



## Governing Body

338th Session, Geneva, 12–26 March 2020

GB.338/INS/2/2

Institutional Section

INS

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### SECOND ITEM ON THE AGENDA

## Agenda of the International Labour Conference

### Arrangements for the 109th Session of the Conference

#### Purpose of the document

The Governing Body is invited to propose a series of adjustments to the working methods of the International Labour Conference, as well as a plan of work for the 109th Session of the International Labour Conference (see the draft decision in paragraph 49).

**Relevant strategic objective:** All four strategic objectives.

**Main relevant outcome/cross-cutting policy driver:** Enabling outcome B: Effective and efficient governance of the Organization.

**Policy implications:** Successful celebration of the 109th Session of the Conference.

**Legal implications:** Proposed suspension of specific provisions of the Standing Orders of the International Labour Conference, as identified in Appendix I.

**Financial implications:** Some of the proposed changes may entail additional costs, to be absorbed within current Conference budgetary allocations.

**Follow-up action required:** Implementation of decisions made by the Governing Body in the preparations leading up to the 109th Session of the Conference.

**Author unit:** Official Meetings, Documentation and Relations Department (RELMEETINGS).

**Related documents:** GB.337/INS/3/3; GB.337/INS/PV.



## I. Introduction

1. This document contains proposals concerning the structure, methods and plan of work for the 109th Session of the International Labour Conference in 2020, building on the experience gained since the introduction of the two-week format of the Conference in 2015, as well as on the guidance provided by the Governing Body at its 337th Session (October–November 2019).<sup>1</sup>
2. The proposals have also been made taking into account the approved agenda for the 109th Session which, in addition to the three standing items (reports of the Director-General and the Chairperson of the Governing Body, financial matters, and information and reports on the application of Conventions and Recommendations), includes two technical items for general discussion (inequality and the world of work, and skills and lifelong learning), a recurrent discussion under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, and a further item relating to the proposed abrogation and withdrawal of a number of international labour standards. Moreover, in 2020 the Conference will be called on to elect the members of the Governing Body for the term 2020–23. Depending on progress on the comprehensive review of the Standing Orders of the International Labour Conference (Standing Orders),<sup>2</sup> a number of amendments to the Standing Orders could also be referred to the Conference for examination and adoption.
3. Only new proposals are described in this document. They are also reflected in Appendix I, together with previously agreed improvements or suspensions to the Standing Orders, so as to serve as the basis for the decisions that the Conference will have to make at its opening sitting. Appendix II contains a draft plan of work for the 109th Session of the Conference.

## II. Plenary

4. As usual, the plenary will consist of four phases:
  - phase I: Opening formalities;
  - phase II: Discussion of the reports of the Chairperson of the Governing Body and the Director-General;
  - phase III: World of Work Summit;
  - phase IV: Adoption of committee reports and closing ceremony.

### Opening formalities

5. It is proposed to maintain the simplification of the opening formalities already trialled in the past two years, as described in paragraphs 2 and 3 of Appendix I.

<sup>1</sup> [GB.337/INS/3/3](#) and [GB.337/INS/PV](#), paras 116–160.

<sup>2</sup> [GB.338/LILS/1](#).

## **Discussion of the reports of the Director-General and of the Chairperson of the Governing Body**

6. At the 109th Session of the Conference, the Reports of the Director-General will consist of a report on the theme of decent work and productivity, the programme implementation report for the 2018–19 financial period, and the customary appendix concerning the situation of workers of the occupied Arab territories.
7. In line with the measures introduced at the Centenary Session of the Conference, it is proposed to continue limiting statements by Government representatives on the discussion of the reports of the Director-General and of the Chairperson of the Governing Body to one per member State. A second statement would remain possible if delivered on behalf of a regional group of States or by a Head of State or Government.
8. Based on the experience of past years and thanks to stricter time management, nine plenary sittings of three hours in the morning (from 10 a.m. to 1 p.m.) and four hours in the afternoon (from 2.30 to 6.30 p.m.), spread over the first week and the beginning of the second week of the Conference, should be sufficient to accommodate over 300 statements, with no need for extended sittings. The proposed dates appear on the tentative plan of work in Appendix II.

