



## ► **Special arrangements and rules of procedure applicable to the Fourth Meeting of the Special Tripartite Committee of the Maritime Labour Convention, 2006, as amended (MLC, 2006) – Part I (19-23 April 2021)**

In view of the sanitary situation and the prohibition of in-person conferences, the fourth meeting of the Special Tripartite Committee established for the MLC, 2006 (STC) will take place in two parts: Part I shall be conducted fully by virtual means from 19 to 23 April 2021 and Part II from 27 to 29 September 2021 (subject to formal approval by the Governing Body).

The [Standing Orders of the STC](#) shall continue to apply in full except to the extent that they are inconsistent with the special arrangements and rules of procedure set out below, in which case the relevant provisions of the Standing Orders shall be deemed suspended for the entire duration of the Fourth Meeting of the STC – Part I.

### ► **A. Accreditation**

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1. Representatives of Seafarers, Shipowners and Governments shall communicate in writing the list of their representatives and technical advisers to the Secretariat of the STC ([mlcstc@ilo.org](mailto:mlcstc@ilo.org)).
2. The fourth meeting of the STC will be attended by two representatives nominated by the government of each Member State which has ratified the MLC, 2006, and the representatives of Shipowners and Seafarers appointed by the Governing Body after consultation with the Joint Maritime Commission.
3. The Government, Shipowner and Seafarer representatives may be accompanied by advisers. In addition, as provided in paragraph 3 of Article XIII of the MLC, 2006, Government representatives of Member States who have not yet ratified this Convention may participate in this Committee without right to vote on any matter dealt with in accordance with the Convention. Finally, representatives of intergovernmental and non-governmental organizations which have been invited to the meeting may also participate as observers.
4. In view of the maximum capacity of 1,000 participants in the virtual platform that will be used for plenary sittings of the STC, the maximum number of representatives who will be given access to the platform in each category shall be as follows:
  - Government representatives: 2 representatives and 5 advisers per government.
  - Seafarers' representatives: up to 15 representatives and 100 advisers.
  - Shipowners' representatives: up to 15 representatives and 100 advisers.
  - Observers from invited international intergovernmental and non-governmental organizations: 3 representatives for each organization.

5. Credentials of representatives and advisers should reach the Secretariat no later than one week before the opening of the meeting, namely, by **12 April 2021**, so that the Secretariat can send the relevant access codes to each accredited participant.

6. To enable secured access to join the session remotely through the relevant virtual platform, the provision of a personal e-mail will be required upon submission of the credentials of representatives and observers. The same e-mail will be used to transmit documents and enable participants to communicate with each other during and outside plenary and group meetings.

## ▶ B. Attendance

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### Remote attendance

7. Representatives and invited observers shall join the plenary sittings remotely through a closed virtual platform. These participants will be able to listen to other speakers and address the meeting in Arabic, Chinese, English, French, Russian and Spanish (participants will also be able to speak in German) and to communicate in writing with the Secretariat through the chat function in the platform.

8. At the beginning of the meeting, the Chairperson of the STC shall advise the participants on how to best use the platform's chat function, in order to make the discussions as efficient as possible. The chat function should not be used to maintain parallel discussions to the plenary, as its content will not be translated and will not be reflected in the report of the meeting.

9. Group meetings are private and therefore should only be accessed by those participants authorized by each group. Authorized participants will be able to take the floor and listen to other participants in the above mentioned working languages, and to interact through the chat.

10. Separate access codes or links will be required to attend plenary sittings of the meeting, and group meetings. In order to attend the plenary sittings of the meeting, individual access codes or links will be communicated separately to each participant according to their attendance rights and will be valid for the entire duration of the session. It is the responsibility of each registered participant to keep their access code secret and to abstain from sharing it with any other person, even within the same delegation.

11. Accredited persons in excess of the limits mentioned in paragraphs 4 and 5 above will be provided access to a separate virtual platform through the dedicated website of the meeting allowing them to see and listen to the debates, but with no possibility of addressing the meeting or interacting with other participants.

## ▶ C. Programme

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12. To ensure the most equitable participation possible for participants from different time zones, all plenary sittings will be organized between 2:00 and 4:30 p.m. Geneva time. Five plenary sittings will be scheduled, from Monday to Friday. Extended plenary sittings may be scheduled on an exceptional basis if needed. A tentative programme of work shall be available two weeks prior to the opening of the meeting.

13. Group meetings will be organized from Monday to Friday between 11:50 a.m. and 1:40 p.m. Geneva time.

14. In the case of plenary sittings, information will include the items scheduled for discussion with links to relevant documents.

## ▶ D. Conduct of debates

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### Time management

15. In view of the very limited number of hours for plenary deliberations per day and the large number of agenda items, it is imperative to introduce certain limitations to and make the best use of the time available. To this effect, and based on the experience of other virtual meetings organized so far, the following principles shall apply:

(a) To the extent possible, the position of the representatives on each item of the agenda should be expressed through group statements made by the spokesperson for the group.

