

# **4<sup>th</sup> IDWF Congress**

## **De Haan, Belgium**

**2-5, October, 2023**

**Global Solidarity: Domestic Workers  
Build Bridges, Close Gaps, Gain Rights**



## **Congress Guide**

## Table of Contents

<b>A/ About the IDWF Congress 2023</b> .....	2
1) Introduction .....	2
2) Meeting Venue .....	2
3) On-site check-in .....	3
4) Participation .....	3
5) Documents.....	3
8) Communication Guidelines .....	4
<b>B/ Traveling to Belgium</b> .....	6
1) About Belgium .....	6
2) Money Exchange .....	7
<b>C/ Logistic and Practical Information</b> .....	8
1) Accommodation.....	8
2) Transportation.....	9
3) Meals.....	12
4) What to bring.....	13
5) COVID-19 PROTOCOLS .....	15
6) Local Transportation and Reimbursement .....	16
7) Emergency Contacts .....	18
Appendix 1.....	19
Appendix 2.....	20
<b>D/ Appreciations</b> .....	21
<b>E/ Support Domestic Workers! Support IDWF!</b> .....	22

# A/ About the IDWF Congress 2023

## 1) Introduction

Welcome to the Fourth Congress of the International Domestic Workers Federation (IDWF). Since its establishment at the first Congress in 2013 in Uruguay, the IDWF has been growing to foster a strong movement of domestic workers worldwide. The second congress took place at the Community House of Cape Town, South Africa, on 16th - 19th November 2018 and the third congress was held online on January 29th, 2023.

The Congress is the highest decision- making body of the IDWF, serving as a pivotal moment for our affiliates and allies to come together, review past achievements, learn from experiences, devise effective strategies, and make crucial decisions. This involves the election of new leadership, the Executive Committee and agreeing on changes to the Constitution.

## 2) Meeting Venue

**Venue** Business Center of Centre Parcs in De Haan of Belgium

**Address** Wenduinsteenweg 150, De Haan 8420 Belgium

**Phone** +32 (0) 50 429 596  
+32 (0) 477 44 18 83 (Whatsapp)

**Website** [https://www.centerparcs.eu/in-en/belgium/fp\\_HA\\_holiday-park-park-de-haan/all-activities](https://www.centerparcs.eu/in-en/belgium/fp_HA_holiday-park-park-de-haan/all-activities)

**Information Desk** Business Center of Centre Parcs

### **3) On-site check-in**

The reception table will be at the following location:

- **1<sup>st</sup> October 2023 (10:00am to 6:00pm)**  
Reception table at the Market Dome of Centre Parcs
- **2<sup>nd</sup> October 2023 (8:00-9:00 am):**  
Information Desk at the Business Center of Centre Parcs

### **4) Participation**

The Congress shall be composed of the Executive Committee and delegates from affiliates, based on size of membership. Delegates shall be entitled to speak and vote.

- Affiliates with 51-1000 members, entitled to one delegate
- Affiliates with 1001-5000 members, entitled to two delegates
- Affiliates with above 5000 members, entitled to three delegates

Only affiliates which are up to date with their affiliation fees shall be entitled to full representational rights at Congress.

Delegation size shall be based on the number of members for whom affiliation fees have been paid in the previous year.

Other participants are (a) observers from affiliates, partner organizations and invited guests; (b) IDWF Team.

### **5) Documents**

A set of Congress documents in English, Spanish and French will be provided at the Congress to all participants. They will be available on the IDWF website as well.

## 6) Interpretation

The Congress will be conducted in English. Interpretation will be provided in Spanish, French, Portuguese and some Asian languages.