## **World of Work Summit**

9. As part of the Conference reform package, it was planned to schedule the World of Work Summit (phase III of the plenary) for Thursday of the second week, after all committees have finalized their work and the day on which the Office processes committee outcomes for adoption in plenary. The World of Work Summit consists of a high-level section to receive the visits of heads of State or Government or other high-level public figures, and a panel debate around a social policy theme proposed by the Director-General in consultation with the Officers of the Governing Body.
10. In view of the plan of work of the Conference in 2020, with three technical committees working in restricted drafting groups on Thursday and Friday of the first week, consideration could be given to organizing any thematic panels that are normally done on the Summit Day, and approved side events on those two days, taking advantage of the availability of most members of technical committees not involved in drafting groups.
11. It is, however, proposed to maintain the high-level visits of the World of Work Summit on the morning of the Thursday of the second week, by which time all members of technical committees should have finished their committee work.

## **Adoption of committee reports and closing ceremony**

12. If, as suggested above, the World of Work Summit is split between the first and second weeks of the Conference, the plenary could be scheduled to receive the reports of the Finance and Selection Committees, as well as of one of the technical committees, on Thursday afternoon of the second week. The outcome of the two other technical committees could be scheduled for Friday morning and the reports of the Credentials Committee and the Committee on the Application of Standards (CAS) for Friday afternoon, followed by the closing ceremony.
13. The record votes on the proposed abrogation and withdrawal of a number of international labour standards could be scheduled for the opening of the morning sitting of the last day of the Conference.

14. Many constituents supported the introduction of time limits for statements made during the adoption of committee reports in plenary. In line with the indicative time limits introduced in 2019, it is proposed that the following time limits be enforced in 2020, including through the use of the same time management devices already in use:
- Committee Chairperson and Reporter: up to 15 minutes combined, or seven minutes and 30 seconds each.
  - Employer and Worker Vice-Chairpersons of each committee: ten minutes each.
  - Regional group statements: five minutes.
  - Individual delegates' statements: two minutes.

### Venue of the plenary

15. Due to the unavailability in 2020 of the Assembly Hall at the Palais des Nations, the Office has booked the Geneva International Conference Centre (CICG by its French acronym) to hold phases I (opening formalities) and IV (adoption of committee reports and closing ceremony) of the plenary, as well as any high-level visit in the context of the World of Work Summit. It is, however, proposed that any panel discussions, especially if not held on the same day as a high-level visit, be organized in Room XX of the Palais des Nations, where all thematic forums were held during the Centenary Session of the Conference, as its layout and size are more suitable for this type of interactive discussion. It is also proposed for phase II of the plenary (discussion of the reports of the Chairperson of the Governing Body and the Director-General) to take place in Room XX at the Palais des Nations to avoid commuting to the CICG while committees are in session.
16. Concerning the limiting of access to plenary sittings, in view of the inconclusive experience with the dual badge system during the Centenary Session, it is proposed to leave it to each delegation to exercise self-discipline in limiting the number of delegates attending plenary sittings (mainly during the opening ceremony and high-level visits) to a total of eight: four Government delegates, two Employers' delegates and two Workers' delegates. The Office will continue to broadcast those sittings both over the internet and in overflow rooms at the Palais des Nations for sittings held at the CICG.

### III. Conference technical committees

17. It is proposed that an open-ended committee be set up for each of the three technical items on the agenda, and that the seventh item on the agenda (abrogation and withdrawal of a number of international labour standards) be referred to the Selection Committee for consideration. If amendments to the Standing Orders are proposed to the Conference by the Governing Body, these might be referred to an ad hoc Standing Orders Committee, or to the Selection Committee, for review before their submission to plenary for adoption.
18. The technical committees could follow the same overall format as previous general and recurrent discussion committees, subject of course to any adjustment decided by each technical committee:
- a general debate for two or two and a half days during the first week;
  - two and a half days (or three if the general debate ends earlier) of drafting groups of proposed conclusions until Saturday;

- group meetings on the morning of the second Monday to consider the draft conclusions and submission of amendments in the afternoon; and
  - consideration of those amendments in full committee on Tuesday and Wednesday of the second week, including as required evening sittings on both days.
19. The general debate in committees would be subject to differentiated time limits (20 minutes for the spokespersons of the groups, ten minutes for regional groups and five minutes for individual Governments). Special time limits would also apply to statements of invited observers – either a combined time for all observers’ statements, or a time limit of two or three minutes for each observer’s statement. These time limits would be monitored and enforced with the light and sound system trialled in 2019. Strict enforcement of time limits should avoid the need for any extended sitting beyond 6.30 p.m. on Monday, Tuesday and Wednesday of the first week.
20. In line with the practice introduced in 2019, during the second week the programme of work of technical committees would by default include three sittings: morning, afternoon and evening, the latter with a hard end time of 10 p.m. Later sittings should be exceptional and subject to the agreement of the committee concerned.
21. In order to ensure proper catering facilities and avoid waiting periods during the breaks between the afternoon and evening sittings, these breaks should be staggered between the three technical committees, for half an hour each between 6 p.m. and 7.30 p.m. Below is a possible schedule for the three technical committees.

