites such as:

- www.visahq.com
- www.mfa.go.th (official website of the Ministry of Foreign Affairs of Kingdom of Thailand)

GROUP 1: upon airport arrival: Visa Exemption – Visa on Arrival

Depending on nationality and/or duration of stay, delegates may be entitled to a Visa Exemption or Visa on Arrival. Please check the following tables:

Summary of Countries and Territories entitled to Visa Exemption or Visa on Arrival						
Nationals of the following countries may apply for Visa on Arrival	Nationals of the following countries may enter Thailand without a visa					
	Tourist Visa Exemption Scheme			Bilateral Agreement		
Period of stay	Period of stay			Period of stay		
15 days	** 30 days		90 days	14 days	30 days	90 days
Bulgaria Cyprus Czech Republic Estonia Ethiopia Hungary India Kazakhstan Latvia Lithuania Malta Mauritius Poland Romania Russia San Marino Slovakia Slovenia Taiwan Ukraine Uzbekistan	Austria Belgium Bahrain Canada Denmark Finland France Germany Greece Hong Kong Iceland Indonesia Ireland Israel Italy Japan Kuwait Luxembourg Malaysia The Netherlands New Zealand	Norway The Philippines Portugal USA Singapore Spain South Africa Sweden Switzerland Turkey UK Czech Republic Hungary Poland Slovak Slovenia	* Brazil * Korea (ROK) * Peru Cambodia	Mongolia Russia	Argentina Brazil Chile Korea (ROK) Peru	Cambodia Mongolia Myanmar

Remarks

Department of Consular Affairs, December 2011

* Nationals of Brazil, Republic of Korea are entitled under the tourist visa exemption scheme. Meanwhile, Thailand is also a party to bilateral agreements on visa exemption for holders of diplomatic, official and ordinary passports for a visit of not exceeding 90 days with Brazil, Republic of Korea and Peru.

** If such nationals enter the Kingdom at the immigration checkpoints which border neighbouring countries, they will be allowed to stay for 15 days each time, except Malaysian nationals who cross the border from Malaysia, whose granted period of stay will not exceed 30 days each time.

In addition, such nationals who hold diplomatic and official passports are also practically exempted from a visa for tourism.

Visa on Arrival:

At the airport, visitors must go to the counter marked Visa on Arrival.

- The visa is valid for a period that does not exceed 15 days.
- The applicant must possess a passport with at least six months' validity and a fully paid return ticket.
- Applicants should submit the application form, fully filled in and to which his/her recent photograph (4x6 cm) is attached. The application fee is THB 1,000.00
- Applicants cannot file an application for an extension of their stay, except in special cases.

GROUP 2: before travelling, apply for a visa

Passport holders from Pakistan, Bangladesh, Sri Lanka, Nepal, Syria, Iraq, Iran, Lebanon, Sudan, Algeria, Libya, Yemen, Egypt, Palestinian States are requested to apply for a visa at the Thai Embassy/Consulate-General where they have their permanent residence (home country).

Requirements for Thai Visa:

This type of visa will be issued to applicants who wish to enter Thailand for tourism or congress meeting purposes.

Documents Required (may be changed without prior notice):

- Passport or travel document with a validity of not less than six months
- One or two copies of the visa application form completely filled in
- One (sometimes two) recent(4 x 6 cm) photograph(s) of the applicant
- Air ticket or eTicket paid in full
- Financial means (20,000 Baht per person and 40,000 Baht per family)
- Address in Thailand
- Consular officers reserve the right to request additional documents as deemed necessary

Visa Fee:

USD 30.00 per entry or equivalent (may be changed without prior notice).

WARNING: By law, you must carry your passport with you at all times in Thailand.

For assistance with your visa application, please contact your Regional Office (Africa, Asia-Pacific, Latin America-Caribbean, Europe) as soon as possible. **Getting a visa can be a lengthy process, so please apply as soon as possible.**

The Congress

About the Congress

The Building and Wood Workers' International is holding its 3rd World Congress to decide on its goals, priorities, and actions for the 2014-2017 Congress period. It will also elect its leadership, including the World Council, the President and two Deputy Presidents, the General Secretary, and the Auditors.

Representing 340 trade unions in 132 countries, the Congress is also an opportunity for the Regional and the International Women's Committees to meet and to discuss their specific plans and agenda within the global union. Thematic forums and regional and issue-based exhibits will form part of the weeklong event, culminating in the two-day Congress.

The theme and logo correspond to the three key principles that the BWI upholds as part of the global trade union movement. Jobs must be decent and provide people with a decent livelihood in democracy. Justice stands against the social deprivation, repression and discrimination that workers face around the world. Jobs and Justice are our goals, and BWI insists that Trade Unions remain the key instrument for their achievement.

The Asia-Pacific region is hosting the Congress. And it will be held in Bangkok, Thailand, to underscore the imperative of support for trade unionism in South East Asia, a major area of economic expansion, especially in the building, wood and related industries. The Congress is meeting in the Royal Orchid Sheraton Hotel, one of the few unionised hotels in Bangkok.

Congress events

	December 1 SUNDAY	December 2 MONDAY	December 3 TUESDAY	December 4 WEDNESDAY	December 5 THURSDAY
9:00 – 13:00	Gender Thematic Forum	Regional Committee Meetings	World Board World Council	World Congress	World Congress
14:30 – 18:00	Gender Thematic Forum International Women's Committee (IWC)	Regional Thematic Forums		World Congress	World Congress World Council
			18:30 Welcome Cocktail		20:00 Congress Dinner

As already indicated, the Congress week will include several pre-Congress meetings and side events.

