



Governing Body

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Working Party on the Functioning of the Governing Body and the
International Labour Conference

WP/GBC

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FOURTH ITEM ON THE AGENDA

Review of the role and functioning of the Regional Meetings

Consolidated version of the Rules for Regional Meetings and the Introductory Note

1. At the 331st Session (October–November 2017) of the Governing Body, the Working Party on the Functioning of the Governing Body and the International Labour Conference continued its review of the role and functioning of Regional Meetings on the basis of a document which suggested possible improvements to the Regional Meetings and corresponding amendments to the *Rules for Regional Meetings* and their Introductory Note.¹
2. On the recommendation of the Working Party, the Governing Body: (a) adopted the principle that each member State would be invited as a full Member to only one Regional Meeting with the Governing Body having the discretion of inviting on a case-by-case basis any member State as an observer to other Regional Meetings; and (b) requested the Office to prepare for its consideration at this session a consolidated version of the *Rules for Regional Meetings* and the Introductory Note based on the guidance provided during the discussion for adoption and referral to a future session of the Conference for confirmation.²
3. The Office has prepared the consolidated version of the Rules for Regional Meetings and their Introductory Note set forth in the appendix to this document, giving effect to the Governing Body decision taken at its last session based on the views expressed in the Working Party.³ The consolidated version thus includes the proposals submitted to the Working Party in November 2017 that met with support from the three groups, some additional proposals developed in light of the discussion in the Working Party and a few minor editorial changes.

¹ [GB.331/WP/GBC/3\(Rev.\)](#). See also [GB.329/PV](#), para. 382; [GB.329/INS/18](#); [GB.329/WP/GBC/4\(Rev.\)](#).

² [GB.331/INS/17](#), para. 41, and [GB.331/PV/Draft](#), para. 481.

³ *op. cit.*, paras 27–40.

4. With respect to the *role and mandate of Regional Meetings* (first paragraph and section 1 of the Introductory Note), the reference to the linkages between Regional Meetings, global governance and the 2008 Declaration on Social Justice for Fair Globalization has been adjusted in light of the comments made by the Employers' and Workers' groups. Additional proposals have been developed to: underline the contribution of Regional Meetings to the effectiveness of the ILO governance; refer to exchange of best practices; clarify the articulation between the single agenda item, the determination of the questions for discussion and the Report of the Director-General.
5. With respect to the *form and nature of the outcome document* (section 7 of the Introductory Note and article 3 of the Rules), the emphasis on the formulation of the outcome document in the form of conclusions has been further clarified. Additional proposals have been developed to: preserve the flexibility as regards the establishment of a drafting group and clarify the related modalities; underline the coordination with the programme and budget and the importance of social dialogue in the implementation of the outcome of Regional Meetings.
6. With respect to the *composition of Regional Meetings* (section 3 of the Introductory Note and article 1 of the Rules) the principle according to which each member State shall be invited as full member to the Regional Meetings of only one region has been inserted and it has been further clarified that only delegates from full members can stand for office, move motions and amendments and vote. The Governing Body has the discretion to invite, on a case-by-case basis, any member State from another region to attend a Regional Meeting as an observer. In the case of participation of member States whose territory extends over more than one region or member States responsible for the external relations of non-metropolitan territories situated in another region, it is proposed for consideration that these Members may be invited to participate in that other Regional Meeting by means of a tripartite delegation that includes representatives from that region. These delegations would have the right to address the meeting in accordance with article 10 of the Rules.
7. With respect to *participation rights* (article 1, subparagraph 9(a), and article 10, paragraph 8, of the Rules), the proposals made in November 2017 have been reflected.
8. With respect to *duration, frequency and venue* (section 2 of the Introductory Note, article 2, paragraph 2 and Annex to the Rules), and *credentials* (section 6 of the Introductory Note, article 1, paragraph 8, and article 9 of the Rules), the proposals made in November 2017 have been incorporated without any change given the broad support expressed by constituents.
9. With respect to the *format, and working methods*, the proposals made in November 2017 have been adjusted to include the themes of discussion in the preparatory consultations (section 1 of the Introductory Note) and to refer to Portuguese as a working language for the American Regional Meeting (section 8 of the Introductory Note). The proposals regarding gender (section 4 of the Introductory Note, article 1, paragraph 7) have been redrafted to take into account comments made by the Employers' group.
10. Pursuant to article 38, paragraph 2, of the Constitution,⁴ the consolidated version of the Rules and the Introductory Note – if adopted by the Governing Body – should be submitted to the next session of the Conference for confirmation. Accordingly, the 19th American

