



Reports of the Selection Committee

First report

1. Election of the Officers of the Committee

The secretariat reconfirmed the membership of the Committee as that described in *Provisional Record* No. 3. So as to proceed with the election of the Chairperson, the regional coordinator for the Asia and Pacific group of governments informed the secretariat of the Government of Japan's intention to nominate the Government of Lebanon to replace it as a regular member. On this basis the Selection Committee subsequently elected its Officers as follows:

<i>Chairperson:</i>	Mr. A. Razzouk (Lebanon)
<i>Employer Vice-Chairperson:</i>	Mr. A. M'Kaissi (Tunisia)
<i>Worker Vice-Chairperson:</i>	Mr. L. Trotman (Barbados)

2. Reminder of the Selection Committee's authority under the Standing Orders

The Selection Committee was reminded that, at its 90th Session (2002), the Conference adopted a set of amendments to its Standing Orders aimed at streamlining a number of Conference procedures.¹

For the Selection Committee, these amendments have resulted in two important changes. Firstly, under article 4, paragraph 2, of the Standing Orders, the Selection Committee, in addition to its traditional authority to fix the time and agenda of the plenary sittings, is now responsible for acting on behalf of the Conference with respect to decisions on non-controversial questions of a routine nature. Thus, except where consensus cannot be reached in respect of any particular question requiring a decision for the proper conduct of business, the Selection Committee can now decide on its own authority and its decisions no longer need to be endorsed by the Conference. Secondly, under article 9(a) of the Standing Orders, the Committee is no longer responsible for approving changes in the composition of committees, once their initial membership has been determined by the Conference. This responsibility is now exercised by each group.

¹ See 90th ILC, *Provisional Record* No. 2.

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

The Selection Committee has decided that the discussion of the Reports of the Chairperson of the Governing Body and the Director-General will begin on Monday, 6 June, at 10 a.m., and to decide that the list of speakers will be closed on Wednesday, 8 June, at 6 p.m., under the usual conditions.

4. Discussion of the Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work

At its 292nd Session (March 2005), the Governing Body invited the Conference to adopt a set of provisional ad hoc arrangements for the discussion of the Global Report under the follow-up to the Declaration, which are reproduced in Appendix I.

On the basis of those proposed arrangements and subject to the Conference's approval of the necessary suspension of the Standing Orders, the Selection Committee decided that the Global Report under the follow-up to the Declaration be dealt with separately from the Reports of the Chairperson of the Governing Body and of the Director-General, in a maximum of two plenary sittings entirely devoted to it, on the same day.

The Selection Committee decided that the two sittings be held on Wednesday, 8 June.

5. Plan of work of Conference committees

The Selection Committee endorsed a draft plan of work for committees, which is not binding but would enable them, in organizing their work, to take maximum possible account of the overall needs and possibilities of the Conference, is attached in tabular form for the information of the Conference (Appendix V).

6. Governing Body elections

The Selection Committee has decided that the meetings of the electoral colleges be held in the afternoon of Monday, 6 June. According to the provision of article 52, paragraph 3, of the Standing Orders, and at the request of both the Government group and the Workers' group, the electronic voting system for the elections will be used.²

As regards the Government electoral college, it may be recalled that, when the Conference in 1995 approved an amendment to its Standing Orders increasing the number of Government deputy members from 18 to 28, it endorsed the principle that the ballot papers for the Government group should be drawn up and dealt with by the latter in such a manner as to guarantee an overall distribution of regular and deputy seats among the regions corresponding to that envisaged in the Instrument for the Amendment of the Constitution of the ILO, 1986.

² A description of the electronic voting system is attached in Appendix IV.

7. Suggestions to facilitate the work of the Conference

As in previous years, the Selection Committee invites the Conference to confirm the following principles:

(a) *Quorum*

- (i) The quorum will be fixed provisionally, on the basis of the credentials received, in the brief report of the Chairperson of the Governing Body on the day before the opening of the Conference; the said report is published as a *Provisional Record*. This provisional quorum will remain unchanged until the Credentials Committee determines the quorum on the basis of registrations, it being understood that, if an important vote were to take place in the initial stages of the Conference (once the Credentials Committee has been appointed), the Conference might request the Credentials Committee to determine the quorum in an urgent report.
- (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 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 a record vote is taken in plenary 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 a record vote is about to take place. Appropriate arrangements will be made for committees meeting in the ILO building.