Statutory Meetings. The International Women's Committee (IWC) and the Regional Committees will hold meetings to discuss their particular constituency and regional concerns and issues as well as priorities and action plans. They will also prepare their groups for the World Congress.

Thematic Forums. These meetings will discuss several trade union-related issues. External speakers are invited to provide additional insights, while BWI unions are encouraged to highlight their best practices. The topics to be discussed include MNCs, IFAs, precarious work, and migration for employment. Also project supported unions are going to participate in these events.

World Board. As the body in charge of managing BWI affairs, the World Board meeting will deal with the application of Congress and Council decisions, the administration of BWI, affiliation issues, the annual budget, and the implementation of the Strategic Plan.

World Council. It is responsible for BWI general policy between Congresses. Immediately after the Congress, it will convene also to elect the Regional Vice Presidents and the World Board.

World Congress. Held every four years, it is charged with the election of the BWI leadership, reporting on activities and finances during the previous Congress period, deciding on the Strategic Plan and on motions and resolutions. The proceedings cover also thematic discussions related to BWI activities.

Congress documents

The BWI Congress documents will be made available in the five official BWI languages (English, French, German, Spanish and Swedish). They will be posted on the Documents section of the BWI website www.congress.bwint.org prior to the Congress.

We will endeavour to provide the BWI Congress documents in further languages.

WARNING: Please note that no documents will be sent by mail and that no documents will be distributed in Bangkok. Delegates are required to arrive with their own set of documents.

Interpretation

Interpretation will be provided on Congress days for the official BWI languages (English, French, German, Spanish and Swedish).

We will endeavour to provide interpretation for further languages, where justified.

Meals

From 1 to 5 December 2013, BWI will provide lunches at the Royal Orchid Sheraton: **for pre-registered participants to statutory meetings** (from 1 to 3 December: International Women's Committee members, Thematic Forum, Regional Committee members, World Board and World Council meetings); and **for registered delegates, on the Congress days** (from the 04 to 05 December).

Depending on the meeting dates, several lunch spaces on different floor levels may be open.

Congress Welcome Cocktail & Solidarity Dinner

The Welcome Cocktail will take place on 3 December 2013 (Tuesday) and will be hosted by BWI at Royal Orchid Sheraton – Embassy Garden.

The BWI Congress Solidarity Dinner will take place on 5 December 2013 (Thursday) and will be hosted by BWI. We will send to you the details later.

Those events are free of charge. But delegates have to register to attend them, in order to get their access passes. For any questions please contact the Congress team by email 2013@bwint.org

Name Badges

Participants will receive name badges when registering at the Congress Center. For security reasons, name badges must be worn at all times while in the Congress Centre.

Name badges will also be needed to gain access to the lunch areas.

Registration

Pre-registration is open, so register now or as soon as possible.

On location, delegates are requested to register on the days preceding the Congress (from 1 December to 3 December 2013).

The registration desk will be open from 8.00 am – 6.30 pm (1 – 5 December)

Contacts

We encourage delegates frequently to visit the BWI Congress website www.congress.bwint.org

For questions please send a message to 2013@bwint.org or contact your regional office:

AFRICA & MIDDLE EAST

Regional Office

Phone: +27 11 339 4417-9

Fax: +27 11 339 39 10

Email: afro@bwint.org

ASIA & PACIFIC

Regional Office

Phone: +603 56 38 33 67

Fax: +603 56 38 77 21

Email: apro@bwint.org

LATIN AMERICA & CARIBBEAN

Oficina Regional, Regional office

Phone: +507 317 12 70 / 03 42

Fax: +507 317 00 89

Email: orl@bwint.org

EUROPE & NORTH AMERICA

Head Quarters

Phone: + 41 22 827 37 85

Fax: + 41 22 827 37 70

Email: iris.fillinger@bwint.org

Hotels

Royal Orchid Sheraton Hotels & Towers **5 star**

2 Charoen Krung Road Soi 30, (Captain Bush Lane),
Siphya, Bangrak, Bangkok 10500, Thailand

Check in: 3:00 pm

Check out: 12:00 midday

Late check out: Extra charge

Website: www.royalorchidsheraton.com

Deluxe River View: USD 130.00 (Single occupancy) USD 140.00 (Double occupancy)

Deluxe Premium River View: USD 140.00 (Single occupancy) USD 150.00 (Double occupancy)

NO SHOWS and CANCELLATIONS made after November 15th 2013 will be charged 100% OF THE COST OF YOUR PROPOSED STAY.

Holiday Inn Bangkok Silom **4 star** A 10 minute drive from the Sheraton

981 Silom Road, Bangrak,
Bangkok 10500, Thailand

Check in: 2:00 pm

Check out: 12:00 midday

Late check out: Extra charge

Website: www.holidayinn.com/silom

Superior Room: THB 2,500.00 (equivalent of USD 83.00 Single or Double occupancy)

Premier Room: THB 3,100.00 (equivalent of USD 100.00 Single or Double occupancy)

NO SHOWS and CANCELLATIONS made after November 15th 2013 will be charged 100% OF THE COST OF YOUR PROPOSED STAY.

CAUTION: BWI will not provide transport/shuttle buses between the Holiday Inn hotel and the Royal Orchid Sheraton.

The rate will be confirmed upon registration.

You have received a formal invitation including a registration form. Please return the form by 30 April 2013 and indicate whether you will attend the congress dinner, cocktail and if you are also registering another person.

Bangkok - Thailand

Known as “the city of angels”, Bangkok is the capital city of Thailand and the most populous city in the country. Over 14 million people live within the Bangkok Metropolitan Region.

Government

Thailand is governed by a constitutional monarchy, whereby the Prime Minister is the head of government and a hereditary monarch is head of state.