⁴ Article 38, paragraph 2, reads as follows: "The powers, functions and procedure of regional conferences shall be governed by rules drawn up by the Governing Body and submitted to the General Conference for confirmation."

Regional Meeting scheduled to be held in Panama City from 2 to 5 October 2018 could make use of the consolidated version of the Rules.

Draft decision

11. *The Working Party recommends to the Governing Body that it:*

- (a) adopt the consolidated version of the Rules for Regional Meetings and the Introductory Note set out in the Appendix of the present document;***
- (b) submit the consolidated version of the Rules for Regional Meetings and the Introductory Note to the Conference for confirmation at its 107th Session (June 2018).***

RM/200818/SO

INTERNATIONAL LABOUR ORGANIZATION

Rules for Regional Meetings



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Rules for Regional Meetings

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Introductory note

For budgetary reasons, the Governing Body decided at its 264th Session (November 1995) to replace the Organization's Regional Conferences by shorter Regional Meetings with a single agenda item, which would still be considered as Regional Conferences for purposes of article 38 of the ILO Constitution. On the authority conferred to it by the International Labour Conference, the Governing Body adopted a set of new rules on an experimental basis at its 267th Session (November 1996). ~~Based on experience with the new rules drawn from five Regional Meetings, the Governing Body adopted, at its 283rd Session (March 2002),~~ At its 283rd Session (March 2002), the Governing Body adopted a revised version of the Rules, which was confirmed by the Conference at its 90th Session (June 2002) ~~of the Conference. Taking account of further experience gained from five Regional Meetings since June 2002, the Governing Body adopted, and at its 301st Session (March 2008), it adopted a further second-revised version of the Rules in its 301st Session (March 2008), which was~~ ere confirmed by the Conference at its 97th Session (June 2008) ~~of the Conference.~~ The Governing Body also agreed ~~to the following that~~ guidelines to ~~in the form of a non-binding Introductory note should accompany the Rules. At its 311th Session (June 2011), the Governing Body decided to review the role and functioning of Regional Meetings as part of the overall actions for an effective governance of the Organization taken pursuant to the ILO Declaration on Social Justice for a Fair Globalization in 2008.~~ On this basis, the Governing Body revised the Rules and the Introductory note and adopted at its 332nd Session (March 2018) a consolidated version which was confirmed by the 107th Session (June 2018) of the Conference.

1. Purpose and length of Regional Meetings

Regional Meetings support the global governance of the ILO. They serve to implement the global strategies decided by the International Labour Conference and the Governing Body at the regional level thus enhancing the ILO capacity, pursuant to the Declaration on Social Justice for a Fair Globalization, 2008, to achieve the strategic objectives by translating it to regional and national realities. In this context, Regional Meetings offer the opportunity for tripartite delegations to express their views and exchange best practices on the programming and implementation of the ILO's activities in the regional activities as well as on a limited number of topical questions as may be determined by the Governing Body, within the framework of a single agenda item. Discussions are structured around themes identified in the Report of the Director-General prepared for the meeting. Group meetings are held before the start of the discussion in plenary of the single agenda item related to ILO activities in the region concerned. Groups may meet

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~~at any other time at their request. The Regional Meetings lasts four days unless the Governing Body decides otherwise.~~

Flexibility and tripartite ownership are two key aspects of the functioning of Regional Meetings. Timely tripartite preparatory consultations on the themes, format and working methods of Regional Meetings are necessary to promote constituents' engagement at an early stage, and to ensure that the discussions take place in a practical and interactive format making an efficient use of ILO resources and aiming at an action-oriented and effective outcome. Group meetings are held before the start of the discussion in plenary of the single agenda item. Groups may meet at any other time at their request.

