



## Special arrangements and rules of procedure applicable to the Fourth Meeting of the Special Tripartite Committee of the Maritime Labour Convention, 2006 (MLC, 2006) – Part II (5-13 May 2022)

Further to the decisions taken at the 343<sup>rd</sup> Session (November 2021) and 344<sup>th</sup> Session (March 2022) of the Governing Body, Part II of the fourth meeting of the Special Tripartite Committee (STC) shall be held from 5-13 May 2022.<sup>1</sup> The meeting will follow a hybrid format.

At its 340<sup>th</sup> Session (November 2020), the Governing Body approved special arrangements for official meetings, including the STC, to facilitate their conduct by virtual means. In so doing, the Governing Body decided that the Standing Orders applicable to the meeting concerned continue to apply in full except to the extent that they are inconsistent with the special arrangements. The Governing Body also authorized the meetings, on the recommendation of their Officers and in consultation with the Government group regional coordinators, to further specify the special arrangements, adapt them to each different type of meeting and modify them within the limits set by the applicable Standing Orders.

In this context, the Officers of the STC have decided to recommend to the STC the approval of the special arrangements and rules of procedure set out below and, subject to this approval, that the special arrangements will apply provisionally to the steps to be taken before the first day of the meeting. Given the hybrid format, all necessary measures will be taken to ensure participants attending remotely will be able to fully exercise any active participating rights.

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, in which case the relevant provisions of the Standing Orders shall be deemed suspended for the entire duration of Part II of the fourth Meeting.<sup>2</sup>

### ► Pre-Session

#### ► A. Accreditation

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1. Representatives of Governments, Shipowners and Seafarers shall communicate the list of their representatives and advisers to the Secretariat of the STC through the online accreditation system, which will be made available as from 15 April 2022. The necessary access codes will be sent to each Government through their Permanent Missions in Geneva (or as otherwise agreed) and to the secretariats of the Shipowners' and Seafarers' groups.

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<sup>1</sup> [GB.343/INS/15](#) and [related decision](#); [GB.344/INS/18](#)

<sup>2</sup> See the [Governing Body Decision](#) of 11 November 2022 on the document [GB.340/INS/21\(Add.1\)](#).

2. The fourth meeting of the STC will be attended in person by two representatives nominated by the government of each Member State which has ratified the MLC, 2006,<sup>3</sup> and the representatives of Shipowners and Seafarers (15 per group) appointed by the Governing Body after consultation with the Joint Maritime Commission and 25 advisers, including any substitutes.
3. The Government, Shipowner and Seafarer representatives may be accompanied remotely by advisers. Governments are encouraged to designate in the credentials the advisers who can act as substitutes for their representatives. Based on this designation, it will be presumed that the adviser concerned will be duly authorized to exercise the rights of representatives for the whole duration of the meeting.
4. 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 the meeting without right to vote on any matter dealt with in accordance with the Convention. In light of the limited capacity of the second part of the fourth meeting of the STC, they will participate remotely. Finally, representatives of intergovernmental and non-governmental organizations which have been invited to the meeting may also participate remotely as observers.
5. A virtual platform will be used by participants attending remotely the STC. The link will be sent to all these participants, bearing in mind that for technical reasons the maximum number of representatives who may access to the platform **at the same time** in each category shall be as follows:
  - Government representatives: 2 representatives and 5 advisers (including substitutes) 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.
6. Credentials of representatives and advisers should be submitted from **Friday 15 to Thursday 28 April 2022**. On this basis, the Secretariat will send the relevant access links to each accredited participant who will participate remotely as well as individual pin codes to those who will participate in the online submission of amendments as well as in the vote on the amendments to the Code.
7. To enable secured access to join the sessions remotely through the relevant virtual platform, the provision of a personal e-mail will be required upon submission of the credentials of representatives, advisers, and observers. The same e-mail will be used to transmit documents and enable participants to communicate with each other throughout the meeting, including the plenary sittings and group meetings.

