

Procedure for amendments to draft minutes

With reference to **Part VIII of document C.App./D.1**, this note provides information on the procedure for amendments to draft minutes (PVs), taking into account the fact that, since 2016, each intervention is reflected in the draft PVs only in the corresponding working language¹ – English, French or Spanish – and the draft PVs will be made available online on the Committee’s dedicated web page.²

It is recalled that the Committee’s practice is to accept amendments to the draft PVs of previous sittings **prior to their approval by the Committee**. The time available to delegates to submit amendments to the draft PVs will be clearly indicated by the Chairperson when the draft PVs are made available to the Committee.

Delegates are encouraged to submit their amendments to the secretariat **electronically** in “track changes” via the following email address: AMEND-PVCAS@ilo.org. In order to make amendments directly in track changes, delegates are invited to request the “Word version” of the minute by sending an email to the address above.

Amendments will be received **only if they are sent from the email address** which will have been provided by the delegate concerned when requesting the floor. The secretariat will acknowledge receipt of the amendment and may contact the delegate concerned when the request does not fulfil the requirements contained in document C.App./D.1, which read as follows: *Minutes are a summary of the discussions and are not intended to be a verbatim record. Speakers are therefore requested to restrict amendments to the elimination of errors in the report of their own statements, and not to ask to insert long additional passages*. Delegates should specify the draft PV concerned and make clearly visible the changes they wish to make.

Delegates who wish to submit hard copies of their amendments will still be able to do so, once a day, from 1.30 p.m. to 2.30 p.m. in Office No. 6-140. The secretariat will verify that the request fulfils the requirements reproduced above. Delegates will therefore need to show their identification badge.

¹ When filling in a request for the floor, delegates will be requested to indicate in which working language (English, French or Spanish) their intervention should be reflected in the draft PVs, if this intervention is not in one of these three languages. They will also be requested to provide an email address and a phone number.

² Hard copies will be made available to delegates upon request.