## 8) Communication Guidelines

The official hashtag for the IDWF Congress:

- #IDWF2023 (English)
- #FITH2023 (Spanish)
- #FITD2023 (French)

If you use your personal Facebook or Twitter account:

- Ensure that the information you are about to share on social media can be made public
- Ensure all posts or tweets contain hashtag for the language you are posting or tweeting in and, when possible, direct posts or tweets to @IDWFED
- Focus on content that will contribute to a conversation and avoid general statements

There are two direct ways you can contribute to the production of IDWF congress news:

### 1) Stories:

If you would like to share 30 second videos of your reflections, thoughts, words of wisdom, what you think is most inspiring, to be directly shared on IDWF social media accounts in facebook stories and on instagram, please join the “[Snippets](#)” whatsapp

group. The group admin will view and post your videos on a daily basis.

## 2) IDWF Congress Newscast:

Each region is invited to propose two star reporters, who will join our communication team to produce interviews and audiovisual reports for domestic workers, by domestic workers!

The Star Reporters will take part in a 2 hour training ahead of the congress and work to cover news from the ground during breaks, with the support of our team.

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## Whatsapp Communities

We will pilot Whatsapp Communities as a tool for effective internal communications at the Congress. The structure will be as follows:



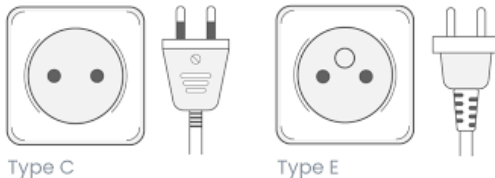
## About photos taking and videos recording:

- The IDWF will take photos and videos for documentation and communication purposes. Participants who do not wish to be included in photos and videos have to inform the IDWF reception staff.

# B/ Traveling to Belgium

## 1) About Belgium

<b>Currency</b>	USD 1 = EUR 0.92 <sup>1</sup>
<b>First Language</b>	French
<b>Area Code</b>	+32 (0)
<b>Time zone</b>	Central European Time (UTC+01:00)
<b>Emergency</b>	Medical and Fire Service 100 Police 101 Centre Parcs emergency number: +32 (0) 473 24 2021
<b>Weather</b>	October in Belgium is a mild autumn month with an average high temperature of 15°C (59°F) and a low temperature of 8°C (46°F).
<b>Electricity</b>	Standard voltage is 230 V. Standard frequency is 50 Hz. Two associated plug types: C and E.



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<sup>1</sup> According to Oanda average exchange rate of 180 days from 28<sup>th</sup> January 2023 to 27<sup>th</sup> July 2023.

## 2) Money Exchange

There is **NO money exchange service** in Centre Parcs in De Haan.

You are strongly recommended to exchange money in your local country or at the airport in Belgium.



## 3) For the Immigration - Bring your documents with you

We recommend that you print out all relevant documents and bring them with you in case immigration officials have any inquiries. These documents should include the copy of the passport, IDWF invitation letter, ACV-CSC invitation letter, flight itinerary, hotel confirmation letter, insurance letter, this guide, visa approval (if applicable), and trade union assignment letter (if applicable).



# C/ Logistic and Practical Information

## 1) Accommodation

<b>Hotel</b>	Centre Parcs of De Haan
<b>Address</b>	Wenduinsteeweg 150, De Haan 8420 Belgium
<b>Phone</b>	+32 (0) 50 429 596 +32 (0) 477 44 18 83 ( <b>WhatsApp</b> )
<b>URL</b>	<a href="https://www.centerparcs.eu/en/belgium/fp_HA_holiday-park-park-de-haan/all-activities">https://www.centerparcs.eu/en/belgium/fp_HA_holiday-park-park-de-haan/all-activities</a>
<b>Information</b>	<ul style="list-style-type: none"><li>● Check-in: 3pm</li><li>● Check-out: 10 am</li><li>● Non-Smoking rooms</li><li>● If you arrive before the check-in time, you can approach the reception/concierge for the possibility of early check-in. If the room is not available yet, they can store your luggage(s).</li><li>● If you have an evening flight, you can ask the reception/concierge to help store your luggage(s) by the time of your check-out.</li></ul>

## **2) Facilities in the cottage of the Centre Parcs**

Accommodation at the Centre Parcs is provided by small cottages. Each cottage is furnished with bedrooms, bathrooms, kitchen and a sitting/dining room. Single bedroom occupancy is arranged for all guests. Participants from the same organization will likely share the same cottage.