The current king is King Bhumibol Adulyadej (crowned in 1950) also known as Rama IX. His birthday is on 5 December (during the BWI's 3rd World Congress).

Thai people hold their King and Queen and the Royal Family in great reverence; so please show respect the Royal Family. Thailand has strict “lèse majesté” laws (perceived insults are severely punished).

About Thai Trade Unions

This is a summary from the Friedrich-Ebert-Stiftung (FES) publication “The Thai Labour Movement: Strength through Unity, Challenges and Recommendations”. The author Sakdina Chatrakul Na Ayudhya highlights the following points:

- Throughout their long history, Thai labour unions have maintained a precarious existence under various governments. At present, there are no signs of a major shift in labour policies.
- The 2006 military coup and the return of conservative elites and the military, who have always been suspicious of labour organisations and a welfare state, could be expected to have detrimental effects on Thai labour. The political crisis and social divisions following the coup also contributed to a split within the Thai labour movement.
- The mounting pressure of regional and global competition on Thai companies as a result of the global financial crisis has increased employer resistance to unionisation and further weakened Thai labour's bargaining position.
- Among the main challenges facing the Thai labour movement are its weakness in terms of democratic and efficient internal structures as well as a lack of unity and co-ordination within the labour movement.

Read more at: www.fes-thailand.org/wb/media/documents/The%20Thai%20Labour%20Movement_Sakdina%20Chatrakul%20Na%20Ayudhya.pdf

Languages

The official and main language in Thailand is Thai.

Basic English is spoken and understood throughout much of Thailand. However, even in places where English-speaking could be expected, such as at the airport, it is not uncommon that a local person's English knowledge is very limited.

With the exception of English and Chinese, no foreign languages are widely spoken. So do not hesitate to write down the details of your destination or contact.

In general, Thais do not shake hands. The usual, traditional salutation is both hands clasped together.

Religion

More than 94% of the Thai population are Buddhist. Buddha images are held sacred.

Proportionally, there may be more temples in Thailand than churches in Rome. The temples are open and friendly places.

Culture

As the political, economic, cultural, culinary, and spiritual capital of Thailand, Bangkok features both old world charm and modern convenience, at times served up in an apparently chaotic manner, but always with a gracious smile.

While the immensity of the city and the chaos of its bustling streets can at first be intimidating, those who spend some time in Bangkok are attracted by the variety of the attractions Bangkok has to offer: from exotic temples, which epitomize Thailand's strong Buddhist history, to modern shopping malls.

Famous sights

Bangkok holds 10% of the country's population and 90% of its cars. The Thai capital covers a huge area and the traffic is very noisy! The most interesting part of the city is near the Chao Phraya River. Some examples of interesting sites to visit in and around Bangkok:

- Royal Grand Palace and Temples,
- Floating Market
- Rose Garden
- Wat Arun (Temple of Dawn)
- Bridge over the River Kwai (three-hour drive from Bangkok)
- Siam Niramit, Samphran Elephant Ground & Zoo (24 km away from Bangkok, at Nakhon Pathom)
- Bangkok Canals
- Samut Prakarn Crocodile Farm – largest such farm in the world (21 km away from Bangkok)
- Pattaya (two-hour drive from Bangkok)

Shopping area

Bangkok is one of the major shopping cities in the world. If you are interested in buying something, we encourage you to bargain.

www.bangkoktourist.com

Climate

Bangkok has a tropical climate with two main seasons: rainy season (from June to October) and dry season (from March to May).

The months from November to February are the "coolest months", with temperatures ranging from 20°C to 31°C or from 68°F to 87°F. This period is not part of the rainy season. In the evening and night, the temperature can drop to below 20°C.

Currency / Money

In Thailand, the local currency is the Thai Baht (THB). You can buy Thai Baht at exchange bureaus at the airport or in banks.

At airports, exchange rates are uniform. Most banks do not charge a commission, except for cashing travellers cheques.

You can easily withdraw cash from ATMs in Bangkok. However you will pay a fee of THB 150.00 for each withdrawal, in addition to your bank's fee.

Major foreign currencies can be exchanged for Thai Baht at banks and authorised money changers. The following major currencies are sure to be accepted for exchange: USD (United State Dollars), £ (British Pounds), € (Euros), CHF (Swiss Francs), ¥ (Japanese Yen) and MYR (Malaysian Ringgit).

Thai Baht (THB) are available in:

- banknotes: 20 (green), 50 (blue), 100 (red), 500 (purple) and 1,000 (brown)
- coins: 0.25 (= 25 satang), 0.50 (= 50 satang), 1, 2, 5 and 10

Indicative rates:

USD 1 = THB 30.00

€ 1 = THB 40.00

Credit Cards are widely accepted for most business transactions, though it is preferable to have cash for small expenses.

The amount of THB 50,000.00 or more in the Thai currency must be reported to the customs service upon departure; those travelling to one of Thailand's neighbouring countries are allowed to take out Thai currency of up to THB 500,000.00.

CAUTION: We strongly recommend that you change your money at official exchange bureaus, as informal money changers are notoriously unreliable. Do not change money in hotels, where the exchange rate is usually unfavourable.

Be careful when using your credit card, as cloning fraud is a major problem in Thailand.

REMINDER: Bring a minimum amount of USD 300.00 / € 250.00 to cover:

- Lunch, dinner, beverage and miscellaneous (minimum) USD 200.00
- Visa, airport tax, local, transport USD 100.00

Electricity

Voltage: 220 - Frequency: 50 Hertz

Most places in Thailand:



In the Sheraton the electric plugs are:



We invite our delegates to bring an international adapter. These can be bought at most airports, at your local city supermarket, etc.