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<sup>3</sup> Since the first part of the fourth meeting has closed, the ratification of the MLC, 2006 by Mozambique, Oman, San Marino and Sierra Leone have been registered and therefore there are currently [101 Member States](#) which have ratified the Convention.

## ▶ B. Submission of amendments to the proposals for amendments to the Code of the MLC, 2006

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8. The 12 proposals for amendments to the Code of the MLC, 2006 will be subject to amendments, through an online system that will be open on Tuesday 3 May, **from 9 am to 1 pm**. The representatives who submit the amendments must be available on 3 May to be contacted by the secretariat, if necessary, to provide clarifications and validate the amendments.
9. The online system may be accessed by accredited Government representatives (or advisers acting as substitutes), acting either in a national capacity or on behalf of a regional group, or other group of countries, by entering the representative's email address that was provided for accreditation, and the PIN code received in the preceding days.
10. Under article 10, paragraph 2 of the Standing Orders, amendments must be seconded by at least one other member of the STC, at the latest at the time it is taken up at a sitting, to be considered by the STC. As for Seafarers' and Shipowners' representatives, the submission of amendments is centralized through the groups' secretariats, which will be provided with access codes.

## ▶ In-Session

### ▶ A. Attendance

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#### Physical attendance

11. Subject to the travel, sanitary and safety situation prevailing in Geneva, a maximum of 250 participants will have access to the ILO premises and meeting rooms during the meeting and will include:
  - the Officers of the STC;
  - two representatives nominated by the government of each Member State which has ratified the MLC, 2006;
  - the representatives of Shipowners and Seafarers appointed by the Governing Body after consultation with the Joint Maritime Commission and their advisers up to a maximum number of 25 for each group;
  - the Seafarers' and Shipowners' secretariats.
12. The above participants will be separated in two rooms. The first room will regroup a maximum number of 130 persons (one of the two representatives per ratifying Member State, the representatives of the Shipowners and Seafarers, the Officers of the STC and the Seafarers' and Shipowners' secretariats). The other government representatives will follow the discussions from an overflow room.
13. The above arrangements on physical attendance may be modified by decision of the Officers of the STC if the sanitary situation changes substantially.

14. Four regional focal points will be designated from among the representatives of Member States which have ratified the MLC, 2006 or their advisers. These regional focal points will facilitate the coordination of positions of governments of Africa, Americas, Asia and the Pacific, and Europe.
15. As no printed documents will be made available during the meeting and in order to exercise the right to vote, participants physically attending the meeting must be able to access internet via a laptop or a phone.

### Remote attendance

16. All participants will be able to join the plenary sittings remotely through a closed virtual platform. Interpretation will be available in Arabic, Chinese, English, French, Russian and Spanish (participants will also be able to speak in German). Remote participants will be able to communicate in writing with the Secretariat through the chat function in the platform.
17. 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 and to interact through the chat function.
18. 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 meeting. 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.

## ▶ B. Programme

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### Time schedule

19. The meeting will open on 5 May at 1:10pm (Geneva time). It will close on Friday 13 May at 5:00 pm.
20. The STC will meet in plenary every day from 1:10 pm to 5:00 pm, with a 10 minute break around 3:00 pm. Each plenary sitting will be preceded by group meetings from 11:30 am to 12:50 pm.
21. The first day will be dedicated to opening remarks, the formal approval of these special arrangements, and the first discussion of amendments. The following days will be entirely dedicated to consideration of amendments. Proposed resolutions, if any, may be considered on Thursday 12 May and Friday 13 May.
22. A vote will take place on the amendments to the Code on the last day of the meeting, Friday 13 May. On that day, consideration will also be given to any request for consultation under

Article VII of the MLC, 2006 and any issues that may be raised under the item of the agenda “Any other business”.