	Inequality and the world of work	Skills and lifelong learning	Social protection
<b>Tuesday 2 June</b>			
15.30–18.00/18.30–22.00	X		
15.30–18.30/19.00–22.00		X	
15.30–19.00/19.30–22.00			X
<b>Wednesday 3 June</b>			
15.30–18.00/18.30–22.00		X	
15.30–18.30/19.00–22.00			X
15.30–19.00/19.30–22.00	X		

22. The online system for the submission of amendments introduced in 2019 will be used for amendments to proposed conclusions emanating from the drafting groups. The workflow for that submission will be further streamlined, particularly with regard to the validation process.
23. Due to space limitations in the three rooms that will be assigned to the three technical committees (rooms XVII, XVIII and XIX at the Palais des Nations), a maximum of two seats will be assigned to each Government registered on a committee (one at the table and another a seat at the rear), clearly indicated by a nameplate. Regional spokespersons will be assigned two seats each, either next to their respective States or on the front Government row.
24. With respect to the production of committee outputs, the Office would like to propose following the practice already in place at the Governing Body and Regional Meetings, that is to say that only the outcome document of each committee would be produced in session.

The summary of proceedings of the committees would be webposted in draft form in English, French and Spanish one week after the end of the Conference session and committee members would be able to propose corrections to their own statements by a given deadline, following which they would be finalized and included in the record of proceedings of the session. This would remove some of the pressure on the Officers of the committees during the Conference, and reduce the need for night work and overtime by the secretariat.

## **IV. Conference standing committees**

### **Finance Committee and Selection Committee**

25. The Finance Committee could hold one or two sittings, as required, during the first week of the Conference.
26. Unless additional items are referred to it, the Selection Committee is expected to complete its work relating to the proposed abrogation and withdrawal of a number of international labour standards in one sitting during the first week of the Conference.
27. In order to give more visibility to the work of these two committees, it is proposed that their reports and outcomes be submitted to the plenary during its phase IV (adoption of committee reports and closing ceremony), rather than during plenary sittings devoted to the discussion of the reports of the Chairperson of the Governing Body and the Director-General. Only if the Finance Committee had to consider a request to recover the right to vote from a member State in arrears would it be necessary to present a report earlier so that the Member concerned could regain its voting rights before any substantive vote is conducted towards the end of the Conference.
28. The draft plan of work in Appendix II reflects the arrangements proposed above.

### **Committee on the Application of Standards**

29. As far as the Committee on the Applications of Standards is concerned, consideration of further improvements will continue to take place in the context of the informal tripartite consultations on the working methods of the Committee, as well as in the Committee itself. Changes to produce the Committee's report in verbatim form, introduced in 2019, will be continued in 2020, while possible changes in the determination of the final list of cases and the modalities for the preparation and adoption of conclusions are still the subject of debate in the context of said tripartite consultations.

### **Credentials Committee**

30. As suggested in November 2019,<sup>3</sup> in 2020 it is proposed to replace the brief report on credentials presented by the Chairperson of the Governing Body by up-to-date information on the Conference website, including the quorum required at any point in time for the validity of votes at the Conference. Until it is integrated in the comprehensive review of the Standing Orders, this simplification of procedures will require a suspension of the relevant provisions of the Standing Orders, as described in Appendix I.

<sup>3</sup> GB.337/INS/3/3, paras 51–53.

## V. Governing Body elections

31. In electoral years, it has been standard practice for the Conference to set aside half a day of plenary and committee work, typically the morning of the second Monday, to convene each of the three electoral colleges in turn in the Assembly Hall of the Palais des Nations.
32. In view of the positive experience in 2019 with the web-based electronic voting system, in 2020 it would be possible for each of the three electoral colleges to hold their elections in different locations during their own morning meetings, rather than during plenary or committee prime time. In order to secure appropriate legal and technical support for the three electoral colleges, it is proposed to convene each of them on a different morning during the second week of the Conference: Monday for the Government electoral college, Tuesday for the Employers' electoral college and Wednesday for the Workers' electoral college.
33. The results of each electoral college will be announced within the electoral college concerned, and later consolidated in a single Provisional Record once the results of the last electoral college are known.
34. An explanatory note regarding the procedure to be followed to ensure the regional distribution of regular and deputy seats within the Government electoral college, in keeping with the Instrument of Amendment to the ILO Constitution, 1986, was published in early 2020 on the Conference website following consultations with the regional coordinators.