Food & Drink

Thai cooking is based on a balance between different flavours including spicy, sour, sweet, salty, and bitter. Some of the ingredients commonly used in Thai cuisine are garlic, chillies, lime juice, lemon grass and fish sauce. Rice is the staple food eaten with most meals, from breakfast to dinner.

There are plenty of reasonably priced restaurants within walking distance from the Congress venue, serving delicious food (Western, Asian, Japanese, Indian cuisines).

CAUTION: We recommend that you not drink tap water. Instead, use the sealed complimentary bottled water in your hotel room.

Insurance

We recommend that delegates, either individually or through their unions, subscribe to an international travel insurance plan (medical expenses, repatriation costs, etc.) valid for the duration of their travel outside their country of residence.

There are excellent private hospitals in Thailand, but they can be expensive. Before travelling, make sure that you have adequate travel health insurance and that you completely understand the policy and accessible funds to cover the cost of any medical treatment abroad and repatriation. Many hospitals require a guarantee of payment of hospital bills before they begin treatment.

Carry your insurance reference and phone number at all times.

Internet

Internet is complimentary in the hotels rooms with high speed connection.

WIFI access will be available in your hotel lobby.

BWI has arranged for an Internet Corner with a few computers at the Sheraton.

Neither fax nor phones will be provided by BWI to delegates on the Congress premises.

Medical Matters

Please take note that Bangkok is far away from some parts of the world, and consider the length of travel, especially if you have a health problem.

Medical kit

Bring with you from your home country any medicines you use regularly (paracetamol, anti diarrhoea, gastric antiseptic, sun cream, etc.), as it can be difficult to find them on the spot.

In order to avoid problems with the customs, keep your medicine in its original box. If you take a specific treatment, also take your medical prescription.

Medical facilities

Emergency aid is available in the Congress Centre: a nurse is available on call and medical facilities are close by.

In the event of a health problem, go to a private hospital. There are three hospitals near the Sheraton and the Holiday Inn:

- Bangkok International Hospital - www.bangkokhospital.com
- Bumrungrad International Hospital - www.bumrungrad.com
- Samitivej Hospital - www.samitivejhospitals.com

Vaccinations

Hepatitis A virus

The hepatitis A virus is omnipresent in Thailand. It's transmitted through the food. We recommend that our delegates check whether they are vaccinated and, if not, get the vaccination. The vaccination is 100% effective.

Yellow Fever

There is no yellow fever risk in Thailand. However, there is a certificate requirement for travellers over one year of age arriving from countries with a risk of yellow fever transmission, and for all travellers having transited through the airport of a country with a risk of yellow fever transmission. The International Health Certificate must be submitted to the Immigration Officer upon arrival at the airport. Here are the countries concerned:

Angola	Ecuador	Panama
Benin	Guinea	Peru
Bolivia	Ethiopia	Rwanda
Brazil	Gabon	Senegal
Burkina Faso	Ghana	Sierra Leone
Cameroon	Kenya	Togo
Central African Republic	Liberia	Uganda
Chad	Mali	Venezuela
Colombia	Mauritania	Argentina
Congo Republic	Niger	Paraguay
Cote d'Ivoire	Nigeria	Trinidad and Tobago

No other vaccinations are required to enter Thailand.

Mobile Phones

Mobile phones operate on GSM, tri-band mode.

For local calls, you can buy local SIM cards and credit at the airport.

Thank you for switching off your mobile phone during meetings.

Service Centre

For any requests or advice during the pre-Congress period, we invite you to contact your BWI regional office.

During the BWI meetings and Congress, we invite you to contact our staff at the Congress venue registration desk.

Security

Thailand is a safe country. However, vigilance remains the best attitude!

A few precautions

We recommend that you never give your name to the taxi driver. Never give your name or hotel to strangers, as otherwise you might be harassed.

We suggest that you leave your valuables and jewellery at home.

Always keep an eye on your possessions, even at the hotel (lobby, bars, etc.) as well as in meeting rooms and at the swimming pool.

Drugs

The Thai authorities rigorously apply very strict regulations on drugs. Any drug possession and/or traffic or distribution, of any type, even in small quantities, is prosecuted. The punishments against drugs include long jail sentences, heavy fines and even the death penalty.

Theft

There is bag snatching, pick-pocketing and theft from rooms and tourist centres. Do not leave anything unattended or without supervision. Hotel and guesthouse rooms are often not secure. Do not leave valuables in your room. Most hotels offer some form of secure storage, such as in-room safes or central safety deposit boxes for guests. Carry your most important effects (passport, money, credit cards) on your person.

Scams

Thais can be so friendly and laid-back that some visitors are lulled into a false sense of security, making them vulnerable to scams of all kinds. There are fraudulent individuals in Bangkok who dupe travellers into thinking that they've made a friend and are getting a bargain.

Disregard all offers of free shopping or sightseeing help from strangers. These invariably take a commission from your purchases.

Childhood protection

Adults who engage in sexual activities with children between the ages of 15 and 18 may face a fine and one to three years of prison time. Adults who engage in sexual activities with children aged under 15 may face seven to 20 years in prison, according to the child advocacy group ECPAT UK.

Travel Agency

Return flights can be reconfirmed through your travel agency or by calling the airline company directly. Or the hotel concierge can confirm your flight.

For private trips, there is a tourism office desk in the Sheraton. Please note this is **NOT A BWI** activity and therefore at the customer's own costs and risks. The prices of excursions are those for ordinary tours. The tourism desk can organise tours and excursions in several languages. However, the staff at the tourism desk speak only English and Thai.