### **Here is a list of what will be included during your stay:**

- Free Wi-Fi
- Bedding Package with beds already made up
- Fully equipped kitchen with a hob, fridge, combi microwave, dishwasher, filter coffee maker, coffee machine, electric kettle, toaster, crockery, cutlery, pots, and pans
- Kitchen Package including essentials like salt, pepper, olive oil, soy sauce, and a dishcloth
- Towel Package consisting of kitchen towels, tea towels, hand towels, dishwasher tablets, a dish brush, a bottle of dishwashing liquid, a bath mat, and a toilet paper roll
- Hairdryer

### **However, please note that the following items/services will not be included:**

- Daily housekeeping service – the cottage will be cleaned before your check-in and after your check-out
- Ironing facilities
- Laundry services
- Mini-bar or soft drinks

### **3) Transportation**

#### **Departure at your home country and connecting flight**

Please make sure to arrive at least three hours before your flight departure time as you may encounter extra security or health checks, as well as queues at the airport.

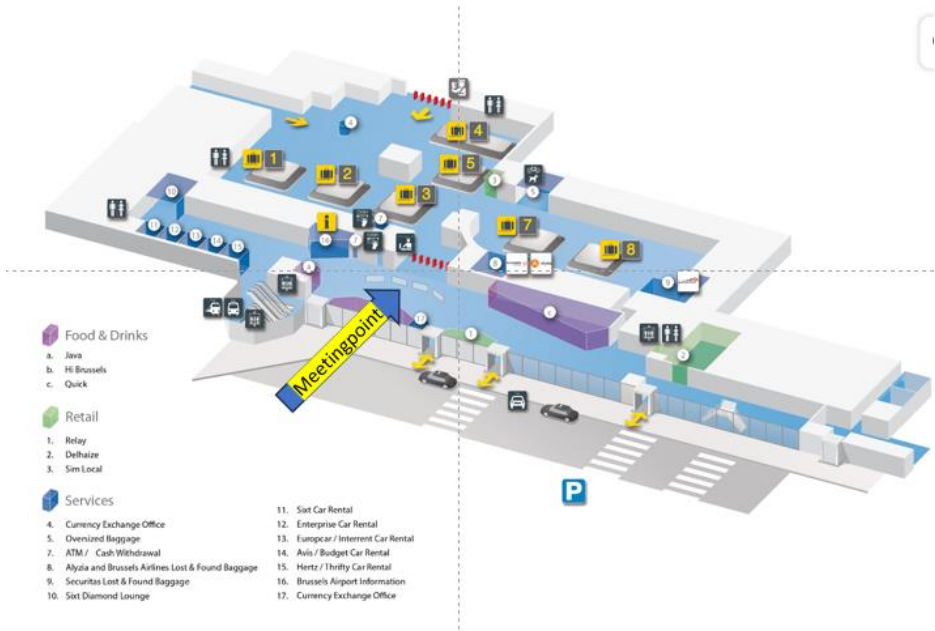
Always check your updated flight information prior to your departure date and again in the airport and double check your departure gate information which can sometimes change at the last minute.

If any of your connecting flights are delayed, please seek immediate assistance from the airline staff at the airline counter desk. They will be responsible for providing you with the next available flight at no additional cost.

#### **From Brussels Airport to Centre Parcs:**

Upon arrival, please look for the IDWF signage for the pickup service. If you are unable to locate the IDWF sign, please connect to the airport's Wi-Fi network and contact colleagues from FOLKS. The contact information on page 18.

## Arrival hall:



Please note that coach bus pick-up services will be provided for all delegates and observers. Local transportation costs in Belgium **will not** be covered unless prior approval has been obtained.