2. Date, frequency and place of Regional Meetings

Normally, a Regional Meeting is held each year in one of the four regions in the following order: Asia and the Pacific, the Americas, Africa and Europe. Regional Meetings are ~~in principle~~ held in the country where the relevant ILO regional office is located, unless the Governing Body accepts the offer of another member State of the region to host a Meeting. Any member State hosting a Regional Meeting ~~shall~~ must guarantee at least the level of protection afforded under the 1947 Convention on the Privileges and Immunities of the Specialized Agencies and its Annex I concerning the ILO by concluding a specific agreement for the purposes of the Regional Meeting that includes at a minimum the clauses set out in the annex to the Rules. The agreement must also detail the financial and in-kind contribution required from the member State for the conduct of the Meeting.

3. Composition

Subject to the discretion of the Governing Body, the composition of each Regional Meeting is determined on the basis of ~~States and territories (or States responsible for the territories)~~ Members which are served by the following four ILO regional offices: Regional Office for Asia and the Pacific (including the ~~States~~ Members covered by the Regional Office for Arab States); Regional Office for the Americas; Regional Office for Africa; and Regional Office for Europe.

At its 331st Session (November 2017), the Governing Body adopted the principle that each member State shall be invited as a full member to only one Regional Meeting with the Governing Body having the discretion of inviting on a case-by-case basis any member State as an observer to other Regional Meetings.

Accordingly, each Member participates as a "full member" through a tripartite delegation at the Regional Meetings of only one region. States attending a Regional Meeting as full members have the right to: stand and vote in elections for the Officers of the Meeting (article 5 of the Rules); be appointed to the

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credentials committee (article 9); address the meeting (article 10); move any motion, resolution or amendment (article 11); and vote on all matters (article 12).

The Governing Body has the discretion to invite a Member State from another region to attend a Regional Meeting as an observer.

In the case of Member States whose territory extends over more than one region, or which is responsible for the external relations of a territory situated in another region, the Governing Body may invite them to attend that other Regional Meeting by means of a tripartite delegation that includes representatives from that region. These delegations will have the right to address the Meeting.

~~Article 1 of the Rules provides for the composition of the delegations of States or territories invited to the Meeting. As regards advisers, account should be taken of the fact that there is only one item on the agenda. Additional advisers may be appointed in the delegation of a State responsible for a territory that has not sent a separate tripartite delegation to the Meeting.~~

~~Member States from a different region, non-member States which are not Members of the International Labour Organization and official international organizations or non-governmental international organizations of universal or regional character may also be represented at Regional Meetings on the basis of individual or standing invitations of the Governing Body. Requests to be represented at Regional Meetings should accordingly reach the Office at the latest before the opening of the Governing Body session preceding the Regional Meeting concerned. Eminent public figures and Officers of the Governing Body who are not accredited as delegates to the Regional Meeting may also attend the Meeting.~~

4. *Gender equality*

Pursuant to the Conference resolutions concerning the participation of women in ILO meetings and the United Nations Economic and Social Council Resolution 1990/15 of 24 May 1990, the ILO is committed to promoting gender equality. At Regional Meetings, Members should take active steps to increase, in accordance with the principle of equality of opportunity, the participation of women in their delegations bearing in mind the representation of women in leadership positions.

4.5. *Right to address the Meeting and conduct of business*

~~Under article 10, n~~No person may address the Meeting without the permission of the Chairperson, with priority given to delegates (or their substitutes). Without prejudice to the flexibility afforded to the Officers of the Meeting to discharge their duties ~~under article 6, paragraph 5,~~ the time limit for speeches is in principle five minutes.

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5-6. Credentials

In view of the short duration of the Meetings, the credentials of delegates and their advisers must be submitted at least 1521 days before the opening date of the Meeting (~~article 1, paragraph 5-3~~). A preliminary list of participants is published electronically a two weeks before the opening of the Meeting. Two additional lists are made available at the Meeting: a provisional list of credentials of delegations by the scheduled time for the opening of the Meeting, and a final list of accredited delegations on the morning of the last day of the Meeting. The Office will also publish electronically on the last day a list of persons who actually registered at the Meeting.