Time Zone

Thailand's time-zone is GMT +7. The difference from your home time can be found on:
www.timeanddate.com/worldclock/custom.html?sort=1

In view of jet lag effects on individual travellers, delegates may want to arrive one or two days before their scheduled meetings or the Congress.

Departure from Bangkok

After the Congress, transport to and assistance at the airport WILL NOT be provided by BWI.

There is no departure tax on exiting Bangkok airport.

Be at the airport at least two hours before your flight, for all international flights.

BWI developed this Congress Guide with information from the Internet and its own experience.

We strongly invite you to check essential information before you leave for Thailand.





On-Site Congress Guide

Guides and Guidelines

3rd World Congress | 1-5 December 2013 | Bangkok | Thailand



BWV
Building and Wood
Workers' International
www.bwv.org

JOBS FOR ALL
JUSTICE FOR ALL
UNIONS MAKE IT POSSIBLE

20
13

Congress Venue

Royal Orchid Sheraton Hotels & Towers **Royal Orchid Ballroom, Level 2**

**2 Charoen Krung Road Soi 30,
(Captain Bush Lane),
Siphya, Bangrak, Bangkok 10500,
Thailand**

Website: www.royalorchidsheraton.com

The Congress hall and the Congress side meetings, including the BWI exhibitions, will be on the same floor (Level 2).

Hotels

Royal Orchid Sheraton Hotels & Towers

**2 Charoen Krung Road Soi 30,
(Captain Bush Lane),
Siphya, Bangrak, Bangkok 10500, Thailand**

Website: www.royalorchidsheraton.com

Holiday Inn Bangkok Silom

**981 Silom Road, Bangrak,
Bangkok 10500, Thailand**

Website: www.holidayinn.com/silom

REMINDER: BWI is not providing transport/shuttle buses between the Holiday Inn hotel and the Royal Orchid Sheraton.

Congress events

Overview of the Congress Week

	December 1 SUNDAY	December 2 MONDAY	December 3 TUESDAY	December 4 WEDNESDAY	December 5 THURSDAY
9:00 – 13:00	Gender Thematic Forum	Regional Committee Meetings	World Board World Council	World Congress	World Congress
14:30 – 18:00	Gender Thematic Forum International Women's Committee (IWC)	Regional Thematic Forums		World Congress	World Congress World Council
			18:30 Welcome Cocktail		20:00 Congress Dinner

Congress Events Guide

This section gives an overview of the venue of the meetings together with the timetable and languages. Simultaneous interpretation will be provided for Statutory Meetings for selected languages as outlined below and for the Congress day the official BWI languages (English, French, German, Spanish and Swedish) will be provided. Other languages shall be arranged as needed.

Day	Meeting/Event	Time	Venue	Languages
December 1, Sunday	Gender Thematic Forum	09:30 to 15:30	Ballroom III	English: Channel N° X French: Channel N°X Italian: Channel N° X
	International Women's Committee	16:00 to 18:00	Ballroom III	English: Channel N° X French: Channel N°X Italian: Channel N° X
December 2, Monday	Regional Committee: Europe	09:00 to 12:30	Ballroom I	English Channel N° X German Channel N° X French Channel N° X
	Regional Committee: Latin America and the Caribbean	09:00 to 12:30	Ballroom II	English Channel N° X Spanish Channel N° X Portuguese Channel N° X
	Regional Committee: Asia and the Pacific	09:00 to 12:30	Ballroom III	English: Channel N° X Japanese: Channel N°X Korean: Channel N° X
	Regional Committee: Africa-Middle East and North Africa	09:00 to 12:30	Riverside V and VI	English: Channel N° X French: Channel N°X
	Regional Meeting of North American Affiliates	09:00 to 12:30	Cattleya	None
	Global Thematic Forum 1: Multinational Companies & Public Infrastructure Projects	14:00 to 15:30	Ballroom I	English Channel N° X German Channel N° X French Channel N° X Spanish Channel N° X
	Global Thematic Forum 2: Employment Relations	14:00 to 15:30	Ballroom III	English Channel N° X German Channel N° X French Channel N° X
	Global Thematic Forum 3: Migration	16:00 to 18:00	Ballroom I	English Channel N° X German Channel N° X French Channel N° X Spanish Channel N° X
	Global Thematic Forum 4: Democracy and Trade Union Rights	16:00 to 18:00	Ballroom III	English Channel N° X German Channel N° X French Channel N° X Spanish Channel N° X

TBC

Day	Meeting/Event	Time	Venue	Languages
December 3, Tuesday	World Board	09:00 to 10:30	Ballroom II and III	English Channel N° X German Channel N° X French Channel N° X Spanish Channel N° X Swedish Channel N° X
	World Council	11:00 to 13:00	Ballroom II and III	English Channel N° X German Channel N° X French Channel N° X Spanish Channel N° X Swedish Channel N° X
	Welcome Cocktail	18:30	Embassy Garden	None
December 4, Wednesday	World Congress	09:00 to 18:00	Ballroom I to III	English Channel N° X German Channel N° X French Channel N° X Spanish Channel N° X Swedish Channel N° X
December 5, Thursday	World Congress	09:00 to 17:00	Ballroom I to III	English Channel N° X German Channel N° X French Channel N° X Spanish Channel N° X Swedish Channel N° X
	World Council	17:30 to 18:30	Ballroom III	English Channel N° X German Channel N° X French Channel N° X Spanish Channel N° X Swedish Channel N° X
	Congress Dinner	20:00	TBC	None