### 3) Meals

#### BREAKFAST AND LUNCH:

- **Breakfast** is included if you are staying in the Centre Parcs of De Haan. The breakfast starts at 6:30 am until 8:30 am in the Market Dome.
- **Lunch** will be arranged throughout the Congress period, that is from Oct 2 to the 5. The lunch starts at 12:30 noon until 2pm
- **Coffee and Tea** will be provided at the meeting venue.

#### DINNER:

- **Welcome Dinner:** Oct 2, 7:30-9:00 pm, Center Parcs - Conference room, hosted by the ACV Union
- **Solidarity Dinner:** Oct 5, 8:30-0:30 pm, Center Parcs - Conference room, hosted by the ACV Union
- **Meal Per Diem (dinner):** There is no arrangement for dinner on Oct 3 & 4. Delegates will be provided with meals per diem (Euro 35 per day) and make their own arrangements.
- At the Centre Parc, there are 5 restaurants and a supermarket. There are options to eat at the restaurants or do cook-your-own-food for dinner.

Name	Opening Hours
Tasty	08:00 - 10:30 17:00 - 21:00
Aqua Café( at the pool)	12:00 - 20:00
Grand Café	10:00 - 21:30
Italian Il Giardino	17:00 - 21:30

Name	Opening Hours
Tasty	08:00 - 10:30 17:00 - 21:00
Supermarket	08:00 - 20:00

Please note that the above opening hours are provided for reference purposes only and are subject to change based on the latest arrangements made by Centre Parcs.

## 4) What to bring

### (a) Bring a set of clothes and medicine in your carry-on bag

- Please bring a change of clothes and any medicine with you in your carry-on bag in case your luggage is delayed. October is autumn in Belgium and the average temperature will be around 8 C - 15C with occasional rains. Keep yourself warm by wearing layers of warm clothes, jackets, rain jackets, and keep your umbrellas handy.

### (b) Bring your own bottle

- To promote environmental protection please **BRING YOUR OWN BOTTLE and REDUCE WASTE!**

### (c) Bring T-shirts of your organization

- Each affiliate organization can bring one t-shirts and one flag (maximum) for conference hall decoration.
- Please hand out the T-shirt to our staff at the reception desk on Oct 1 and the T-shirt will be returned on Oct 5.

## **(d) Bring your cultural or traditional costumes**

- Bring and dress your traditional dress or cultural costume if you have one for the Solidarity Dinner on Oct 5 evening.

## **(e) Marketplace at the Congress**

- For domestic workers organizations who would like to sell their goods and products, there will be a market place during the Solidarity Dinner on Oct 5 evening. If you plan to do so, please inform the Congress Organizing Committee via [admin@idwfed.org](mailto:admin@idwfed.org) before Sep 25.
- However, it is essential for your organization to make decisions regarding what items to bring and to comply with any immigration or tax requirements that are applicable.

## 5) COVID-19 PROTOCOLS

Covid-19 is on the rise in many parts of the world. Let us work together to protect ourselves and others at the Congress.

### **By the IDWF:**

- a) Face masks, hand sanitizers and Covid testing kits are available throughout the Congress.
- b) We will ask all participants (delegates, observers, guests and staff) to do a Covid test upon check in at the Centre Parcs. After that individuals are free to do whatever is necessary.
- c) We will ask those who display Covid symptoms to do the test, stay inside their own rooms and advise them not to participate in the Congress physically or go to crowded places.
- d) We will arrange transportation to the hospital for those who are ill and need medical consultation. The nearby hospital is about 10 minutes' drive away.