~~Under article 9,~~ The Credentials Committee is competent to receive and examine objections alleging non-observance of article 1, paragraph 62 (designations made in agreement with the most representative organizations of employers and workers in the State or territory concerned); time permitting, complaints alleging the non-payment of travel and subsistence expenses (article 1, paragraph 1); and communications.

Objections are to be submitted within two hours after the scheduled time for the opening of the Meeting, although the Committee may find valid reason to accept a late objection (~~article 9, paragraph 3(a)~~). In order to facilitate the work of the Credentials Committee under time constraints, objections (and complaints) should be submitted as soon as possible, even before the publication of the name of the delegate or adviser whose credentials are impugned.

Any receivable objection or complaint is communicated by the Credentials Committee to the Government concerned requesting it to provide comments within a set time-limit that is normally of 24 hours or less. The Committee may reject comments provided after the expiry of the time-limit.

The Credentials Committee submits a report to the Meeting which shall be brought to the attention of the Governing Body. There is no discussion of the report at the plenary of the Meeting.

6-7. Form, nature and evaluation of results

The decisions of Regional Meetings normally take the form of conclusions; ~~reports, or resolutions~~ relating to the item on the agenda (~~article 3~~) or resolutions. Conclusions are prepared by a tripartite drafting group. The drafting group is allocated sufficient time for its work and kept fully informed of the plenary discussion. Decisions will be taken by consensus whenever practicable or, if not possible, by a simple majority vote, normally by show of hands (article 12, paragraphs 3 and 4). While there is no provision for a record vote or secret ballot, the Rules do not exclude voting by such means.

To the extent possible, The decisions of the Meeting are submitted by the International Labour Office to the Governing Body at the earliest session after the

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Regional Meeting. The Governing Body may make observations on the results, decide on the implementation of action called for by the Meeting, taking duly into account the programme and budget, and request the Office to report on the matter by a certain time, or take such other action as may be appropriate. Social dialogue is the appropriate method for adapting the implementation of the outcome of the Regional Meetings to the national needs and circumstances.

8. *Languages*

The Governing Body determines the working languages of the Meeting. The working languages by region are: Arabic, English and French for the African Regional Meeting; English, Portuguese and Spanish for the American Regional Meeting; Arabic, Chinese and English for the Asia and the Pacific Regional Meeting; and English, French, German, Russian and Spanish for the European Regional Meeting. With the exception of the outcome document(s) of the Meeting, documents prepared during the Meeting such as the Credential Committee's report are, for reasons of time and cost efficiency, produced in-session in English, French and/or Spanish, as applicable to the particular meeting, and translated into the other working languages of the meeting and official languages of the ILO after the close of the Meeting. A draft report of the meeting is made available after the closure of the meeting in English, French and/or Spanish as applicable to the particular meeting, and is finalized in the other working languages of the meeting after any period decided for the submission of corrections.

Regional Meetings

Rules for Regional Meetings¹

ARTICLE 1

Composition of Regional Meetings

1. Regional Meetings shall be convened from time to time in each of the regions: Asia and the Pacific, the Americas, Africa and Europe. For the purposes of these Rules, the Governing Body shall establish the list of Members of each region.

1.2. Each member State shall be invited by the Governing Body as a full member to the Regional Meetings of only one region. Each Regional Meeting shall be composed of two Government delegates, one Employers' delegate, and one Workers' delegate for each State or territory full member of the Regional Meeting.

3. Any Member from another region may be invited to attend the Regional Meeting in an observer capacity.

4. A Member the territory of which extends over more than one region, or which is responsible for the external relations of a territory or territories situated in another region, may be invited to attend that other Regional Meeting by means of a tripartite delegation that includes representatives from that region.

5. Acceptance by a State or territory Member of an invitation to be represented at a Regional Meeting implies that it assumes responsibility for the travel and subsistence expenses of its tripartite delegation.

2.6. Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or worker-² s as the case may be in the Member State or territory concerned.