TBC

Selected Congress Programmes

EVENT PROGRAMME 1: REGIONAL THEMATIC FORUMS	
2 December, Monday	
14:00-15:30	SESSION 1: “Jobs for All” Forum 1: Multinational Companies & Public Infrastructure Projects Forum 2: Employment Relations
16:00-18:00	SESSION 2: “Justice for All” Forum 3: Migration Forum 4: Democracy and Trade Union Rights
EVENT PROGRAMME 2: CONGRESS	
4 December, Wednesday	
9:00	Agenda Item 1. Congress Opening Session Commemoration of Deceased Singing ensemble of the “Martyr” song in Korean, Chinese, and Thai Opening Address: Klaus WieseHügel Welcome Remarks <ul style="list-style-type: none"> • Representative of the Thai Government • Thailand Labour Solidarity Committee (TLSC) • International Labour Organisation (ILO) Speech of the Guest of Honour Video projection of the Congress Theme
10:30	Coffee break
11:00	Agenda Item 2. Adoption of Congress Agenda Agenda Item 3. Adoption of Standing Orders Agenda Item 4. Election of Congress Committees <ol style="list-style-type: none"> Credential committee Resolution committee Election committee Agenda Item 5. Report on Activities Agenda Item 6. Auditors Report
11:45	Plenary Discussion: Focus on the Reports Submitted
12:30	Lunch Break Deadline for Emergency Resolutions at 14:00

14:00	Report of the Credentials Committee Adoption of the BWI Activities Report
14:15	Panel Discussion: Focus on Economic and Political Challenges and Opportunities for “Jobs for All, Justice for All” Guest panellists will address the impact of the global economic crisis on workers with emphasis on the link to the political backlash against workers and trade unions and the undermining of democracy.
15:30	Coffee break
	Agenda Item 7. BWI Statutes
	Agenda Item 8. Strategic plan Presentation of BWI Strategic Plan Discussions
17.30	Adjourn for the Day

5 December, Thursday

9:00	Agenda Item 9.a. Presentation of Motions and Resolutions Part Discussions
10:30	Coffee break
11:00	Agenda Item 9.b. Adoption of Strategic Plan, Motions and Resolutions Panel Discussion: Organizing, Mobilizing, and Campaigning Forward for “Jobs for All, Justice for All” Panellists will focus on concrete strategies on mobilizing and campaigning BWI and its affiliates to implement the 2013 to 2017 Strategic Plan. Future organizing campaigns can also be highlighted.
12:30 to 14:00	Lunch Break
14:00	Agenda Item 10. Elections a) World Council b) President and Deputy President(s) c) General Secretary d) Auditors Acceptance Speeches by New Presidium Speech by Klaus WieseHügel, Outgoing President Ceremony of BWI Gold Pins Agenda Item 11. Place and Date of Next Congress Closing Speech by New President Closing Ceremony Video Collage Presentation (I am BWI Video)
20:00	Congress Dinner

Congress Documents

The BWI Congress documents are available in the five official BWI languages (English, French, German, Spanish and Swedish) and are posted at the Documents section of the BWI website congress.bwint.org.

Meals

From 1 to 5 December 2013, BWI will provide lunches at the Royal Orchid Sheraton: for pre-registered participants to statutory meetings (from 1 to 3 December: International Women's Committee members, Thematic Forum, Regional Committee members, World Board and World Council meetings); and for registered delegates, on the Congress days (from the 04 to 05 December).

To access the lunch restaurants, you have to present your Congress Badge

International Women Committee	NAME OF RESTAURANT – Level N° X	TBC
Regional Committee	NAME OF RESTAURANT – Level N° X	
World Board / World Council	NAME OF RESTAURANT – Level N° X	
Congress Days	NAME OF RESTAURANT – Level N° X	

Welcome Cocktail & Congress Dinner

The Welcome Cocktail and the Congress Dinner are open to participants who have registered beforehand.

- The Welcome Cocktail will take place on 3 December 2013 (Tuesday) at 19:00 and will be hosted by BWI at Royal Orchid Sheraton – Embassy Garden.
- The BWI Congress Solidarity Dinner will take place on 5 December 2013 (Thursday) at 20:00 and will be hosted by BWI at X.

TBC

Name Badges

Participants will receive name badges when registering at the Congress Centre. For security reasons, name badges must be worn at all times while in the Congress Centre.

Name badges will also be needed to gain access to the lunch areas.

Contacts

Congress Team Leaders: Local number Service Centre: Local Number

AFRICA & MIDDLE EAST

Local number: X

LATIN AMERICA & CARIBBEAN

Local number : X

TBC

ASIA & PACIFIC

Local number : X

EUROPE & NORTH AMERICA

Local Number: X

Restaurants in the Vicinity

There are several restaurants in the Congress venue as well as in the complex beside it called River City. The nearby area of Silom where Holiday Inn is located also hosts numerous dining options for you and your delegation. Additional information and details can be found at www.bangkok.com

Royal Orchid Sheraton Congress Venue

- Etc... on the River Coffee Shop
- Sambal Bar and Grill
- Giorgio's Italian Restaurant
- Thara Thong Thai Restaurant
- Lobby Lounge

River City Complex (Beside the Congress Venue)

- River Cruise Dinner Boarding Pier
- Viva and Aviv Bar
- Le Grande Pearl French Restaurant
- Sala Thai
- River City BQ
- Balco Rooftop Bar

Holiday Inn- Silom Area

- Silom Village
- Beirut Restaurant
- Daimasu Japanese Izakaya
- The Dome 6-Restaurants Complex
- Indian Hut
- Mango Tree Thai Restaurant

Local Attractions

This list of local attractions was excerpted from the Royal Orchid Sheraton website for your reference. More information at www.bangkok.com