### Drafting committee/drafting groups

23. In accordance with article 15 of its Standing Orders, the STC may set up working groups or other subsidiary bodies, which shall consist of equal numbers of representatives appointed by each of the groups. In this framework, it is proposed that a drafting committee be set up, if possible, as of the first day of the meeting, Thursday 5 May.
24. The STC Officers will decide on the composition of the drafting committee, considering the need to limit the attendance to a small number of members in the interest of smooth and expeditious working. For the same reason, it is also highly desirable that the members of the drafting committee are nominated among representatives present in Geneva. Drafting committee members should be identified during the Government group meeting on 5 May so that the committee can start its work as soon as possible. These participants will receive individual invitations for the meetings of the drafting committee. The same arrangements will be followed for any drafting group(s) that may be set up by the STC subsequently to examine any draft resolutions.

## ▶ C. Conduct of debates

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### Time management

25. In view of the limited number of hours for plenary deliberations per day and the heavy agenda, 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 previous virtual meetings organized so far, the principles applied in the context of Part I will remain valid for Part II of the meeting:
  - 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. Governments may also make statements on behalf of regional groups of governments.
  - 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.
  - 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 5 minutes and no individual statement shall exceed 3 minutes. The STC Officers may further reduce these time-limits as necessary.
  - 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 also be made during the meeting by raising the hand in the meeting room or via the virtual platform.
  - Requests for the floor from invited international intergovernmental and non-governmental organizations shall be made at least 2 hours before the start of the sitting at

which the agenda item is scheduled. Such requests shall be made in writing to [mlcstc@ilo.org](mailto:mlcstc@ilo.org). Statements from international non-governmental organizations shall be authorized by the Officers of the STC depending on time availability. Statements shall be limited to 3 minutes.

### **Duties of the chairing officer**

26. 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.
27. 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.

### **Submission of draft resolutions**

28. 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 12:00 p.m. Geneva time on Friday, 6 May 2022. Any draft resolution shall be sent to [mlcamend@ilo.org](mailto:mlcamend@ilo.org).
29. To enable effective decision-making while preserving consensus building, draft resolutions, scheduled for consideration on Thursday, 12 May 2022, will be dealt with as follows:
  - Any representative or group wishing to submit an amendment to any draft resolution must do so in one of the three official languages by 12:00 p.m. Geneva time on Tuesday, 10 May at the latest. Any amendment shall appear in track changes and be sent to [mlcamend@ilo.org](mailto:mlcamend@ilo.org).
  - If consider necessary in view of the number of amendments received, the Officers of the STC may decide to set up drafting groups to examine any draft resolutions.
  - On each draft resolution, the chairing officer shall invite the representatives to intervene and address the text under consideration.
  - The text of any draft resolution, any amendment and any draft text agreed by a drafting group will be made available on the dedicated website of the meeting in three official languages.

### **Vote on the amendments to the Code and adoption of draft resolutions**

30. Final decisions on draft amendments to the Code of the MLC as well as on any draft resolution will be taken on Friday 13 May 2022.
31. Under article 13 (1) of the Standing Orders, decisions on any draft resolution shall normally be taken by consensus. In the absence of such consensus duly ascertained and announced by the Chairperson, decisions shall be taken by a simple majority of the votes cast by the representatives who are present at the sitting and entitled to vote.
32. A record vote is required for the adoption of amendments to the Code in accordance with Article XV of the Convention and article 13(5) of the Standing Orders. This record vote will be

taken using an electronic voting system similar to that used at the International Labour Conference and the Governing Body. As this will be the first time that the system will be used in the STC, all the necessary explanations will be provided to the Members of the STC by the secretariat.

33. To access the voting system, representatives will use the PIN code already sent to them for the purpose of submitting amendments (see paragraph 9 above). If a government or group has appointed substitutes, both representatives and substitutes will be able to cast a vote, but only the first votes cast will be counted, up to the number of registered representatives. Governments and groups may therefore wish to decide in advance who will cast their votes.
34. If for any reasons, the record vote by electronic means on one or several of the draft amendments cannot be conducted on the last day of the meeting, upon recommendation of its Officers, the STC may decide either to hold a vote by correspondence or defer consideration of the amendment(s) in question to a future meeting. Any vote by correspondence will be held from Monday 16 May to Monday 23 May and the results of the vote will be announced by the Chairperson on 23 May 2022.