7. Members shall make every effort to promote the equal representation of women and men in their delegations.

3.8. The credentials of delegates and their advisers at Regional Meetings shall be deposited with the International Labour Office at least fifteen (15) twenty one (21) days before the date fixed for the opening of the Meeting.

¹~~The ILO is committed to promoting gender equality. Amendments to this effect were adopted at the 97th Session of the International Labour Conference (Geneva, 2008).~~

²~~As used in these Rules, the term "workers" is interpreted consistently with the meaning of "workpeople" in article 3 of the Constitution of the International Labour Organization.~~

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~~4.~~~~(1)~~9. Delegates may be accompanied by advisers who can participate in the Meeting in the following conditions: and by such additional advisers as may be appointed by a State as representatives of non-metropolitan territories for whose international relations the State is responsible.

(a) Advisers may speak only on a request made by the delegate whom they accompany and may not vote.

~~(2)~~(b) Any delegate may by notice in writing addressed to the Chairperson appoint one of his or her advisers to act as his or her substitute.

~~(3)~~(c) An adviser who is acting as substitute for his/her delegate may speak and vote under the same conditions as the delegate who is being replaced.

510. Eminent public figures, including ministers from Members attending the Regional Meeting as full members ~~States or territories represented at the Meeting~~ or from constituent States or provinces thereof whose departments deal with the questions discussed by the Meeting and who are not delegates or advisers may also attend the Meeting.

~~6.~~11. Any ~~Member of the International Labour Organization from a different region and any~~ State which is not a Member of the International Labour Organization which has been invited by the Governing Body of the International Labour Office may be represented at the Meeting by an observer delegation.

~~7.~~12. Liberation movements recognized by the African Union or the League of Arab States which have been invited by the Governing Body may be represented at the Meeting by an observer delegation.

13. Representatives of official universal or regional international organizations and of non-governmental universal or regional international organizations which have been invited by the Governing Body, either individually or as a result of a standing arrangement, to be represented at the Meeting may attend it as observers.

14. Officers of the Governing Body who are not delegates accredited to the Regional Meeting may attend the Meeting.

ARTICLE 2

Agenda and venue of Regional Meetings

1. The Governing Body shall establish the agenda for a Regional Meeting.

2. The Governing Body shall decide upon the date and the venue of a Regional Meeting. A member State which offers to host a Regional Meeting shall guarantee – prior to the Governing Body deciding on the venue – at least the level of protection afforded under the Convention on the Privileges and Immunities of the Specialized Agencies, 1947, including its Annex I concerning the International Labour Organization. It shall conclude an agreement with the International Labour Office incorporating the standard clauses set out in the annex to these Rules.

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ARTICLE 3

Form of decisions of Regional Meetings

Subject to any specific indication by the Governing Body to the contrary, the decisions of Regional Meetings shall take the form of ~~resolutions~~ conclusions on matters relating to the item(s) on the agenda, ~~conclusions or resolutions or reports~~ addressed to the Governing Body. These decisions are recorded in a report of the meeting submitted to the Governing Body.

ARTICLE 4

Reports for Regional Meetings

1. The International Labour Office shall prepare a report on the item(s) on the agenda ~~designed to facilitate an exchange of views on the issues referred to the Meeting.~~

2. The report shall be dispatched by the Office so as to reach governments at least two months before the opening of the Meeting. The Officers of the Governing Body may approve shorter intervals if exceptional circumstances so require.

ARTICLE 5

Officers of the Meeting

1. Each Regional Meeting shall elect as Officers a Chairperson and three Vice-Chairpersons from among Members attending the Regional Meeting as full members. ~~For the election of the Chairperson, account should be taken of the need to afford all Members and groups the opportunity to hold office.~~

2. The three Vice-Chairpersons shall be elected by the Meeting on the nomination of the Government, Employers' and Workers' delegates respectively.

ARTICLE 6

Duties of the Officers

1. It shall be the duty of the Chairperson to declare the opening and closing of the sittings, to bring before the Meeting any communication which may concern it, direct the debates, maintain order, ensure the observance of the present Rules, put questions for decision and announce the results of any voting.

