



Governing Body

334th Session, Geneva, 25 October–8 November 2018

GB.334/INS/7(Rev.)

Institutional Section

INS

Date: 6 November 2018

Original: English

SEVENTH ITEM ON THE AGENDA

Review and possible revisions of formats and Standing Orders for meetings

Purpose of the document

This document, which is submitted at the request of the Governing Body following several rounds of tripartite consultations, contains draft Standing Orders for tripartite meetings convened by the Governing Body. The Governing Body is invited to adopt the Standing Orders (see draft decision in paragraph 6).

Relevant strategic objective: All.

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

Policy implications: None.

Legal implications: If adopted, new Standing Orders will govern all tripartite meetings to which no other Standing Orders apply, including sectoral meetings, global dialogue forums and meetings of experts.

Financial implications: None.

Follow-up action required: Publication of adopted new Standing Orders.

Author unit: Office of the Legal Adviser (JUR).

Related documents: GB.332/INS/7; GB.331/INS/7; GB.329/INS/10; GB.326/POL/5; GB.313/POL/4/1(&Corr.); GB.312/POL/5; GB.289/STM/2; GB.286/STM/1; and GB.264/LILS/1.

Background

1. This item has been considered by the Governing Body at its 329th (March 2017) and 331st (October–November 2017) Sessions. It was to be discussed again at the 332nd (March 2018) Session, but was deferred to this session. Each time, the examination of the draft Standing Orders was preceded by intensive consultations aimed at facilitating a consensus-based decision.
2. Two separate sets of Standing Orders were drafted as there seems to be agreement that the distinction between technical meetings (including sectoral meetings and global dialogue forums) and meetings of experts needs to be maintained.
3. Although certain issues, such as the composition of subsidiary bodies and their non-public character, have been resolved, at the time of preparing this paper consultations within the three groups are continuing.
4. The appendix contains proposed draft Standing Orders, based on the draft received by the Office with comments of the Government group on 10 October 2018 and commented on by the Employers' and Workers' group secretariats on 22 October 2018. Particular clauses identified as requiring further consideration are square bracketed. Text containing editorial changes made by the Office to improve the drafting of certain provisions is highlighted.
5. It is proposed to defer the preparation of the Introductory Note until the text of the Standing Orders has been finally agreed upon.

Draft decision

6. *The Governing Body decided:*

- (a) *to adopt the Standing Orders for technical meetings and the Standing Orders for meetings of experts contained in the appendix of document GB.334/INS/7(Rev.);*
- (b) *that the Standing Orders for technical meetings and the Standing Orders for meetings of experts replace, with immediate effect, the Standing Orders for sectoral meetings and the note on “General characteristics of sectoral meetings”, adopted by the Governing Body at its 264th Session (November 1995); and*
- (c) *to review the Standing Orders for technical meetings and the Standing Orders for meetings of experts at its March 2022 session.*

Appendix

Draft Standing Orders for technical meetings

ARTICLE 1

Scope

1. These Standing Orders apply to all technical meetings convened by the Governing Body of the International Labour Office to which no other Standing Orders apply.
2. The Governing Body may for any particular meeting suspend the application of all or part of the provisions of these Standing Orders, or modify them, taking into account the particular composition or agenda of the meeting.

ARTICLE 2

Date, length and place of meeting

The Governing Body shall determine the date, length and place of the meeting.

ARTICLE 3

Agenda and expected outcome

1. The Governing Body shall establish the agenda of the meeting and shall specify which form the results of its proceedings may take, in particular conclusions or other agreed statement containing guidance on the matters covered by the agenda.
2. Subject to approval by the Governing Body, the results may be published and disseminated by the International Labour Office.

ARTICLE 4

Composition

1. Technical meetings shall be composed of:
 - (a) one representative of each interested government; and
 - (b) such number of representatives of workers and employers as determined by the Governing Body.
2. Notwithstanding article 4(1), the Governing Body may decide to limit the participation of governments.
3. Governments wishing to participate in the meeting shall so inform the Office within a time limit set by the Office.
4. The Employer and Worker representatives shall be appointed by the Employers' and Workers' groups of the Governing Body, respectively.

