



► Meeting of Experts: Tripartite validation of the technical guidelines on general principles of labour inspection (13–16 December 2021)

Information Note

Webpage for Meeting of Experts

- The [webpage for the Meeting of Experts](#) includes information pertinent to the meeting.

Tentative plan of work

- The [tentative plan of work](#) for the Meeting of Experts has been posted on the web page above.
- The webpage for the Meeting of Experts will include announcements regarding changes to the schedule.

Standing Orders

- The [Standing Orders for meetings](#), adopted by the ILO Governing Body at its 334th meeting (October–November 2018), apply to the Meeting of Experts.

Access to the Zoom platform

- Participants will receive the links necessary to follow the relevant Group meeting as well as the plenary meeting in individual invitations to the email address provided.
- Separate invitations will be sent to connect to each of the plenary and group meetings. These invitations will be valid throughout the four days of the meeting 13–16 December 2021.
- The Zoom links are personal and should not be shared or forwarded. Please do not rename yourself as we have used a pre-established naming protocol to facilitate your identification in the platform.

Before connecting to any meeting, please make sure that you have closed all browsers or the Zoom link/application of previous meetings you might have attended, as otherwise your ID_naming assigned to you will not display correctly

Microphone and camera

- You should activate your microphone and camera only when you are given the floor. Please mute your microphone and deactivate the camera when you are not speaking.

Interpretation

- Do not connect to Zoom via the browser as interpretation and other features will not be available. Please make sure that you have at least version 5.8.1.
- Participants will be able to listen to and speak in English, French and Spanish in the group meetings as well as the plenary sittings.

- You can select the language of your choice to follow the debates in the Interpretation menu (see the section Zoom in pictures).

Please note that in order to avoid interference between language channels, it is important to ensure that the language you speak in is the same language you are listening to, by selecting that language in the Interpretation menu.

If you do not need interpretation, you can select “off” in the Interpretation Menu (see screenshot below).

- “Mute Original Audio” function: if you hear the original language in the background while listening to interpretation on your selected language channel, please choose the “Mute Original Audio” function available at the end of the list of interpretation channels. You will need to de-activate it, however, if the next speaker will speak in the same language that you are listening to; otherwise you will have no sound at all. For example: (1) you are listening in the English channel; (2) the speaker is speaking in Spanish; (3) if you hear Spanish in the background, activate the “Mute Original Audio” function to stop the sound overlap; (4) if however the next speaker speaks in English, you will need to deactivate the “Mute Original Audio” function in order to hear that speaker.

Technical issues

- If you face technical difficulties with Zoom during a meeting, please send a private message to the Host through the chat. To do so, please select in the Chat “private message to Host” and describe the problem. Please avoid writing to everyone in the chat. The host will respond to you privately proposing solutions to your problem.

Requests to take the floor

- To facilitate the administration of the floor and time management, participants wishing to take the floor during the Opening sitting on Monday 13 December should register in a list of speakers ahead of the sitting. Please inform the Secretariat by Friday 10 December at email: MOEGOVERNANCE@ilo.org
- During a sitting, the floor can be requested either by raising a virtual hand or through the chat (see Zoom in pictures).

Displaying the draft guidelines under discussion

- Participants using a PC or laptop will have the possibility to view on their screens, in English, the text that is being discussed.