## VI. Preparations and general logistics

### Preparations

35. The Office set in motion consultations for the identification of Conference and committee Officers in November 2019 in the hope that it would be possible to identify them by the end of March 2020.
36. The Office has also planned consultation sessions with the tripartite constituents for the preparation of discussion points for each of the technical committees. Informal consultations on the working methods of the CAS are, as usual, scheduled for the spring session of the Governing Body.
37. Work has also already begun on tutorial materials regarding Conference procedures.

### Side events

38. In order to facilitate the strict enforcement of the limitation of side events during the Conference, it is proposed that, in future, only side events approved in advance by the Governing Body at its March session preceding the Conference session be permitted, so that they can be properly planned and integrated into Conference preparations.
39. It is proposed that only one side event be approved for the 109th Session of the Conference, namely the traditional celebration of the World Day against Child Labour. It could be scheduled for the time when the three technical committees are working in limited drafting groups.



## Paper-smart policy

40. Based on the guidance provided by the Governing Body in November 2019, the Office intends to significantly reduce the print run of the *Conference Guide* and the *Daily Bulletin*, which in 2019 represented over 150,000 printed pages. Assuming that a large majority of Conference participants have mobile devices with easy access to the Conference website or the ILO Events App, the print run could be reduced by 75 per cent. To achieve this result, delegations should instruct their members to take paper copies of the *Conference Guide* or the *Daily Bulletin* only where electronic access to the same information is not possible. The daily programme of work, which indicates the time and venue of the various meetings and events, can be found in the *Daily Bulletin* and its web and ILO Events App versions, and on the electronic boards near the meeting rooms at both the Palais des Nations and at the ILO.
41. With respect to amendments in committees, in 2019, 500 copies of each trilingual batch were printed for each committee; 360,000 pages were printed for the standard-setting committee alone. As some constituents suggested, the print run could be drastically reduced to a few copies distributed to the secretariats of the groups and the spokespersons of each regional grouping, and on demand for individual members of each committee.
42. Further reductions in paper consumption could be achieved with respect to other in-session documents still being distributed in printed form, namely working documents of committees and the outcome documents of committees (with a print run of around 1,900 copies each for a dozen Provisional Records). As suggested for the *Conference Guide* and *Daily Bulletin*, the print run could be reduced by 75 per cent.

## Communications

43. The Office will continue to live-stream all plenary sittings, as well as other selected events, such as thematic panels and events to mark World Day against Child Labour. It will also pursue its efforts to widely disseminate videos and images on social media and to enhance the engagement communication area at the Palais des Nations.
44. The Office will raise awareness about the need for participants to exercise more restraint in the use of social media with respect to positions expressed in the context of committee work and negotiations, both in the *Conference Guide* and in the instructions given at the beginning of each committee.

## Security

45. As requested by the United Nations Office in Geneva, in 2020 the Office intends to ask each participant to provide a photograph to be used in the preparation of badges upon registration. This will enhance security in all Conference venues and provide a more accurate idea of the actual number of participants registered at the Conference. It will, however, result in possible increased waiting time for registration, as well as in less flexibility regarding the collection of badges by proxy. As in 2019, registration will take place at the Pregny gate of the Palais des Nations, where there is more space and there are better facilities than at the ILO Pavilion where registration was located until 2018.

## Transport

46. Special services will have to be introduced in 2020 to ensure the transport of delegates between the ILO, the United Nations and the CICG. The scheduling of group meetings and

plenary sittings will have to take into account additional commuting time to and from the CICG. Given that the CICG is planned to be in use only for the opening on the first Monday, and on Thursday and Friday of the second week after committees have concluded their work, it is expected that the impact will be limited. For instance, the first Government group meeting could be convened at the CICG so as to limit transportation between the Palais and the CICG to the Employers' and the Workers' groups.

47. The Office will maintain the service introduced in 2019 between the Palais des Nations and Cornavin railway station for delegates attending late sittings of committees and drafting groups.

## Catering

48. The Office will continue to negotiate with the service provider regarding a larger selection of food and more flexible working hours, including at weekends and on public holidays, bearing in mind, however, that unused additional services below negotiated minimum turnovers will be charged to the Conference budget. In 2019, that cost totalled some CHF10,000. As mentioned above, the plan of work of committees will be prepared so as to stagger the evening pauses of committees.