(b) *Punctuality*

The Selection Committee would encourage committee chairpersons 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.

(c) Negotiations

In order to facilitate more continuous negotiation in committees between the different groups, 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 their colleagues in the other groups; normally such meetings are held before each group has committed itself to a definite position. The function of these informal meetings is to afford opportunities for a fuller understanding of differences of view before definite positions have crystallized.

8. Participation in Conference committees by Members having lost the right to vote

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.

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.

The Selection Committee accordingly confirms that the calculation of weighting coefficients for votes in committees should be based on the number of regular Government members entitled to vote.

9. Requests for representation in Conference committees submitted by international non-governmental organizations

In accordance with article 2, paragraph 3(j), of the Standing Orders of the Conference, the Officers of the Governing Body have invited on its behalf certain international non-governmental organizations to be represented at the present session of the Conference, it being understood that it would be for the Selection Committee of the Conference to consider their requests to participate in the work of the committees dealing with items on the agenda in which they have expressed a particular interest.

The Committee noted the number of INGOs proposed by the Governing Body for participation in the various committees at this session and asked that the Governing Body be conscientious in its application of the participation criteria.

The provision of the Standing Orders of the Conference, which is relevant to such requests, is article 56, paragraph 9. In accordance with that article, the Selection Committee invited the following organizations to be represented in the committees stated:

Committee on the Application of Standards

African Commission of Health and Human Rights Promoters

Amnesty International

Anti-Slavery International

Education International

Federation of International Civil Servants' Associations

Friends World Committee for Consultation

General Confederation of Trade Unions

International Alliance of Women

International Centre for Trade Union Rights

International Confederation of Arab Trade Unions

International Confederation of Public Servants

International Council of Nurses

International Energy and Mines Organization

International Federation of Building and Wood Workers

International Federation of Employees in Public Services

International Federation of Trade Unions of Transport Workers

International Federation of University Women

International Federation of Women in Legal Careers

International Federation Terre des Hommes

International Metalworkers' Federation

International Textile, Garment and Leather Workers' Federation

International Union of Food, Agricultural, Hotel, Restaurant, Catering, Tobacco and Allied Workers' Associations

Latin American Central of Workers

Latin American Union of Municipal Workers

North-South XXI

Permanent Congress of Trade Union Unity of Latin American Workers

Southern African Trade Union Co-ordination Council

Trade Unions International of Public and Allied Employees

Union of International Associations

World Confederation of Teachers

World Federation of Personnel Management Associations

World Movement of Christian Workers

World Organisation against Torture

Committee on Occupational Safety and Health

African Commission of Health and Human Rights Promoters

Brotherhood of Asian Trade Unions

Democratic Organization of African Workers' Trade Unions

Exchange and Cooperation Centre for Latin America

Friends World Committee for Consultation

General Confederation of Trade Unions

International Alliance of Women

International Arts and Entertainment Alliance

International Association of Agricultural Medicine and Rural Health

International Association of Labour Inspection

International Commission on Occupational Health

International Confederation of Arab Trade Unions

International Council of Nurses

International Energy and Mines Organization

International Federation of Building and Wood Workers

International Federation of Business and Professional Women

International Federation of Employees in Public Services

International Federation of Trade Unions of Transport Workers

International Federation of University Women

International Federation of Women in Legal Careers

International Metalworkers' Federation

International Textile, Garment and Leather Workers' Federation

International Union of Food, Agricultural, Hotel, Restaurant, Catering, Tobacco and Allied Workers' Associations

North-South XXI

Permanent Congress of Trade Union Unity of Latin American Workers

Soroptimist International

Trade Unions International of Workers in Agriculture, Food, Commerce, Textiles and Allied Industries

Trade Unions International of Workers of the Building, Wood and Building Materials Industries

Union Network International

Union of International Associations

World Federation of Building and Woodworkers Unions

World Federation of Industry Workers

World Federation of Personnel Management Associations

World Movement of Christian Workers

World Organisation against Torture

World Union of Catholic Women's Organisations

Committee on the Fishing Sector

African Commission of Health and Human Rights Promoters

Democratic Organization of African Workers' Trade Unions

General Confederation of Trade Unions

International Christian Maritime Association

International Collective in Support of Fishworkers

International Confederation of Arab Trade Unions

International Federation of Trade Unions of Transport Workers

International Metalworkers' Federation

International Transport Workers' Federation

International Union of Food, Agricultural, Hotel, Restaurant, Catering, Tobacco and Allied Workers' Associations

