

Before you arrive

This section will help you with what you need to do before arriving in Geneva, and also with your first couple of days settling into the ILO. Before you arrive in Geneva, make sure you have all of your basic paperwork in place for your first day at the ILO (for example, a copy of your health insurance).

Basic Paperwork at the ILO

The ILO always needs a copy of your passport, and proof that you are covered by your own health insurance. A copy of your contract and of your passport are necessary to fill out an application for a *carte de légitimation* (legitimacy card). This card serves as a proof that you work at the ILO and are legally allowed to be in Switzerland (unless you are an EU citizen, in which case your passport and/or identity card should be sufficient). This *carte de légitimation* will also facilitate your comings and goings to other international organizations (the UN and the WHO, both five minutes walk from the ILO). The Human Resources Department can help you out with this if your department doesn't take care of it for you. The *carte de légitimation* is issued by the Swiss government (not by the ILO), so please remember that you must return the card to the Human Resources Department when you finish your internship. Please note that in Switzerland, it is mandatory to always be carrying some form of ID with you, and some money (the minimum used to be CHF 5 but it may be slightly higher now). This is important not only for security purposes but also because the Police may do random checks at any time.

You need to get a security badge to come in and leave the ILO building. The offices for obtaining this badge are across from Naville (the small convenience store in the ILO), on the R2 level, South side of the building.

How to get to the ILO

It is really easy to get to the ILO by bus from anywhere in Geneva. Here are a few options, all from the Cornavin train station:

- Take the bus number 8 towards OMS, get off at the BIT bus stop that leaves you

directly in front of the ILO.

- Take the tram numbers 13 or 15 towards NATIONS and get out at the last stop, called Nations. Then, you can take buses no. 8, 28, or F - all will leave you in front of the ILO (bus stop BIT), or, you can walk from the Nations stop.

Services at the ILO

The ILO has many services, most available to interns, that can help you during your time here. This section highlights the important services and how to access them.

First of all, the internet. The ILO main website is www.ilo.org. Once you are on a computer on the ILO network, you will have access to the ILO's intranet (the internal web at the ILO). The intranet is helpful in accessing a number of internal announcements and information, including a vast amount of information resources and databases held by the ILO.

Other services offered by the ILO are as follows:

- Association pour la francophonie a l'OIT
- ATMs
- UBS Bank
- Language training/classes
- Naville (newspaper stand/convenience store)
- Post Office
- Restaurant and cafeteria
- Sports and Leisure Association - groups and schedules
- Travel agency (Carlson Wagonlit Travel)

Information Technology

The ILO has a department that deals with all IT-related issues, from scanning, locating email addresses and fixing your computer, to teaching you computer skills. There are a few superheroes down there so don't hesitate to contact the department for all your IT queries.

Library

The ILO library is located on R2 on the South side of the building (www.ilo.org/inform).

PLONE

The PLONE is a web-based virtual knowledge sharing platform created by ITCOM that the intern community uses to generate discussions on topics of interest. Documents, articles and videos on various topics are posted on the website and are easily accessible. PLONE also contains documents of general interest, such as the ILO Constitution, which are viewable at any time. In addition, the platform has an instant chat functionality as well as an events calendar featuring upcoming events. For further details, refer to the guide “PLONE for Dummies” document and contact the current administrator for a username (<http://papyrus.ilo.org/ilointerns/ILOINTERNS>).

Health Service

The Health Services Unit is located on the fifth floor (South) in Room 5-141. Hours of operation are between 8:00 to 12:30 and from 13:00 to 17:00, Monday through Friday.

- For general inquiries and to schedule appointments with the physician call extension 7134.
- For an appointment with the nurse call 7133.
- For an appointment with the laboratory assistant call 7135.

Dare to learn a new language?

The ILO language training programme offers courses in Arabic, Chinese, English, French, Portuguese, Russian and Spanish. The standard programme runs throughout the academic year from September to May. It is split into two terms: the first from September to December and the second from January to May.

Office Procedure IGDS Number 107 (Version 1) of 21 July 2009 (ILO’s Language Training programme – Geneva), provides detailed information on eligibility and enrolment procedures for all the courses offered. Information Note IGDS Number 106 (Version 1) of 21 July 2009 (Language Courses 2009 – 2010 in Geneva), provides information on the various courses offered and announces the dates for the coming academic year (<http://www.ilo.org/intranet/english/bureau/pers/staffdev/languages.htm>).

Been feeling computer shy lately?

There are a variety of Information Technology courses offered at the ILO, everywhere from how to email to creating your own webpage, to conducting research the “ILO way”.

Post offices

There is a full service post office at the ILO on R3 North next to the cafeteria. They are closed from 11:30-12:30 during the day.

Also note that the central Post Office near the train station on Rue du Mount Blanc is open until 20:00 and on weekends. You can also mail stamped letters: just look for the Swiss Post sign on the street or the small yellow mailboxes. To send letters overseas, it will cost between CHF 1.80 - CHF 3.80 depending on the weight. Visit the website for more information (English available): www.poste.ch. The post office also offers international calling cards, cell phone pay-as-you-go recharges, and financial services (bill payment, bank account, debit card, etc.).

Other International Organizations in Geneva

Geneva is filled with international organizations, UN agencies and NGOs. The website <http://geneva.intl.ch/index.htm#> provides lists of organizations, UN agencies, organizations with special status, inter-governmental organizations, non-governmental organizations, workers' associations, public institutions, private institutions and companies.