## Draft decision

49. *The Governing Body decided to propose to the Conference that it implement at its 109th Session (2020) the arrangements set out in document GB.338/INS/2/2, including the suspension of the provisions of the Standing Orders of the International Labour Conference specified in Appendix I, and the tentative plan of work specified in Appendix II.*

## Appendix I

### **Proposed suspension of provisions of the Standing Orders of the International Labour Conference and other proposed decisions regarding formalities to be taken at the opening sitting**

#### **Introduction**

1. Under article 76 of its Standing Orders, the Conference may decide to suspend provisions of the Standing Orders, under certain conditions. At each of its sessions for many years, the Conference has had to suspend certain provisions of its Standing Orders to be able to implement the format of discussions and other arrangements proposed by the Governing Body to improve the functioning of the Conference.
2. At the last five sessions of the Conference, the proposed suspensions were set out in a Provisional Record published before the opening of the Conference for its decision at its first sitting. This document contains the suspensions proposed by the Governing Body at its 338th Session (March 2020) <sup>1</sup> for the 109th Session of the Conference in 2020. It also contains proposals to concentrate the approval of all formalities necessary to set the Conference in motion during the opening sitting of the Conference, including some of the formalities normally carried out by the Selection Committee, such as the setting of the closing date for the registration of speakers in plenary, suggestions to facilitate the work of the Conference and its committees, or invitations to international non-governmental organizations to participate in committees.

### **Proposed suspension of various provisions of the Standing Orders of the International Labour Conference**

#### **Decisions concerning the programme of the Conference (article 4(2))**

3. It is proposed that the plenary adopt certain decisions regarding formalities, which include the adoption of the tentative plan of work of the Conference and its committees and the setting of the closing date for the registration of speakers in plenary. Under article 4(2) of the Standing Orders, it is the duty of the Selection Committee to arrange the programme of the Conference and to fix the time and agenda for the plenary sittings. It is, therefore, proposed to suspend article 4(2) to the extent necessary to allow for such decisions to be taken directly in plenary at the opening sitting. The Selection Committee will be convened to consider item VII on the Conference agenda (proposed abrogation and withdrawal of several international labour standards) or any other matter if a need arises.

<sup>1</sup> GB.338/INS/2/2.

### **Report of the Director-General (article 12(2))**

4. In order for the Director-General to continue presenting a thematic report to each session of the Conference, including in non-budgetary years when the Director-General is required to report on programme implementation, it is necessary to suspend article 12(2) of the Standing Orders to the extent necessary to permit the thematic report to be submitted along with the Programme Implementation Report under article 12.

### **Discussion of the Reports of the Chairperson of the Governing Body and the Director-General (article 12(3) and article 14(6))**

5. In order to allow for a greater number of governments to contribute to the discussion of the reports of the Chairperson of the Governing Body and of the Director-General, it is proposed to limit the statements by Government representatives to one per member State. It is, therefore, proposed to suspend article 12(3) in so far as it permits a visiting minister to speak in addition to the Government delegate, it being understood that a government's right to speak could be exercised by either a delegate or a visiting minister. However, a second statement would remain possible if delivered on behalf of a regional group of states or by a Head of State or Government.

### **World of Work Summit (articles 2(3), 12(3) and 14)**

6. In order to allow any head of State or Government to make statements longer than the ten minutes prescribed in article 14(6) of the Standing Orders, it is proposed to suspend, for any high-level visit, the provisions regarding time limits of speeches and, to that extent, article 14(6).
7. In the light of the arrangements proposed for any panel discussion and notably the possible different formats that will be used to encourage participation and debate, for sittings organized as panel-style interactive sessions it is proposed to suspend:
  - (a) the limitation of the categories of persons permitted to enter the Conference hall and to address the Conference so as to permit specially invited eminent persons not belonging to one of the categories of Conference participants listed in the Standing Orders to participate in the discussion and, to that extent, article 2(3) and article 14;
  - (b) the limitation concerning the number of statements by each member State in plenary and, to that extent, article 12(3);
  - (c) the provisions regarding time limits of speeches and, to that extent, article 14(6);
  - (d) the sequence in which the speakers are given the floor, in order to facilitate an exchange of views and, to that extent, the provisions of article 14(2).