1. River City Shopping Centre 0.0 km/0.0 miles
2. Robinson's Department Store 1.0 km/0.6 miles
3. Chinatown 2.0 km/1.2 miles
4. Temple of Dawn (Wat Arun) 2.0 km/1.2 miles
5. Patpong 2.0 km/1.2 miles
6. Pasteur Institute (Snake Farm) 2.0 km/1.2 miles
7. Siam Ocean World 3.0 km/1.9 miles
8. Mah Boon Krong Shopping Center 3.0 km/1.9 miles
9. Erwan Shrine - Four Faces Buddha 3.0 km/1.9 miles
10. Lumpini Stadium (Thai Boxing) 3.0 km/1.9 miles
11. Jim Thompson's Museum 3.0 km/1.9 miles
12. Siam Paragon 3.0 km/1.9 miles
13. Grand Palace and Temple of the Emerald Buddha 5.0 km/3.1 miles
14. Queen Sirikit National Convention Center 5.0 km/3.1 miles
15. Central Department Store (Chidlom Branch) 5.0 km/3.1 miles
16. Pantip Plaza 5.0 km/3.1 miles
17. National Museum 7.0 km/4.3 miles
18. Wat Po - Reclining Buddha 10.0 km/6.2 miles
19. Weekend Market at Chatuchak Park 15.0 km/9.3 miles
20. Rose Garden 30.0 km/18.6 miles
21. Damnoen Saduak Floating Market 90.0 km/55.9 miles

Time Zone

Thailand's time zone is GMT +7.

Currency / Money

In Thailand, the local currency is the Thai Baht (THB). You can buy Thai Baht at exchange bureaus at the airport or in banks.

Thai Baht (THB) is available in:

- Banknotes: 20 (green), 50 (blue), 100 (red), 500 (purple) and 1,000 (brown)
- Coins: 0.25 (= 25 satang), 0.50 (= 50 satang), 1, 2, 5 and 10

Indicative rates:

USD 1 = THB 30.00

€ 1 = THB 40.00

Medical Matters

In case of emergency, please contact the BWI reception (internal N° X) and the Hotel reception (internal N° X)

TBC

Emergency aid is available in the Congress Centre: a nurse is available on call and medical facilities are close by.

In the event of any health problem and need for hospital check or confinement, there are three private hospitals near the Sheraton and the Holiday Inn:

- Bangkok International Hospital - www.bangkokhospital.com
- Bumrungrad International Hospital - www.bumrungrad.com
- Samitivej Hospital - www.samitivejhospitals.com

Travel Agency

Return flights can be reconfirmed through your travel agency or by calling the airline company directly. Or the hotel concierge can confirm your flight.

For private trips, there is a tourism office desk in the Sheraton. Please note this is NOT a BWI activity and therefore at the customer's own costs and risks. The prices of excursions are those for ordinary tours. The tourism desk can organise tours and excursions in several languages. However, the staffs at the tourism desk speak only English and Thai.

Departure from Bangkok

After the Congress, transport to and assistance at the airport WILL NOT be provided by BWI. Participant can order taxi from your hotel reception or concierge. Flat rate of 500 THB is the maximum cost for the transfer. Be at the airport at least two hours before your flight, for all international flights. There is no departure tax at Bangkok airport.



Financial Guidelines of the Congress

Guides and Guidelines

3rd World Congress | 1-5 December 2013 | Bangkok | Thailand



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UNIONS MAKE IT POSSIBLE

Financial rules at BWI congress, December 2013

Finance Team:

Patrick Fonjallaz	Finance team coordinator, credential committee
Aude Moureau	Affiliation fees, credential committee
Christian Hilfiker	Congress cashier
Damaris Samaniego	Finance team assistant

Affiliation Fees must be up-to-date before Congress !

According to BWI statutes affiliation fees must be paid by 31th March. However late affiliation fees can be remitted (in US Dollar, Euro or Swiss Franc), any time to the finance team staff, but at latest on 3rd December, 6pm. Upon cashing the affiliation fees, the finance staff will give official acknowledgement of receipt and will inform the credential committee.

Travel Regulations and Financial Rules during BWI congress and aside meetings

Delegates (Representatives of the Affiliates)

According to BWI Statutes articles 9.6, each affiliate may determine the number of participants (delegates) it sends to Congress and commits to pay for their expenses (except presidium art.12.5).

Titular Members (Elected Officials)

Meetings prior to BWI Congress:

Titular members of BWI statutory committees (elected officials): travel and accommodation costs for days involved in their respective committees shall be borne by BWI (art. 10.6, 11.5) and as per the latest travel regulations endorsed by World Board on 24th May 2012, item 5.6.

Indicative table:

Nov 29 Fri	Nov 30 Sat	Dec 1 Sun	Dec 2 Mon	Dec 3 Tue	Dec 4 Wed	Dec 5 Thu	Dec 6 Fri	Dec 7 Sa
Arrival core staff	Arrival staff and IWC	Arrival titulars RC WB WC and AC	Arrival congress delegates	Arrival congress delegates			Depart all	Depart Staff
		Set-up IWC	Regional Committee Forum	World Board World Council Thai meeting Welcome cocktail	World Congress	World Congress Congress dinner World Council	Global Staff Meeting	
	PRESIDIUM IWC	PRESIDIUM IWC MEMBERS OF: RC (EC BAND 2-4) WORLD BOARD WORLD COUNCIL AUDITORS	PRESIDIUM IWC MEMBERS OF: RC (EC BAND 2-4) WORLD BOARD WORLD COUNCIL AUDITORS	PRESIDIUM MEMBERS OF: RC (EC BAND 2-4) WORLD BOARD WORLD COUNCIL AUDITORS	PRESIDIUM	PRESIDIUM Depart all		

According to the indicative table above: titular members or substitutes replacing members (Elected Officials) of World Board, World Council, Auditors, Women and Regional Committee African/Middle East, Latin American/Caribbean, Asia/Pacific committees, and selected members of the European Committee (EC members only from band 2-4) will be entitled to:

- the cheapest economic air fare
- hotel – maximum of 3 nights.
- Breakfast and lunches will be provided during their meetings. According to article 9.6 and as counterpart of congress cost paid by BWI (meeting/lunch package, welcome cocktail, congress dinner, headset, interpretation services etc.) no other allowances or other travel costs will be paid.