ARTICLE 5

Advisers; substitutes

1. Each representative may be accompanied by one adviser, who shall be appointed by the same government or by the Employers' or Workers' group, as the case may be.
2. Any adviser who has been authorized to do so by the representative to whom he or she is attached shall have the right to participate in the meeting but not the right to appoint a substitute.
3. A representative may, by notice in writing addressed to the Chairperson, appoint his or her adviser to act as his or her substitute. The notice shall specify the sitting or sittings at which the substitute will act for the representative. In that case, substitutes may take part in the debates under the same conditions as representatives.

ARTICLE 6

Officers of the meeting

1. The Officers shall consist of the Chairperson, appointed in accordance with paragraph 2, and three Vice-Chairpersons, respectively elected from among the representatives or their advisers in each of the three groups.
2. The Governing Body shall either appoint one of its regular or deputy members as Chairperson of the meeting, or request the Office to select an independent person with expertise on the matters covered by the agenda and notify the meeting accordingly.

ARTICLE 7

Duties of the Officers

1. The Chairperson shall preside over the sittings. The Vice-Chairpersons shall preside alternately over the sittings or parts of the sittings at which the Chairperson cannot be present and shall, while presiding, have the same powers as the Chairperson.
2. The Chairperson shall direct the debates, maintain order and ensure the observance of the Standing Orders, put questions for decision by the meeting, and ascertain and announce consensus.
3. The Chairperson may withdraw the right to speak from any speaker whose remarks are not relevant to the subject under discussion.
4. The Chairperson shall have the right to take part in the discussions.
5. The Officers of the meeting shall approve the programme of work of the meeting, and fix the date and time of the sittings of the meeting and of its subsidiary bodies and any time limits for interventions; they shall also report to the meeting on any other questions requiring a decision for the proper conduct of its business.

ARTICLE 8

Admission to the sittings

Unless the Governing Body decides otherwise, the sittings shall be public.

ARTICLE 9

Right to take part in the work of the meeting

1. No representative or adviser shall 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.

2. Persons representing public international organizations which have been invited by the Governing Body to be represented at the meeting as observers may, with the permission of the Chairperson, address the meeting but not move motions or amendments.

3. Persons representing non-governmental international organizations, with which the ILO has established consultative relationships and with which standing agreements for such representation have been made, and persons representing other non-governmental international organizations which have been invited by the Governing Body to be represented at the meeting, may attend it as observers. The Chairperson may, in agreement with the Vice-Chairpersons, permit such observers to make or circulate statements for the 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.

4. Governments not represented at the meeting in accordance with article 4(1)(a) may attend the meeting as observers. Such observers shall be entitled to make one statement to the meeting at its opening sitting. Time permitting and due priority being given to representatives, the Chairperson may, in agreement with the Vice-Chairpersons, permit Government observers to make additional statements. If agreement cannot be reached, the Chairperson shall refer the matter to the meeting for decision.

5. The Workers' and Employers' groups may each appoint observers to attend the meeting.

6. The Officers of the Governing Body are entitled to attend the meeting and participate in the proceedings without the right to move motions or amendments.

7. Members of the secretariat of the Employers' and Workers' groups at the meeting may intervene in the debates.

8. The meeting may invite external persons to address the meeting, for example during any panel discussions or round tables that may be organized within the framework of the meeting.

ARTICLE 10

Motions and amendments

1. Motions as to procedure may be moved verbally, without previous notice and without having been seconded.

2. No motion or amendment shall be discussed unless it has been seconded. If moved by a representative who is the spokesperson of a group, it is deemed to have been seconded.

3. The Chairperson, after consultation with the Vice-Chairpersons and the secretariat of the meeting, may set time limits for the submission of amendments.

4. Any amendment may be withdrawn by the representative 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 representative.

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

ARTICLE 11

Resolutions

1. The meeting may consider draft resolutions concerning matters related to the agenda, provided that priority shall be given to the adoption of the result of the meeting specified by the Governing Body in accordance with article 3 and the content of such resolutions does not duplicate such result.

2. Such resolutions shall be submitted in writing to the secretariat before the end of the first day of the meeting.

ARTICLE 12

Adoption of decisions

1. Decisions shall be taken by consensus. Representatives shall make every effort to reach an agreement that is generally accepted, so that a decision can be adopted without formal objections. In such cases, any dissenting positions or reservations shall be placed on the record without however constituting an impediment to the adoption of the decision in question.