### **By you:**

- a) Be fully vaccinated against Covid-19 according to the national protocols in your countries before coming to the Congress.
- b) Do the Covid test as asked upon check in at the Centre Parcs.
- c) Wear face masks at all times or whenever needed.
- d) When you do not feel well, do the Covid test; if the result is positive, stay in your own room and refrain from participating at the Congress physically or go to crowded places.
- e) Adhere to good respiratory etiquette, such as covering your mouth and nose when coughing or sneezing, and disposing of tissues in designated waste bins. Additionally, please practice regular handwashing with soap and water for at least 20 seconds. Hand sanitizer stations will be placed throughout the venue. We strongly encourage all participants to utilize them frequently to maintain hand hygiene.



## **6) Local Transportation and Reimbursement**

### **(a) Local Transportation in home country**

Each delegate will be provided with a transportation allowance (round-trip) based on their country/region. If a delegate finds the provided amount insufficient and wishes to claim local transportation costs beyond the stated amount, they must provide original receipts. The delegate can use IDWF template as appendix A for the drivers (such as tuk tuk, motorcycle drivers) to sign in case they do not issue receipts. You can take a photo of the meter charges in case the driver refuses to sign.

### **(b) Local Transportation in Belgium**

Please note that coach bus pick-up services will be provided for all delegates, observers and guests. Local transportation costs in Belgium will not be covered unless prior approval has been obtained.

### **(c) Airport Layover meal per diem**

According to the IDWF Spending guidelines, layover meal per-diems will be provided to the delegate. Calculation as below:

Airport Layover Period	Meal Per Diem (*in EUR) <sup>2</sup>
Minimum 3 hours	EUR 36
5 – 8 hours	EUR 55
8 hours and above	EUR 55 plus hotel accommodation cost

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<sup>2</sup> Note: The USD is converted to Eur according to the Oanda 180 average exchange rate.

### **(d) Luggage Allowance and weights**

Please verify the luggage weight limit specified on your flight ticket and adhere to the restrictions set by the airline. Any overweight luggage will incur additional charges, which will be at your own expense.

### **(3) Reimbursement (e.g. Visa application fees)**

Please provide original receipts. IDWF **WILL NOT** make reimbursement for any expenses without original receipts.

Please fill in the reimbursement form in the Congress folder together with the receipts. Provide your name and amount converted to EURO to the finance team during the Congress.

### **(f) Exchange rate for reimbursement**

Unless there is a proof of actual exchange rate at the time when the exchange is made, such as receipt from banks and/or exchange shops, all exchange rate calculation will be adopted according to the standard exchange rate from the UN Operational Rate of Exchange:

<https://treasury.un.org/operationrates/OperationalRates.php>

## 7) Emergency Contacts

**For VISA issues:**

Contact	Organization	Mobile number with WhatsApp
Joris Van de Voorde	ACV-CSC	+32 473 33 46 91
Viviane Pisano	IDWF	+55 11 99500-3530
Phyllis Law		+852 9756 9596

**For coach bus pick up in the Airport and shuttle bus to Bruges:**

Contact	Position	Mobile number
Sanah Walravens	FOLKS (The Event Agency)	+32 477493620
Laure Vermander		+32 474622315

# Appendix 1



**International Domestic Workers Federation**

[www.idwfed.org](http://www.idwfed.org)

*The IDWF is affiliated to the IUF and WIEGO.*



## LOCAL TRANSPORTATION RECEIPT TEMPLATE

<b>Receipt</b>	
Date:	_____
Tuk Tuk / Taxi / motorcycle from	_____ (address)
to	_____ (name of place or address)
Total transport fare:	_____ (currency) _____ (amount)
Vehicle registration number / car-plate number.:	_____
Signature by the driver:	_____
Name of the driver:	_____

Signature of the claimant: \_\_\_\_\_

Full name of the claimant: \_\_\_\_\_

Title of the claimant: \_\_\_\_\_

The organization of the claimant: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