2. The Chairperson shall not take part in the debates and shall not vote, but may appoint a substitute in accordance with article 1, paragraph ~~9(b)4(2)~~, of these Rules.

3. If the Chairperson is absent during any sitting or part of a sitting he or she shall be replaced by one of the Vice-Chairpersons, who shall act in rotation.

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4. A Vice-Chairperson acting as Chairperson shall have the same rights and duties as the Chairperson.

5. The Officers of the Meeting shall arrange its programme of work, organize the discussions, determine, where appropriate, a time limit for speeches and fix the date and time of the sittings of the Meeting and of its subsidiary bodies, if any; they shall report to the Meeting on any controversial matter requiring a decision for the proper conduct of its business.

ARTICLE 7

Secretariat

The Director-General of the International Labour Office, being charged with the organization of the Meeting, is responsible for the secretariat-general of the Meeting and the secretariat services under its control, either directly or through a deputy appointed by the Director-General.

ARTICLE 8

Committees

Each Regional Meeting shall appoint a Credentials Committee and any other subsidiary body as the Meeting may consider appropriate. Any such subsidiary body shall operate mutatis mutandis under these Rules ~~applicable to the Meeting~~, unless the Meeting decides otherwise.

ARTICLE 9

Credentials

1. The Credentials Committee shall consist of one Government delegate, one Employers' delegate and one Workers' delegate, all from Members attending the Regional Meeting as full members.

2. The Credentials Committee shall examine the credentials of delegates and their advisers and any objection alleging that an Employers' or Workers' delegate or adviser has not been nominated in accordance with the provisions of ~~paragraph 2 of article 1, paragraph 6,~~ of these Rules. The Committee may also, time permitting, consider any complaint alleging that a Member has failed to carry out its responsibility in accordance with article 1, paragraph ~~5~~⁴, to pay travel and subsistence expenses of the tripartite delegation. The Committee may also receive and examine communications.

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3. An objection or a complaint shall be receivable in the following cases:

- (a) it has been lodged with the secretariat of the Meeting within two hours after the scheduled time for the opening of the Meeting, unless the Committee considers that there were valid reasons why the time limit could not be respected;
- (b) the authors of the objection or the complaint do not remain anonymous;
- (c) the author of the objection is not serving as adviser to the delegate to whose nomination objection is taken;
- ~~(e)~~(d) the objection or the complaint is not based upon facts or allegations identical to those which the International Labour Conference or an earlier Regional Meeting has already discussed and recognized to be irrelevant or devoid of substance.

4. The Credentials Committee shall promptly submit its report to the Meeting, which shall request the Office to bring the report to the attention of the Governing Body.

ARTICLE 10

Right to address the Meeting

1. No person may 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 signified their desire to speak, while bearing in mind that priority should be given to delegates.

2. The Director-General of the International Labour Office or his or her representative may, with the permission of the Chairperson, address the Meeting.

3. Persons entitled to take part in the Meeting in accordance with article 1, paragraphs 3, 4, 10, 11, 12 or 145, 6, 7 or 9 of article 1, and representatives of official universal or regional international organizations may, with the permission of the Chairperson, address the Meeting during any discussion in plenary.

4. Representatives of non-governmental universal or regional international organizations entitled to take part in the Meeting in virtue of paragraph 138 of article 1 may, with the permission of the Chairperson and Vice-Chairpersons, speak and make or circulate statements for information of the Meeting on matters included in its agenda. If agreement cannot be reached, the Chairperson shall refer the matter to the Meeting for decision without discussion.

5. With the permission of the Chairperson, an Officer of the Governing Body may address the Meeting.

6. The Chairperson may withdraw the right to speak from any speaker whose remarks are not relevant to the subject under discussion.

7. Except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes.

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8. When the meeting conducts discussions in the form of interactive debates, invited persons not belonging to one of the categories of persons listed in paragraphs 3 and 4 shall be allowed to participate in the discussion and the Chairperson may delegate to such persons the authority to direct the debates. Article 10, paragraph 7, does not apply to such debates.