ARTICLE 13

Subsidiary bodies

1. The meeting may set up subsidiary bodies. Subsidiary bodies shall consist of equal numbers of members appointed by each of the groups, as well as the Chairperson or a Vice-Chairperson of the meeting, who shall preside over the sittings of the subsidiary body.

2. The Government members of a subsidiary body may be accompanied by their advisers, whose overall number shall not exceed that of the members of the Employers' and Workers' secretariats taken together. Such advisers and members of the Employers' and Workers' secretariats may take part in the debates.

3. These Standing Orders shall apply in so far as they are relevant and with the necessary adaptations to subsidiary bodies.

4. Sittings of subsidiary bodies are not open to observers or to the public.

ARTICLE 14

Secretariat

The secretariat of the meeting is appointed by the Director-General. The secretariat shall provide the necessary administrative and substantive support to facilitate the discussions. The Secretary-General of the meeting represents the Director-General and is the chief of the secretariat.

ARTICLE 15

Languages

1. Unless the Governing Body decides otherwise, the official languages of the meeting shall be English, French and Spanish.

2. If the meeting decides to make use of screens to visualize text to be adopted, the International Labour Office shall make its best efforts to show the text in the official languages. Where this is not possible due to practical limitations, the text may appear in only one language.

3. The International Labour Office shall make arrangements for interpretation into and from other working languages, taking into account the composition of the meeting.

ARTICLE 16

Record of proceedings

1. A summary record of proceedings of the meeting reflecting the views expressed by the participants shall be prepared by the secretariat of the meeting. The record of proceedings shall be sent to all participants after the meeting, giving them the opportunity to ask for corrections to statements made by or attributed to them, before it is made available online and submitted to the Governing Body.

2. If the meeting fails to reach the result specified by the Governing Body in accordance with article 3, the record of proceedings shall contain any recommendations which the meeting may wish to address to the Governing Body regarding possible future action on the matters covered by the agenda.

ARTICLE 17

Autonomy of groups

Subject to these Standing Orders, each group shall control its own procedure.

Draft Standing Orders for meetings of experts

ARTICLE 1

Scope

1. These Standing Orders apply to all meetings of experts convened by the Governing Body of the International Labour Office.
2. The Governing Body may, for any particular meeting, suspend the application of all or part of the provisions of these Standing Orders, or modify them, taking into account the particular composition and agenda of the meeting.

ARTICLE 2

Date, length and place of meeting

The Governing Body shall determine the date, length and place of the meeting.

ARTICLE 3

Agenda and expected outcome

1. The Governing Body shall establish the agenda of the meeting and shall specify which form the results of its proceedings may take, in particular a code of practice, guidelines or a similar document containing detailed technical guidance on the matters covered by the agenda or, on occasion, conclusions on the matters covered by the agenda.
2. Subject to approval by the Governing Body, such documents may be published and disseminated by the International Labour Office.

ARTICLE 4

Composition

1. The Governing Body shall determine the composition of each meeting of experts.
2. The meeting shall be composed of an equal number of experts nominated by governments, the Employers' group and the Workers' group of the Governing Body. This number shall be a multiple of four.
3. The Government group of the Governing Body shall establish the list of member States whose governments are to be invited to nominate experts, and those which are to be included on a reserve list, established on a regional basis. For this purpose the Office shall, following consultations with regional coordinators, provide a list of member States that are relevant to the subject matter of the meeting.
4. If the government of a member State invited to nominate an expert under paragraph 2 declines the invitation or if the government does not reply within a time limit set by the Office, the Government group shall be so informed and called upon to appoint a government from the reserve list as a replacement.
5. The persons appointed as experts shall serve in their personal capacity and act and speak in their expert capacity. In appointing those persons the governments and groups of

the Governing Body shall be guided by the need to secure the highest possible level of qualifications as well as geographical and gender balance.

ARTICLE 5

Advisers; substitutes

1. Each expert may be accompanied by one adviser, who shall be appointed by the same government or by the Employers' or Workers' group, as the case may be.

2. Any adviser who has been authorized to do so by their group or the expert to whom he or she is attached shall have the right to participate in the meeting but not the right to appoint a substitute.