**Internal Note:**

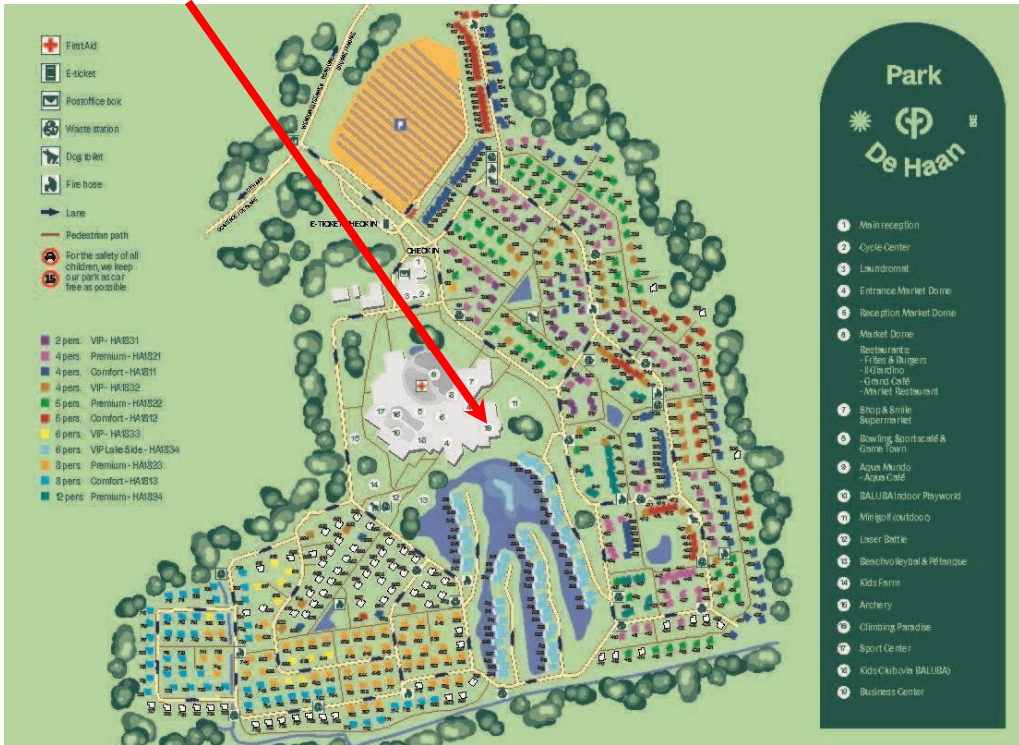
- This receipt template is only used in case the driver cannot provide an official receipt.

IDWF, C/O IUF, Rampe du Pont-Rouge 8, 1213 Petit-Lancy, GENEVA, Switzerland  
✉ : [info@idwfed.org](mailto:info@idwfed.org) Facebook: IDWFED Twitter: IDWFED

# Appendix 2

## Congress Venue: Business Center

Map



## D/ Appreciations

**We are in deep appreciation of all - affiliates, allies, partners, the teams and many more for their contributions in various ways for the successful convening of this Congress. We want to especially thank the ACV-CSC for hosting this Congress and covering the costs of venue, accommodations, meals, local transportation and others for all delegates. We thank the Olof Palme International Centre and WIEGO for their financial and other technical contributions.**



*Thank you very much!*

# E/ Support Domestic Workers! Support IDWF!

We are grateful for your support by making a donation in the following ways:

## 1/ PayPal, debit card or credit card

- Go to <https://www.paypal.com/paypalme/IDWF>
- Enter your amount of donation in "Price per item"
- Click "Continue"
- Choose to pay via PayPal or choose to "Pay with a card"

## 2/ Bank transfer or bank remittance

- Details can be found on <https://idwfed.org/donate/>

For more information concerning donations, please write to:  
[payment@idwfed.org](mailto:payment@idwfed.org)



**Your support  
means a lot to us!**

**THANK YOU  
VERY MUCH!**



**The International Domestic Workers Federation (IDWF)  
commits to unite all domestic workers at all levels  
(local, national and global)  
to overcome the exploitation and abuse experienced  
by domestic workers across the world.**

**[IDWFED.ORG](http://IDWFED.ORG)**