Permanent Congress of Trade Union Unity of Latin American Workers

Trade Unions International of Workers in Agriculture, Food, Commerce, Textiles and Allied Industries

World Movement of Christian Workers

World Organisation against Torture

Committee on Youth Employment

African Commission of Health and Human Rights Promoters

Democratic Organization of African Workers' Trade Unions

Education International

Friends World Committee for Consultation

General Confederation of Trade Unions

International Alliance of Women

International Association for Educational and Vocational Guidance

International Association of Universities of the Third Age

International Christian Union of Business Executives

International Confederation of Arab Trade Unions

International Coordination of Young Christian Workers

International Council of Nurses

International Council on Social Welfare

International Energy and Mines Organization

International Federation of Building and Wood Workers

International Federation of Business and Professional Women

International Federation of Trade Unions of Transport Workers

International Federation of University Women

International Federation of Women in Legal Careers

International Federation Terre des Hommes

International Metalworkers' Federation

International Textile, Garment and Leather Workers' Federation

International Young Christian Workers

Latin American Central of Workers

Permanent Congress of Trade Union Unity of Latin American Workers

Soroptimist International

Southern African Trade Union Co-ordination Council

Trade Union Advisory Committee to the Organisation for Economic Cooperation and Development

Union Network International

World Association for Small and Medium Enterprises

World Confederation of Teachers

World Federation of Personnel Management Associations

World Movement of Christian Workers

World Organisation against Torture

World Union of Catholic Women's Organisations

10. Flag of the International Labour Organization

At its 292nd Session (March 2005), the Governing Body approved: (a) a draft resolution concerning the flag of the International Labour Organization, with a view to adoption by the International Labour Conference; and (b) the code and regulations for the use of the flag of the International Labour Organization, subject to their coming into force after adoption by the Conference of its resolution concerning the flag of the International Labour Organization.³

The Selection Committee invites the International Labour Conference to adopt the draft resolution concerning the flag of the International Labour Organization (Appendix II) and to take note of the code and regulations for the use of the flag approved by the Governing Body (Appendix III).

11. Composition of the Credentials Committee

The Selection Committee elected the following Offices as the three members of the Credentials Committee:

³ GB.292/10(Rev.).

<i>Government member:</i>	Mr. J.M. Oni (Benin)
<i>Employer member:</i>	Ms. L. Sasso-Mazzufferi (Italy)
<i>Worker member:</i>	Mr. U. Edström (Sweden)

12. Appointment of the Conference Drafting Committee

The Selection Committee decided that, in accordance with the provisions of article 6, paragraph 1, of the Standing Orders, the Conference Drafting Committee should be composed as follows:

- The President of the Conference or his representative.
- The Secretary-General of the Conference or his representative.
- The Legal Adviser of the Conference and his deputy.
- The Director of the International Labour Standards Department or his representative.
- The members of the relevant committee's drafting committee.

13. Delegation of authority to the Officers of the Selection Committee

In accordance with the usual practice and by virtue of article 4, paragraph 2, of the Standing Orders, the Selection Committee decided to delegate to its Officers the authority to arrange the programme of the Conference and fix the time and agenda of plenary sittings as well as to decide on any non-controversial issues of a routine nature necessary for the running of the Conference.

The effect of this delegation of authority will be that the Selection Committee will only be called on to meet during the present session of the Conference if other substantive matters requiring a decision arise.

14. Other questions: Electronic voting system

A description of the electronic voting system, to be used in principle for all votes in plenary sittings and for the Governing Body elections in accordance with article 19, paragraph 15, of the Standing Orders, is attached in Appendix IV.

Geneva, 2 June 2005.

(Signed) A. Razzouk,
Chairperson.

Appendix I

Ad hoc arrangements for the discussion of the Global Report under the follow-up to the Declaration at the 93rd Session of the International Labour Conference¹

Principle of the discussion

Having regard to the various options referred to in the annex to the Declaration, the Governing Body recommends that the Global Report submitted to the Conference by the Director-General should be dealt with by the Conference, separately from the Director-General's Reports under article 12 of the Conference Standing Orders.