ARTICLE 11

Motions, resolutions and amendments

1. Subject to the following rules, any delegate from a Member attending the Regional Meeting as a full member may move any motion, resolution or amendment.

2. No motion, resolution or amendment shall be discussed unless and until it has been seconded.

3. (1) Motions as to procedure may be moved without previous notice and without the handing of a copy to the secretariat of the Meeting. They may be moved at any time except after the Chairperson has called upon a speaker and before the speaker has finished speaking.

(2) Motions as to procedure include the following:

- (a) a motion to refer the matter back;
- (b) a motion to postpone consideration of the question;
- (c) a motion to adjourn the sitting;
- (d) a motion to adjourn the debate on a particular question;
- (e) a motion for the closure of the discussion.

4. (1) No resolution shall be moved at any sitting of the Meeting unless a copy has been handed in to the secretariat of the Meeting on the previous day.

(2) Any resolution thus handed in shall be translated and circulated by the secretariat not later than during the sitting preceding that at which it is to be discussed.

(3) Amendments to a resolution may be moved without previous notice if a copy of the text of the amendment is handed in to the secretariat of the Meeting before the amendment is moved.

5. (1) Amendments shall be voted on before the resolution to which they refer.

(2) If there are several amendments to a motion or resolution, the Chairperson shall determine the order in which they shall be discussed and put to the vote, subject to the following provisions:

- (a) every motion, resolution or amendment shall be put to the vote;
- (b) amendments may be voted on either individually or against other amendments as the Chairperson may decide, but if amendments are voted on

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against other amendments, the motion or resolution shall be deemed to be amended only after the amendment receiving the largest number of affirmative votes has been voted on individually and adopted;

- (c) if a motion or resolution is amended as the result of a vote, that motion or resolution as amended shall be put to the Meeting for a final vote.

6. Any amendment may be withdrawn by the person 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 delegate.

7. Any delegate may at any time draw attention to the fact that the rules are not being observed, and the Chairperson shall give an immediate ruling on any question so raised.

ARTICLE 12

Voting and quorum

1. Subject to the provisions of article 13, paragraph 4, of the Constitution of the International Labour Organization,³ every delegate from a Member attending the Regional Meeting as a full member shall be entitled to vote individually on all matters which are under consideration by the Meeting.

2. If one of the Members represented fails to nominate one of the non-government delegates whom it is entitled to nominate, the other non-government delegate shall be allowed to sit and speak at the Meeting, but not to vote.

3. Decisions shall, whenever practicable, be taken by consensus. 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 delegates who are present at the sitting and entitled to vote.

4. Voting shall normally be by show of hands.

5. A vote is not valid if the total number of votes cast for and against is less than half the total number of delegates at the Meeting entitled to vote.

6. The vote shall be recorded by the secretariat and announced by the Chairperson.

³ Article 13, paragraph 4, reads as follows: "A Member of the Organization which is in arrears in the payment of its financial contribution to the Organization shall have no vote in the Conference, in the Governing Body, in any committee, or in the elections of members of the Governing Body, if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two full years: Provided that the Conference may by a two-thirds majority of the votes cast by the delegates present permit such a Member to vote if it is satisfied that the failure to pay is due to conditions beyond the control of the Member."

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7. No resolution, conclusion, report, amendment or motion shall be adopted if the number of votes cast for and the number of votes cast against it are equal.

ARTICLE 13

Languages

The Governing Body shall determine the working languages of the Meeting and may request the secretariat to make arrangements for interpretation and for translation of documents into and from other languages, taking into account the financial resources available.

ARTICLE 14

Autonomy of groups

Subject to these Rules each group shall control its own procedure.

Annex

Standard clauses of agreement for hosting a Regional Meeting

Organization

1. Except as specifically provided herein, the ILO shall have the full responsibility for organizing and conducting the Meeting in accordance with the ILO Rules for Regional Meetings and other applicable ILO regulations, rules and practices.
2. Without limitation to the preceding paragraph, the ILO shall in particular be solely responsible for:
 - (i) granting accreditation to participants in the Meeting under the applicable rules and practices of the ILO;
 - (ii) governing the preparation for, and conduct of, the Meeting in accordance with the ILO's Rules for Regional Meetings; and
 - (iii) preparing the Meeting programme.
3. The Government shall provide support to the ILO in protocol and security matters, including as regards the reception and due treatment of Heads of State, Heads of Government and Government Ministers attending the Meeting.