### **Resolutions Committee (article 17(3), (4) and (10))**

8. Following agreement at the 319th Session of the Governing Body (October 2013) not to reactivate the Resolutions Committee, the provisions of the Standing Orders concerning the referral to the Resolutions Committee of resolutions relating to matters not included in an item placed on the agenda would have to be suspended, as has been done since 2006 in non-budgetary years when such resolutions were receivable. It is accordingly proposed to suspend the provisions of paragraphs 3, 4 and 10 of article 17 of the Standing Orders.

## **Records of the Conference (article 23(1) and (3))**

9. As regards the records of the Conference, it is proposed to continue suspending certain provisions of article 23, namely:
  - (a) paragraph 1, to the extent necessary to permit the publication of the Provisional Records of all the sittings of the plenary after the Conference; and
  - (b) paragraph 3, with respect to the deadline for receiving proposed corrections to the Provisional Records, to allow all records to be reviewed together within the same time period following the Conference.

## **Determination of quorum and brief report on credentials (articles 20(1)(2) and 26(2))**

10. Under article 20(1)(2) of the Standing Orders of the Conference, the Conference provisional quorum is determined in a brief report of the Chairperson of the Governing Body issued as a Provisional Record on the day before the opening of the Conference. It is based on the number of delegates accredited at that time. Thereafter, the quorum is determined under the authority of the Credentials Committee on the basis of registered delegates. In practice, however, the quorum is automatically calculated and determined by the Conference Management System on the basis of the number of delegates registered at the Conference a few minutes before any vote is taken, with no action taken by the Credentials Committee. It is therefore proposed to determine the quorum at the start of the opening sitting on the basis of registered delegates, under the authority of the Chairperson of the Governing Body, and therefore to suspend article 20(1)(2) to the extent that it provides that it shall be provisionally fixed after the presentation of the brief report. In addition, the information on accreditation which has thus far been included in the brief report of the Chairperson of the Governing Body could instead appear on a dedicated web page, which would be updated regularly, especially before any scheduled vote, based on current registration data. It is therefore proposed to suspend article 26(2) to the extent that it provides that a brief report on the credentials shall be drawn up by the Chairperson of the Governing Body and published on the day before the opening session of the Conference.

## **Time limits for filing objections and complaints with the Credentials Committee (articles 26bis(1)(a) and 26ter(3)(a))**

11. To enable the Committee to examine all objections and complaints in time, it is proposed to reduce the time limit for lodging objections from 72 to 48 hours from the opening of the Conference (and from 48 to 24 hours from the publication of a revised list of delegations) (with the possibility for the Committee to make exceptions) and to reduce the time limit for complaints from seven to five days. In addition to suspending articles 26bis(1)(a) and 26ter(3)(a) to the extent that they provide for the current, longer time limits, this also requires adopting amended provisions to replace them, which provide for the new, shorter, time limits. For the duration of the 109th Session (2020) of the Conference only, the relevant provisions would thus read as follows (proposed changes appear in bold):

### ARTICLE 26BIS

#### *Objections*

1. An objection in pursuance of article 5, paragraph 2(a), shall not be receivable in the following cases:

- (a) if the objection is not lodged with the Secretary-General within **48** hours from 10 a.m. of the first day of the Conference, the date of publication in the Provisional Record of the official list of delegations, on the basis of the presence of a person's name or functions on this list, or its absence. If the objection is based on a revised list, the time limit shall be reduced to **24** hours;

...

## ARTICLE 26TER

### *Complaints*

...

3. A complaint shall be receivable if:

- (a) it is lodged with the Secretary-General of the Conference before 10 a.m. on the **fifth** day following the opening of the Conference or, thereafter, in the case of a complaint referred to in paragraph 2, it is lodged within 48 hours of the alleged act or omission preventing attendance of the delegate or adviser concerned, and if the Committee considers that there is sufficient time to deal with it properly; and

...

### **Appointment of Government representatives in committees (article 56(2))**

- 12. As was done in the last two sessions of the Conference, it is proposed to continue a simplified system of government representation in all committees to which section H of the Standing Orders applies, whereby governments would no longer have to communicate to the secretariat of the Conference the name of their representatives in the committee, but only the name of the country registered as regular or deputy Government member of the committee. Once registered as a member of a committee, a government would be validly represented by any of its delegates or advisers accredited to the Conference. It is, therefore, proposed that the Conference suspend article 56(2) of the Standing Orders.