Timing of the discussion

A maximum of two sittings on the same day should be convened for the thematic discussion of the Global Report, with the possibility, if necessary, of extending the sitting. In order to take account of the programme of work of the Conference and of the fact that a number of ministers who usually are present during the second week of the Conference may wish to take the floor, the discussion of the Global Report should be held during the second week of the Conference. The date will be determined by the Selection Committee.

Procedure for the discussion

The separate discussion of the Global Report recommended above implies in particular that the statements made during the discussion of the Global Report should not fall under the limitation concerning the number of statements by each speaker in plenary provided for in article 12, paragraph 3, of the Standing Orders, and that the discussion should not be governed by the provisions of article 14, paragraph 6, concerning the time limit for speeches. Furthermore, exchanges of views on the suggested points for thematic discussion should not be subject to the restrictions laid down in article 14, paragraph 2, concerning the order in which speakers are called. These provisions should accordingly be suspended under the procedure provided for in article 76 of the Standing Orders to the extent necessary for the discussion of the Global Report.

Organization of the discussion

Given that the thematic discussion is not intended to lead to the adoption of conclusions or decisions by the Conference, on the one hand, and in consideration of the abovementioned suspensions of the Standing Orders, on the other, the Selection Committee may decide that this discussion should be conducted as a plenary committee and be chaired by one of the Officers of the Conference. Should the need arise, the Chairperson might be assisted by a moderator appointed by the Officers of the Conference.

Report to the plenary

The Chairperson of the plenary committee would present a short oral report to the plenary of the Conference and the thematic discussion would be reproduced in the *Provisional Record*.

¹ Adopted by the Governing Body at its 292nd Session (March 2005).

Appendix II

Draft resolution concerning the flag of the International Labour Organization

The General Conference of the International Labour Organization,

Mindful of the necessity to allow the Organization to be given the visibility it might need,

Noting that other international organizations of the United Nations system have adopted, through their competent organs, flags carrying their respective emblems,

Considering that the emblem, approved by the Director-General in Instruction No. 325 of 1 September 1967, is universally recognized as the International Labour Organization's logo,

Noting that the Governing Body of the International Labour Office has adopted the code and the regulations for the use of the flag of the International Labour Organization under the reservation that they come into force after the adoption of this resolution,

1. decides that a flag of the International Labour Organization is adopted which bears the emblem symbolizing tripartism and approved by the Director-General in Instruction No. 325 of 1 September 1967;
2. takes note of the code and regulations for the use of the flag of the International Labour Organization adopted by the Governing Body.

Appendix III

(a) **Flag code of the International Labour Organization**

1. ***Design of flag***

The flag of the International Labour Organization shall be the official emblem of the International Labour Organization centred on a United Nations blue background, as approved by the Director-General on 1 September 1967. Such emblem shall appear in white on both sides of the flag except where otherwise prescribed by the regulations. The flag shall be made in such sizes as may, from time to time, be prescribed by the regulations.

2. ***Dignity of flag***

The flag shall not be subjected to any indignity.

3. ***Flag protocol***

1. The flag of the International Labour Organization shall not be subordinated to any other flag.

2. The manner in which the flag of the International Labour Organization may be flown, in relation to any other flag, shall be prescribed in the regulations.

4. ***Use of flag by the International Labour Organization***

1. The flag shall be flown:

- (a) from all buildings, offices and other property occupied by the International Labour Organization;
- (b) from any official residence when such residence has been so designated by regulation;

2. The flag shall be used by any unit acting on behalf of the International Labour Organization such as any committee or commission or other entity established by the International Labour Organization, in such circumstances not covered in this code as may become necessary in the interests of the International Labour Organization.

5. ***Use of flag generally***

The flag may be used in accordance with this flag code by governments, organizations and individuals to demonstrate support of the International Labour Organization and to further its principles and purposes. The manner and circumstances of display shall conform, in so far as appropriate, to the laws and customs applicable to the display of the national flag of the country in which the display is made.

6. ***Prohibition***

The flag shall not be used in any manner inconsistent with this code or its regulations. On no account shall the flag or a replica thereof be used for commercial purposes or in direct association with an article of merchandise. The Director-General, subject to the approval of the Officers of the Governing Body, may deviate from this principle in special circumstances, such as the celebration of an anniversary of the Organization.