(b) Individual statements should, to the extent possible, be limited to situations where they differ from the group to which the member belongs, or where they add a perspective not covered by the group statement that is relevant in the decision making process.

(c) In accordance with article 9, paragraph 6 of the Standing Orders, strict time limits for speeches will be enforced. Except with the special consent of the Officers of the STC, no group statement shall exceed 10 minutes and no individual statement shall exceed 3 minutes.

(d) Representatives and advisers are encouraged to make requests for the floor at least one hour before the opening of the sitting at which the item is scheduled for discussion. Such requests shall be made in writing to [mlcstc@ilo.org](mailto:mlcstc@ilo.org). This will allow the display of the list of registered speakers and a better assessment of the time needed for each discussion. Additional requests for the floor may be made during the meeting via the Zoom platform.

(e) Requests for the floor from observers shall be made at least 2 hours before the start of the sitting at which the agenda item is scheduled. Statements from observers shall be authorized by the Officers of the STC depending on time availability and shall be limited to 5 minutes.

### Duties of the chairing officer

16. The Chairperson of the STC will preside over the sittings of the STC, unless she assigns the chairing functions for a given agenda item to a Vice-Chairperson, in accordance with article 7, paragraph 2 of the Standing Orders.

17. In conducting the debates, the chairing officer shall have discretion in granting or withdrawing the right to address the sitting and administering any motion as to procedure or requests for the right to reply, which he/she may postpone to another sitting in the interest of strict time management.

### Decisions during plenary sittings and submission of draft resolutions

18. The adoption of recommendations on the review of maritime-related international labour standards, to be held on Thursday 22 April, as well as the adoption of any resolution(s) to be held on Friday 23 April, shall be taken by consensus. The meeting shall make every effort to reach an agreement that is generally accepted, so that a decision can be adopted without formal objections. In such cases, any dissenting positions or reservations shall be placed on the records of the meeting without, however, constituting an impediment to the adoption of the decision in question.

19. Any representative, including representatives of non-ratifying Member States, or group wishing to submit a draft resolution, must do so in one of the three official languages (English, French and

Spanish) as soon as possible but not later than 2:00 p.m. on Tuesday, 20 April. Any draft resolution shall be sent to [mlcamend@ilo.org](mailto:mlcamend@ilo.org).

20. To enable effective decision-making while preserving consensus building, draft resolutions, scheduled for consideration on Friday, 23 April, will be dealt with as follows:

(a) Any representative or group wishing to submit an amendment to any draft resolution must do so in one of the three official languages by 2:00 p.m. Geneva time on Wednesday, 21 April at the latest. Any amendment shall appear in track changes and be sent to [mlcamend@ilo.org](mailto:mlcamend@ilo.org).

(b) Any proposed sub-amendment (namely, an amendment to an amendment submitted under (a)) must be submitted in one of the three official languages by 2:00 p.m. Geneva time on Thursday, 22 April at the latest. Any sub-amendment shall appear in track changes and be sent to [mlcamend@ilo.org](mailto:mlcamend@ilo.org).

(c) All amendments and sub-amendments will be translated and distributed in the three official languages as soon as they are received.

(d) On each draft resolution, the chairing officer shall invite the representatives to intervene and address the text under consideration. In accordance with usual STC practice, the chairing officer shall invite the representatives of the Seafarers' and Shipowners' groups to speak in response to the interventions and may also grant the floor to any government seeking to respond to the debate.

(e) The text of any draft resolution and any amendment or sub-amendment will be made available on the dedicated website of the meeting in the three official languages.

(f) If additional time is needed in order to reach consensus on the draft resolution(s), arrangements shall be made for resumed plenary sitting later on the same day.

## ► E. Documents

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21. The [agenda](#) and [draft timetable](#) for the meeting can be consulted in the dedicated website.

22. Relevant background information in English, French and Spanish has also been provided on the dedicated [website](#) for the meeting. These include:

(a) [Review of maritime-related international labour standards](#);

(b) [Background paper for discussion](#);

(c) [Report of the World Maritime University \(WMU\): A culture of adjustment, evaluating the implementation of the current maritime regulatory framework on rest and work hours](#);

(d) [Document submitted by the IMO Secretariat - Agenda item 1. Exchange of information related to the implementation of the MLC, 2006](#).

23. On an exceptional basis, information papers may be submitted by representatives and observers registered for the meeting until **16 April 2021** through the address [mlcstc@ilo.org](mailto:mlcstc@ilo.org). Following authorization by the Officers of the STC, information papers will be published on the dedicated website of the meeting only in the original language.

24. Additionally, a brief on operating the online platform Zoom is available in the dedicated website.

25. Participants are encouraged to periodically consult the website for new information.