Amendments to the draft guidelines

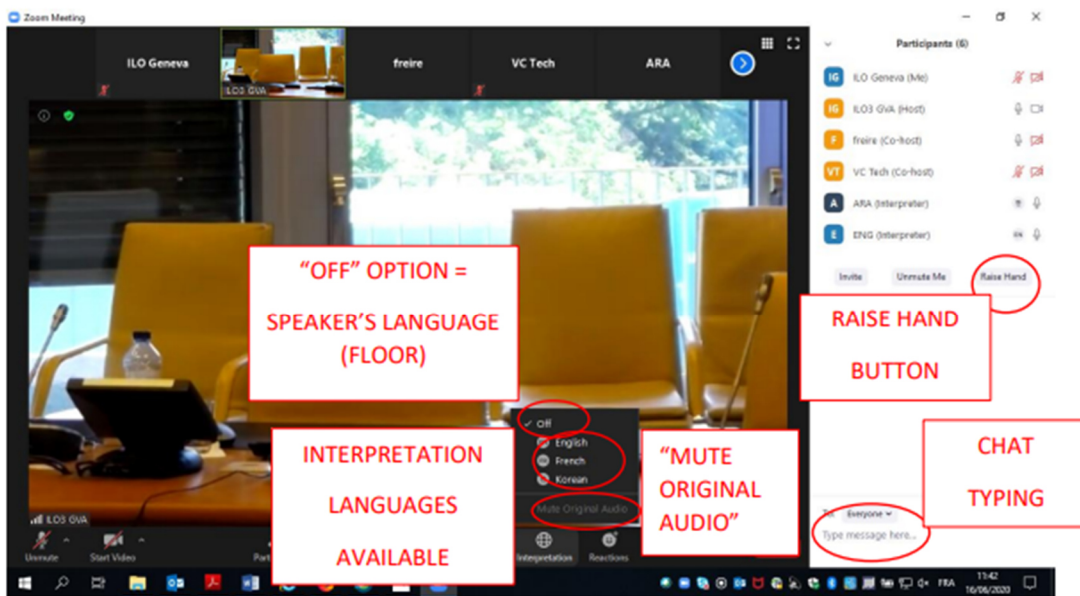
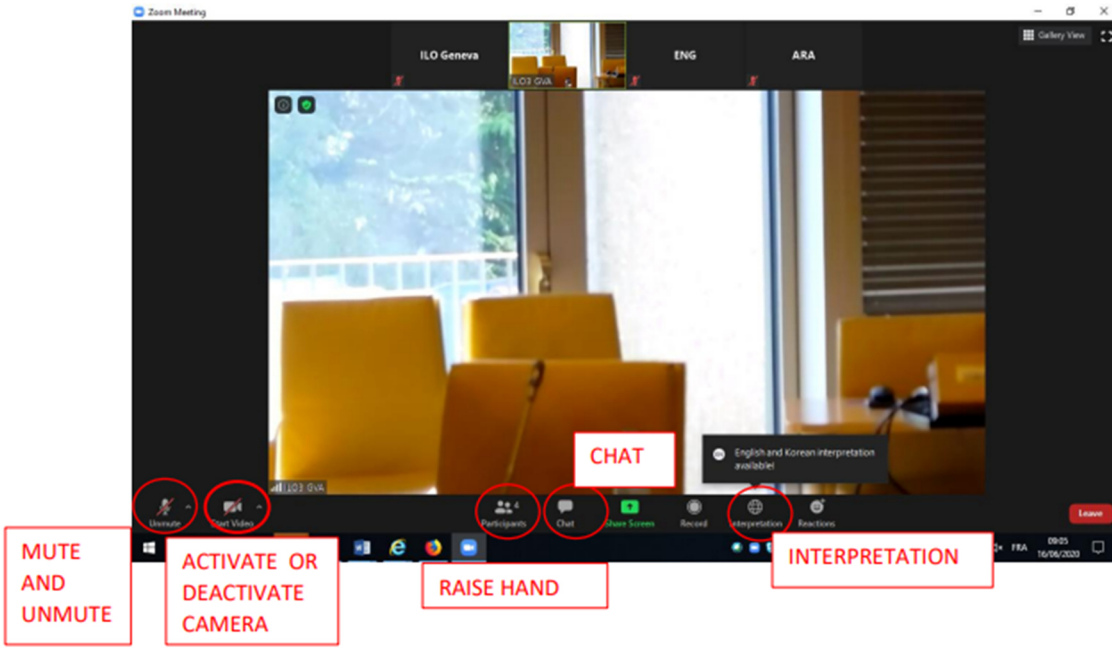
- The draft guidelines have been divided in two parts of three chapters each. These parts will be made available in MS-WORD.
- In order to facilitate the discussion in the plenary meetings, participants wishing to propose amendments to the draft guidelines should send them to the Secretariat at the email: MOEGOVERNANCE@ilo.org within the delay indicated below:
 - Monday 13 December at 17:00 CET to part one concerning Chapters 1, 2 and 3.
 - Tuesday 14 December at 17:00 CET to part two concerning Chapters 4, 5 and 6.
- These amendments should be made in track-changes.
- Examination in plenary on the draft guidelines will take place on the English text of the guidelines. Experts can express themselves in either English, French or Spanish.

Contacting the Secretariat of the meeting of experts

- The Secretariat of the Meeting of Experts can be contacted by email at: MOEGOVERNANCE@ilo.org

Zoom in pictures

FROM A PC



FROM A TABLET/SMARTPHONE