7. Mourning

The Director-General shall prescribe by regulation or otherwise the cases in which the flag shall be flown at half mast as a sign of mourning.

8. Manufacture and sale of flag

1. The flag may be manufactured for commercial purposes only upon written consent of the Director-General.

2. Such consent shall be subject to the following condition:

The manufacturer shall ensure that every purchaser of the flag receives a copy of this code and the regulations for implementing it and is informed of the conditions, set out in this code and its regulations, on which the flag may be used.

9. Violation

Any violation of this flag code and its regulations shall be punished in accordance with the laws of the country in which it takes place.

10. Regulations and amendments

The Governing Body, upon the Director-General's proposal, is empowered to make or revise the regulations for implementing this code and to amend the code, as appropriate.

(b) Regulations for the use of the flag of the International Labour Organization

These regulations are issued in pursuance of article 10 of the International Labour Organization flag code.

I. DIMENSIONS OF FLAG

1. In pursuance to article 1 of the flag code the proportions of the International Labour Organization flag shall be:

(a) hoist (width) of the International Labour Organization flag – 2;
flag (length) of the International Labour Organization flag – 3;

or

(b) hoist (width) of the International Labour Organization flag – 3;
flag (length) of the International Labour Organization flag – 5;

or

(c) the same proportions as those of the national flag of any country in which the International Labour Organization flag is flown.

2. The emblem shall in all cases be one-half of the hoist of the International Labour Organization flag and entirely centred.

II. FLAG PROTOCOL

The International Labour Organization flag may be displayed as follows:

1. General provisions

(a) The International Labour Organization flag may be displayed alone or with one or more other flags.

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- (b) When the International Labour Organization flag is displayed with one or more other flags, all the flags must be displayed on the same level and be of approximately equal size.
 - (c) On no account may any flag displayed with the International Labour Organization flag be displayed on a higher level than the International Labour Organization flag or be larger than it.
 - (d) The International Labour Organization flag may be displayed on either side of any other flag without being deemed to be subordinated to any such flag within the meaning of article 3, paragraph 1, of the International Labour Organization flag code.
 - (e) The International Labour Organization flag should normally only be displayed on a building or flagstaff from sunrise to sunset. The International Labour Organization flag may also be displayed at night in exceptional cases.
 - (f) The International Labour Organization flag should never be used as drapery of any sort, never festooned, drawn back, nor up, in folds, but always allowed to fall free.

2. Closed circle of flags

Other than in a circle of the flags of the United Nations and other specialized agencies, the International Labour Organization flag should not, in principle, be made part of a circle of flags. When flags are placed in a circle, the flags, other than the International Labour Organization flag, should be displayed in the French alphabetical order of the countries represented reading clockwise. The International Labour Organization flag should always be displayed on the flagpole in the centre of the circle of flags or in an appropriate adjoining area.

3. Line, cluster or semicircle of flags

In line, cluster or semicircle groupings all flags other than the International Labour Organization flag shall be displayed in the French alphabetical order of the countries represented starting from the left. In such cases, the International Labour Organization flag should either be displayed separately in an appropriate area or in the centre of the line, cluster or semicircle or, in cases where two International Labour Organization flags are available, at both ends of the line, cluster or semicircle.

4. National flag of the country in which the International Labour Organization flag is displayed

- (a) The national flag of the country should appear in its normal position according to the French alphabetical order of the countries.
- (b) When the country concerned wishes to make a special display of its national flag, the flags should be arranged in a line, cluster or semicircle and the national flag placed at each end of the line, cluster or semicircle separated from the grouping by an interval of not less than one-fifth of the total length of the line.

III. USE OF FLAG GENERALLY

1. Under article 5 of the International Labour Organization flag code, the International Labour Organization flag may be used to demonstrate the support of the International Labour Organization and to further its principles and purposes.
2. It is considered especially appropriate that the International Labour Organization flag should be displayed on the following occasions:
 - (a) on the national day of the country in which the flag is displayed;
 - (b) on the occasion of any official event, particularly in honour of the International Labour Organization; and
 - (c) on the occasion of any official event which might or is desired to be related in some way to the International Labour Organization.