### **Other decisions and procedural formalities**

#### **Discussion of the Reports of the Chairperson of the Governing Body and of the Director-General: Opening date for the discussion and closing date for the list of speakers**

- 13. It is proposed that the discussion of the Reports of the Chairperson of the Governing Body and of the Director-General will begin on Wednesday, 27 May, at 10 a.m., and that the list of speakers will be closed on Friday, 29 May at 1 p.m., under the usual conditions.

#### **Tentative plan of work**

- 14. Appendix II sets the tentative plan of work for the 109th Session of the Conference, including the proposed timing of the plenary, the World of Work Summit, the committees and the record votes concerning the proposed abrogation and withdrawal of instruments, as well as the three electoral colleges.
- 15. A detailed tentative plans of work for the Committee on the Application of Standards and the three technical committees [will be available] on each committee's dedicated web page.

These plans of work [have been prepared] in consultation with the officers nominated by the groups for each committee.

## Suggestions to facilitate the work of the Conference

16. It is proposed that the Conference confirm the following principles established in previous years by the Selection Committee.

### (a) *Quorum*

- (i) The quorum will be fixed at the start of the opening sitting on the basis of the registered delegates, under the authority of the Chairperson of the Governing Body.
- (ii) Thereafter, the quorum will be adjusted, under the authority of the Credentials Committee, so as to take into account new registrations and notices of departure from delegates leaving the Conference.
- (iii) Delegates should register personally, immediately on arrival, as the quorum is calculated on the basis of the number of delegates registered.
- (iv) Acceptance of appointment as a delegate implies an obligation to be available in Geneva personally, or through an adviser authorized to act as a substitute for the work of the Conference until its end, as important votes often take place on the last day.
- (v) Delegates who are nevertheless obliged to leave the Conference before it finishes should give notice of their forthcoming departure to the secretariat of the Conference. The form utilized<sup>2</sup> to indicate their date of departure also enables them to authorize an adviser to act and to vote in their place. At group meetings held during the second half of the Conference, the attention of members of the groups will be drawn to the importance of completing and handing in this form.
- (vi) In addition, one Government delegate of a country may report the departure of the other Government delegate, and the secretaries of the Employers' and Workers' groups may also give notice of the final departure of members of their groups, who have not authorized advisers to act in their place.
- (vii) When the record votes are taken, while committees are sitting, delegates are both entitled and expected to leave committees to vote unless they are replaced by a substitute in plenary. Announcements are made in the committees to ensure that all delegates are aware that record votes are taking place. Appropriate arrangements will be made for delegates attending committee meetings in the ILO building.

### (b) *Punctuality*

Committee chairpersons are strongly encouraged to start proceedings punctually, irrespective of the number of persons present, but on condition that votes will not be taken unless a quorum is clearly present. This is particularly important in view of the two-week format of the Conference.

### (c) *Negotiations*

In order to facilitate more continuous negotiation in committees among delegates, representatives of each group should meet with the chairperson and reporter of the committee and with the representative of the Secretary-General, whenever this is desirable, to ensure that the leaders of each group know fully the minds of the delegates in the other groups. The

<sup>2</sup> Available at: [www.ilo.org/ilc/Credentials](http://www.ilo.org/ilc/Credentials).

function of these informal meetings is to afford opportunities for a fuller understanding of differences of view before definite positions have crystallized.

### **Participation in Conference committees by Members having lost the right to vote**

17. At its 239th Session (February–March 1988), the Governing Body considered the implications of the appointment, as regular members of Conference committees, of representatives of a member State which had lost the right to vote under article 13, paragraph 4, of the Constitution of the ILO. It noted that, while the appointment of Employer and Worker representatives from such a State had no practical implications, because the Employers' and Workers' groups operated an effective system under article 56, paragraph 5(b), of the Conference Standing Orders for ensuring that deputy members of a committee voted in the place of regular members deprived of the right to vote, the same was not true of the Government group. As a result, if a government that has lost the right to vote is appointed as a regular member of a committee, the distribution of votes between the three groups is distorted because the weighting of votes is based on the full regular membership and in practice the Government regular members of committees who are unable to vote do not make use of the possibility afforded by article 56, paragraph 5(a), of appointing a deputy member to vote in their place.
18. The Governing Body accordingly recommended that, in order to avoid such distortions, members of the Government group should not apply for regular membership of committees if they were not at the time in question entitled to vote. Should this practice, which has been maintained at all sessions of the Conference since 1987, for any reason not be fully respected, the weighting coefficients in committees should be calculated on the basis of the number of Government members entitled to vote.
19. The Conference [will be] invited to confirm that the calculation of weighting coefficients for votes in committees should be based on the number of regular Government members entitled to vote.