Sponsorship category 1 (Elected Officials) benefiting from a travel grant**Titulars Members (Elected officials) from countries BAND 2 to BAND 4:**

In addition to the above regulation, these members may apply for a travel grant for:

- hotel – maximum of 3 additional nights.

Sponsorship category 2 (Sponsored Delegates) benefiting from a travel grant

BWI always encourages solidarity between affiliates and following an appeal sent to our affiliated unions, a Congress Sponsorship Fund has been established. Travel grants are meant for co-funding for a delegate from a member union which is unable to fully afford his/her participation.

The average cost of a **fully** sponsored delegate is equivalent to approximately EUR 2'500 (USD 3'300). However any amount donated as a contribution to the BWI Congress Sponsorship Fund is welcome.

Following criteria have been approved by the World Board to consider for sponsorship:

- Union must be updated with affiliation fees 2010-2013, unless it has been granted exemption;
- Maximum of one sponsorship per union and only if the union has no other member seated in any committee;
- Equal representation should be applied (country, sub-region , region, gender, youth);
- Once selected by the BWI, an agreement will be signed between BWI secretariat and the sponsored delegate.

A Full grant covers: cheapest economic air fare, accommodation (maximum 6 nights + breakfast), meeting package (including coffee breaks and lunches during congress).

Partial Grant: depending on the economic situation of the requesting union, BWI may offer full or only a partial grant (flight but not accommodation or vice versa).

BWI will provide a welcome cocktail, congress dinner, translation services, headsets and materials.

As counterpart, a union having a sponsored delegate (category 1 or 2, full or partial) is requested to cover fully the following costs: meals other than those provided during congress, visa costs, departure tax, travel insurance of the participant, “in transit” travel costs, local transportation. Private expenses such as laundry, mini bar, etc., shall be paid by sponsored delegate to the hotel before checking out.

No allowances and no other costs will be paid to sponsored delegates.

WARNING: Everyone should bring along with him/her to Thailand a minimum of USD 300.- / EUR 250.- in cash to cover:

- Lunches, dinners, beverages and miscellaneous USD 200.-
- Visa, airport tax, local transport USD 100.-

Guests of honor

Upon invitation BWI’s guests of honor will be fully covered for their period of stay, but are not entitled to any allowances.

Observers (fraternal organizations, donors, etc)

Travel, accommodation and other costs shall be fully borne by observers.

However BWI will provide **free of charge** at an estimated cost of EUR 400 per day per person: conference package during congress days (lunches, coffee breaks), one welcome cocktail, one congress dinner, interpretation, headsets and materials. In counterpart, BWI is appealing to observers to donate, as a voluntary gesture of solidarity, to our Solidarity Projects Organizing and Campaign Fund or to our Congress Sponsorship Fund.

Staff

Persons concerned shall refer to BWI internal travel regulation for staff (June 2012)

Interpreters

Persons concerned shall refer to interpretation contracts

Rules for travel claims reimbursement

Whenever possible, to avoid cash payments, bank transfers will be done after the congress (delegates shall provide bank details).

The congress cashier shall reimburse costs only upon submission of a signed travel claim with all original receipts.

Any claims other than those mentioned in the above **Travel Regulations and Financial Rules** should be approved by the General Secretary or if the claim is lower than EUR 500€ / USD 600 by the finance coordinator before being reimbursed.

Private expenses such as laundry, mini bar, videos, etc., shall be covered personally before checking out.



Date: 14 February 2013

Ambet Yuson,
General Secretary



Sexual Harassment Policy

Guides and Guidelines

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20
13

BWI Sexual Harassment Policy & Procedures

Policy statement

BWI has zero tolerance policy towards sexual harassment. This means that sexual harassment is not acceptable behaviour by any BWI staff member at any time. In addition, sexual harassment is not acceptable by any affiliate at any BWI function including Congress, statutory meetings and seminars.

Definition

Sexual harassment is any unwanted conduct of a sexual in nature that is offensive, patronising and threatening, and causes the recipient discomfort or humiliation, or which interferes with the recipient's job performance, or create an intimidating work environment.

Sexual harassment encompasses a wide range of unwanted sexual conduct or behaviour including but not limited to:

- unwelcome comments or suggestions of a sexual in nature – jokes, unwelcome remarks, hints, sexual advances, unwelcome graphic comments about a person's body, attire, age, etc., unwelcome and inappropriate enquiries about a person's sex life.
- unwelcome gestures, indecent exposure, and the unwelcome display of sexually explicit pictures and objects.
- attempts or promises to provide a job or to influence the process of employment, promotion, training, discipline, dismissal, salary increment or other benefit of an employee or job applicant, in exchange for sexual favours.

Procedures to resolve sexual harassment claims at the Congress

All regions will designate a contact person who will be responsible for resolving any sexual harassment claims that are made. These persons will be made known to all BWI staff and participants at the beginning of the Congress and related meetings.

If a claim is made it will be immediately investigated and if possible resolved on the spot informally. If this is not possible, a written report will be made based on discussions with both the victim and the perpetrator. This report will be submitted to the World Board for its consideration and action. A brief should be provided to all contact persons.

Contact Persons: Mercedes Landolfi