Privileges, immunities and facilities

4. The venue of the Meeting will be considered as premises of the ILO for the purpose of Article III, section 5, of the Convention on the Privileges and Immunities of the Specialized Agencies.
5. The Government shall apply to the ILO, its property, funds and assets, to its officials and experts, and to all representatives of member States, observers and eminent public figures invited to the Meeting, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies and Annex I relating to the ILO.
6. The Government shall ensure expeditious procedures to facilitate the travel to and from, and stay in [name of host country], for all persons enumerated in the preceding paragraph, as well as members of their

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families, throughout the duration of their functions, mission(s) or stay(s) in connection with, or incidental to, the Meeting.

7. All persons enumerated in paragraph [x] shall have the right to entry into and exit from [name of host country] and no impediment shall be imposed on their transit to and from the Meeting venue.
8. Government consular representatives abroad shall be given instruction to grant visas to ILO officials and representatives of member States invited to the Meeting without delay or waiting period, without requiring the personal attendance of the applicant or the payment of charges. The ILO shall make the names of the ILO officials and eminent public figures available to the Government, as well as the official list of delegations published by the ILO which can serve as the basis for verification of delegations of member States. All other persons enumerated in paragraph [x] shall be issued visas in an expeditious procedure.
9. The Government shall take every necessary and appropriate measure towards providing adequate security throughout the Meeting in close cooperation with the ILO and, in particular, in full respect of the privileges and immunities of the ILO.
10. The Government shall make appropriate administrative arrangements for the remission or return of the amount of consumption tax or other tax or duty which may be chargeable on the purchase by the ILO of goods or services for official use in connection with the Meeting.

Logo and name

11. The Parties agree that the sole logo of the Meeting shall be the logo created by the ILO. The ILO owns all intellectual property rights contained in the logo.
12. The ILO grants to the Government, and the Government accepts, an exclusive worldwide non-transferable licence to use the Meeting logo only for purposes relating to the hosting and successful accomplishment of the Meeting.
13. Except as expressly provided in this Agreement, neither the Government, nor any other entity acting on its behalf, shall use the name or the emblem of the ILO, in any form or for any purpose, without the prior written authorization of the ILO.

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14. Except as expressly provided herein, neither the Government, nor any other entity acting on its behalf, shall use the title of the Meeting, namely "...” or any acronym thereof, without the prior written approval of the ILO.

Liability

15. The Government shall indemnify and hold harmless the ILO in respect of any action, claim or demand for any injury or damage that might occur to the persons or facilities provided by the Government except where such injury or damage is caused by the gross negligence or wilful misconduct of the ILO or its officials.

Amendment

16. The Parties may modify any of the terms of this Agreement, except the provisions concerning the privileges and immunities of the ILO and its intellectual property, by mutual written agreement signed by their authorized representatives.

Settlement of disputes

17. The Parties shall use their best efforts to settle amicably all disputes, controversies or claims arising out of, or in connection with, this Agreement or the interpretation thereof. Any disputes, controversy or claim arising out of or relating to this Agreement shall be resolved through direct negotiations between the Parties.

Cancellation, postponement or termination

18. The ILO, as an intergovernmental organization, may be called upon by its Governing Body to postpone, cancel or move the Meeting. In such an event, the ILO will accordingly inform the Government of such a decision. The Agreement shall immediately terminate and each Party shall be responsible for its own costs.
19. If the Meeting is cancelled or postponed by mutual decision of the Government and the ILO, including in the event of force majeure, this Agreement shall immediately terminate and each Party shall be responsible for its own costs.

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20. In the event of cancellation, interruption, postponement or change of venue of the Meeting by either Party, the other Party shall have the right to terminate this Agreement. The Parties shall consult each other at least thirty (30) days prior to such termination. In case of any such termination, each Party shall be responsible for its own costs.