3. An expert may, by notice in writing addressed to the Chairperson, appoint his or her adviser to act as his or her substitute. The notice shall specify the sitting or sittings at which the substitute will act for the expert. In that case, substitutes may take part in the debates under the same conditions as experts.

ARTICLE 6

Officers of the meeting

1. The Officers shall consist of the Chairperson, selected in accordance with paragraph 2, and three Vice-Chairpersons, respectively elected from among the experts or their advisers in each of the three groups.

2. The Chairperson shall be an independent person with expertise on the matters covered by the agenda selected by the International Labour Office.

ARTICLE 7

Duties of the Officers

1. The Chairperson shall preside over the sittings. The Vice-Chairpersons shall preside alternately over the sittings or parts of the sittings at which the Chairperson cannot be present and shall, while presiding, have the same powers as the Chairperson.

2. The Chairperson shall direct the debates, maintain order and ensure the observance of the Standing Orders, put questions for decision by the meeting, and ascertain and announce consensus..

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

4. The Chairperson shall have the right to take part in the discussions.

5. The Officers of the meeting shall approve the programme of work of the meeting, and fix the date and time of the sittings and any time limits for interventions; they shall also report to the meeting on any other questions requiring a decision for the proper conduct of its business.

ARTICLE 8

Admission to the sittings

Unless the Governing Body decides otherwise, the sittings shall not be public.

ARTICLE 9

Right to take part in the work of the meeting

1. No expert or adviser shall 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 signalled their desire to speak.

2. Persons representing public international organizations which have been invited by the Governing Body to be represented at the meeting as observers may, with the permission of the Chairperson, address the meeting but not move motions or amendments.

3. Persons representing non-governmental international organizations with which the International Labour Organization has established consultative relationships, and with which standing agreements for such representation have been made, and persons representing other non-governmental international organizations which have been invited by the Governing Body to be represented at the meeting may attend it as observers. The Chairperson may, in agreement with the Vice-Chairpersons, permit such observers to make or circulate statements for the 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.

4. Interested governments may attend the meeting as observers without speaking rights (one per government) upon prior notification within a deadline set by the Office. Special seating arrangements shall be made for such observers in the meeting room.

5. The Officers of the Governing Body are entitled to attend the meeting and to intervene in the debates.

6. Members of the secretariat of the Employers' and Workers' groups at the meeting may intervene in the debates.

7. The meeting may invite external persons to address the meeting, for example during any panel discussions or round tables that may be organized within the framework of the meeting.

ARTICLE 10

Motions and amendments

1. Motions as to procedure may be moved verbally, without previous notice and without having been seconded.

2. No motion or amendment shall be discussed unless it has been seconded.3. The Chairperson, after consultation with the Vice-Chairpersons and the secretariat of the meeting, may set time limits for the submission of amendments.

4. Any amendment may be withdrawn by the expert 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 expert.

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

ARTICLE 11

Adoption of decisions

Decisions shall be taken by consensus. Experts shall make every effort to reach an agreement that is generally accepted, so that a decision can be adopted without formal objections. In such cases, any dissenting positions or reservations shall be placed on the record without, however, constituting an impediment to the adoption of the decision in question.

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1. Unless the Governing Body decides otherwise, the official languages of the meeting shall be English, French and Spanish.

2. If the meeting decides to make use of screens to visualize text to be adopted, the International Labour Office shall make its best efforts to show the text in the official languages. Where this is not possible due to practical limitations, the text may appear in only one language.

3. The International Labour Office shall make arrangements for interpretation into and from other working languages, taking into account the composition of the meeting.

ARTICLE 14

Record of proceedings

1. A summary record of proceedings of the meeting reflecting the views expressed by the experts shall be prepared by the secretariat of the meeting. The record of proceedings shall be sent to all participants after the meeting, giving them the opportunity to ask for corrections to statements made by or attributed to them, before it is made available online and submitted to the Governing Body.

2. If the meeting fails to reach the result specified by the Governing Body in accordance with article 3, the record of proceedings shall contain any recommendations which the meeting may wish to address to the Governing Body regarding possible future action on the matters covered by the agenda.

ARTICLE 15

Autonomy of groups

Subject to these Standing Orders, each group shall control its own procedure.