### **Adoption of committee reports**

20. Since 2014, technical committees have delegated to their officers the authority to approve their summary of proceedings. It is proposed to continue with this practice.

### **Requests for representation in Conference committees submitted by non-governmental international organizations**

21. In accordance with article 2, paragraph 3(j), of the Standing Orders of the Conference, the Governing Body [has invited] certain international non-governmental organizations to be represented at the present session of the Conference, it being understood that it would be for the Conference to consider their requests to be present at the committees dealing with items on the agenda in which they have expressed a particular interest.
22. In accordance with article 56, paragraph 9, of the Standing Orders, the Conference may wish to invite the organizations listed in [Annex] to be represented in the committees stated.

### **Electronic voting system**

23. The electronic system will be used in principle for all votes in plenary and for the Governing Body elections using a web-based platform allowing any persons empowered to vote to use their own mobile device. Voting stations (tablets) will also be made available.



24. Where the electronic system is used during a plenary sitting, the subject and question to be voted on will be displayed and the President will announce the beginning of the vote. After the President has made sure that all delegates have been given sufficient opportunity to record their vote in one of the voting stations available to them, the President will announce the closure of the vote.
25. Where the electronic system is used outside the time when the plenary is in sitting, the President will announce the time at which the vote will be opened and closed. The results of such vote will be announced by the President in the Assembly Hall at a time announced in advance.
26. Where the vote is by show of hands, once all votes have been registered the final voting figures will be immediately announced and subsequently published with the following indications: total number of votes in favour, total number of votes against, total number of abstentions and the quorum as well as the majority required.
27. Where a record vote is taken, once all votes have been registered the final voting figures will be immediately displayed with the following indications: total number of votes in favour, total number of votes against, total number of abstentions and the quorum as well as the majority required. These indications will subsequently be published together with a list of the delegates who have voted, showing how each has voted.
28. In the case of a secret ballot, such as for Governing Body elections, once all votes have been registered, the final voting figures will be immediately displayed and the results will be subsequently published with any information relevant to the vote. There will be absolutely no access possible to individual votes nor will there be any record of how each delegate has voted.
29. It is important that each delegate should already have decided whether he or she or another member of their delegation will exercise the right to vote in a given case. Where more than one vote is nevertheless cast on behalf of a delegate at two different moments, or from two different places, only the first vote will be recognized, whether made by a delegate, by a substitute delegate or by an adviser who has received a specific written authorization to that end. Such specific authorizations must reach the secretariat sufficiently before the opening of voting is announced, so as to be duly recorded.

## Appendix II

### Tentative plan of work of the 109th Session of the International Labour Conference (25 May–5 June 2020)

	Mon 25		Tue 26		Wed 27		Thu 28		Fri 29		Sat 30		Mon 1		Tue 2		Wed 3		Thu 4		Fri 5		Sat 6	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm		
<b>Plenary sittings</b>																								
Opening sitting	•																							
Discussion of the reports of the Director-General and the Chairperson of the Governing Body					•	•	•						•	•	•	•	•	•						
World of Work Summit – Panel (P) – High Level (HL)									P										HL					
Adoption of committee outcomes (A) and votes (V)																								
Finance Committee																					A			
Selection Committee (Abrogations & Withdrawals)																				A	V			
Committee on the Application of Standards																						A		
Credentials Committee																					A			
General discussion (Inequality)																					A			
General discussion (Skills)																						A		
Recurrent discussion (Social Security)																				A				
Closing ceremony																							•	
<b>Conference committees – (DftG = Drafting group; Amd =Submission of amendments)</b>																								
Finance Committee					•	•																		
Selection Committee			•	•																				
Committee on the Application of Standards		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•		•			
Credentials Committee	As required																							
General discussion (Inequality)		•	•	•	•	•		DftG	DftG	DftG	DftG	DftG		Amd	•	•	•	•	•	•				
General discussion (Skills)		•	•	•	•	•		DftG	DftG	DftG	DftG	DftG		Amd	•	•	•	•	•	•	•			
Recurrent discussion (Social Security)		•	•	•	•	•		DftG	DftG	DftG	DftG	DftG		Amd	•	•	•	•	•	•				
<b>Other official events</b>																								
Governing Body elections Electoral colleges (G)(E)(W)														G		E		W						
World Day against Child Labour – side event							•																	
Governing Body sessions		338bis PFA																						339 INS