IV. PROHIBITIONS

1. In accordance with article 6 of the International Labour Organization flag code, on no account shall the International Labour Organization flag or replica thereof be used for commercial purposes or in direct association with an article of merchandise.
2. Furthermore, neither the International Labour Organization flag nor any replica thereof shall be stamped, engraved or otherwise affixed on any stationery, books, magazines, periodicals or other publications of any nature whatsoever in a manner such as could imply that any such stationery, books, magazines, periodicals or other publications were published by or on behalf of the International Labour Organization unless such is in fact the case or in a manner such as has the effect of advertising a commercial product.
3. Subject to the provisions of paragraph 2 of this section, and with the exception of articles manufactured for presentation or sale to participants in the various meetings of the International Labour Organization, neither the International Labour Organization flag nor any replica thereof should be affixed in any manner on any article of any kind. Subject to the same exceptions, the International Labour Organization flag should not be reproduced on articles made of cloth, leather, material, synthetic material, etc. The International Labour Organization flag may be manufactured in the form of a lapel button.
4. Subject to the special cases mentioned in paragraphs 2 and 3, no mark, insignia, letter, word, figure, design, picture or drawing of any nature shall ever be placed upon or attached to the International Labour Organization flag or placed upon any replica thereof.

V. MOURNING

1. In accordance with article 7 of the International Labour Organization flag code, whenever the Director-General of the International Labour Organization proclaims that the International Labour Organization is in official mourning, the International Labour Organization flag, wherever displayed, shall mark such an event by being flown at half mast during the period of official mourning.
2. Heads of offices and heads of International Labour Organization missions away from headquarters are authorized by the Director-General to lower the International Labour Organization flag to half mast in cases where they wish to follow official mourning in the country in which such offices or missions have their headquarters.
3. The International Labour Organization flag when displayed at half mast should first be hoisted to the peak for an instant and then lowered to the half-mast position. The flag should again be raised to the peak before it is lowered for the day. By "half mast" is meant lowering the flag to one-half the distance between the top and bottom of the mast.
4. Crepe streamers may be affixed to flagstaffs flying the International Labour Organization flag in a funeral procession only by order of the Director-General of the International Labour Organization.
5. When the International Labour Organization flag is used to cover a casket, it should not be lowered into the grave or allowed to touch the ground.

Appendix IV

The electronic voting system

The electronic system provides for votes (in most cases: yes, no, abstention) to be expressed by means of a “voting station” that will be made available to all delegates or persons empowered to vote on their behalf.

Where the electronic system is used, the subject and question to be voted on will be displayed and the President or Chairperson will announce the beginning of the vote. After the President or Chairperson 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 or Chairperson will announce the closure of the vote.

Where the method of vote is by show of hands, once all votes have been registered the final voting figures will be immediately displayed 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.

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 they have voted.

In the case of a secret ballot, once all votes have been registered the final voting figures will be immediately displayed 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. There will be absolutely no access possible to individual votes nor any record of how the delegates have voted.

It is important that delegates should already have decided whether they or another member of their delegation will exercise their 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 V

93rd Session (June 2005) of the International Labour Conference – Tentative plan of work

	M 30	T 31	W 1	Th 2	F 3	S 4	M 6	T 7	W 8	Th 9	F 10	S 11	M 13	T 14	W 15	Th 16	F 17
Group meetings	■																
GB elections							■										
Plenary sittings		■*					■	■	■ ¹	■	■	□	■	■	■	■	
Finance Committee			■	■	■					A			PI		V		
Application of Standards		■	■	■	■	■	■	■	■	■	■	■		A		PI	
Committee on Safety and Health <i>(development of a new instrument)</i>		■	■	■	■	■	■	■	■	■	■	DC	A		PI		
Committee on the Fishing Sector <i>(second discussion, standard setting)</i>		■	■	■	■	■	■	■	■	■	■	DC	A		PI	V	
Committee for Promoting Youth Employment <i>(general discussion based on an integrated approach)</i>		■	■	■	■	■	■	■	■	■	■			A		PI	
Selection Committee		■															
Governing Body																	■

* Opening sitting and preliminary discussion on the Programme and Budget for 2006-07

¹ Discussion of the Global Report under the follow-up to the ILO Declaration

DC Drafting Committee

A Adoption by the Committee of its report

PI Adoption of the report by the Conference in plenary sitting

V Record vote in plenary sitting of the Conference

■ Half-day sitting

■ All day sitting

□ Sitting if necessary

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