

First meeting of the Joint ILO/IMO Tripartite Working Group to identify and address seafarers' issues and the human element – guidelines for port State and flag State authorities on how to deal with seafarer abandonment cases

Geneva
13-15 December 2022

► **Rules of procedure for the Joint ILO/IMO Tripartite Working Group to identify and address seafarers' issues and the human element**

Scope

1. These rules of procedure shall apply to the meetings of the Joint ILO/IMO Tripartite Working Group (JTWG) to identify and address seafarers' issues and the human element.

Composition of the JTWG

2. The JTWG shall be composed of 24 members as follows:
 - i. Eight government representatives appointed by IMO from governments of States that are also Member States of the ILO, giving due consideration to geographical representation;
 - ii. eight Shipowners' representatives appointed by the ILO among the Shipowners' members of the Special Tripartite Committee (STC) established under Article XIII of the Maritime Labour Convention, 2006, as amended (MLC, 2006); and
 - iii. eight Seafarers' representatives appointed by the ILO among the Seafarers' members of the STC.

Experts and Advisers

3. The members of the JTWG may be accompanied by a maximum of two experts or advisers each.
4. Any expert or adviser who has been authorized to do so by the member of the JTWG to whom he or she is attached shall have the right to participate in the meeting
5. A member of the JTWG may, by notice in writing addressed to the Chairperson, appoint one of his or her experts or advisers to act as his or her substitute.

Observers

6. All Members States of the ILO and IMO other than those appointed as members of the JTWG may attend as observers.
7. Representatives of official intergovernmental organizations, non-governmental organizations (NGOs), or other entities with which the ILO or IMO has established consultative relationships, with which standing agreements for such representation have been made, or which have been specially invited by the competent bodies of the ILO or IMO, may also attend as observers.

Officers of the JTWG

8. The JTWG shall elect a Chairperson among the government representatives and three Vice-Chairpersons, one from each of the three groups.

Duties of the Officers

9. The Chairperson shall preside over the sittings.
10. The Chairperson shall be responsible for declaring the opening and closing of each meeting, directing the discussions, according the right to speak, determining consensus, putting questions to vote, and ruling on points of order.
11. The Vice-Chairpersons shall preside alternately over the meetings or parts of the meetings at which the Chairperson cannot be present, and shall, while presiding, have the same powers as the Chairperson.
12. The Chairperson may withdraw the right to speak from any speaker whose remarks are not relevant to the subject under discussion.
13. The Officers of the meeting shall approve the programme of work of the meeting, fix the date and time of the sittings and any time limits for interventions; they shall also report to the meeting on any other questions requiring a decision for the proper conduct of its business.

Right to take part in the work of the meeting

14. No member of the JTWG or expert or adviser shall address the meeting without having asked and obtained the permission of the Chairperson, who shall normally call upon speakers in the order in which they have signalled their desire to speak, subject to the possible need to give priority to representatives.
15. Governments attending the meeting as observers may, with the permission of the Chairperson, participate in the debates without the right to vote or to move motions or amendments.

16. Representatives of international intergovernmental organizations, attending the meeting as observers, may with the permission of the Chairperson, participate in the debates without the right to vote or to move motions or amendments.
17. The Chairperson may, in agreement with the Vice-Chairpersons, permit the representatives of NGOs to make or circulate statements for the information of the meeting on matters included in its agenda.
18. The Chairperson with the approval of the Vice-Chairpersons may invite a limited number of technical experts on the topic(s) under consideration to participate in meetings of the JTWG.

Motions and amendments

19. Motions as to procedure may be moved verbally, without previous notice and without having been seconded.
20. No other motion or amendment shall be discussed unless it has been seconded.
21. The Chairperson, after consultation with the Vice-Chairpersons and the Joint ILO/IMO secretariat of the meeting, may set time limits for the submission of amendments.
22. Any amendment may be withdrawn by the member of the JTWG who moved it unless an amendment to it is under discussion or has been adopted. Any amendment so withdrawn may be moved without previous notice by any other member of the JTWG.

Adoption of decisions

23. Decisions shall be taken by consensus. Members of the JTWG shall make every effort to reach an agreement that is generally accepted, so that a decision can be adopted without formal objections.
24. In such cases, any dissenting positions or reservations shall be placed on the record without, however, constituting an impediment to the adoption of the decision in question.
25. In the absence of consensus duly ascertained and announced by the Chairperson, decisions shall be taken by a simple majority of the votes cast by the JTWG members who are present at the sitting. Voting shall be by show of hands unless at least a third of the members present request a roll-call vote.

Languages

26. The working languages for the meetings of the JTWG will be in English, French and Spanish.

Record of proceedings

27. A summary record of proceedings of the meeting reflecting the views expressed by the meeting shall be prepared by the Joint ILO/IMO secretariat.
28. The record of proceedings shall be sent to all participants after the meeting, giving them the opportunity to submit corrections to statements made by or attributed to them, before it is made available online.

Follow-up

29. The ILO and IMO shall submit any outcomes of the JTWG to their respective relevant bodies for consideration and possible follow-up action, as appropriate.