



## ► Information for delegates registered in the COVID Response Committee of the 109th Session of the International Labour Conference (2021)

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### Registration in the Committee

- If after submission of your credentials and registration in the Committee, you have not received emails from "ILO/OIT <no-reply@zoom.us>" with invitations to join the meetings in which you have registered the day before the start of the meeting, please contact one of the following email addresses, depending on the group you belong to:
  - Governments and invited international organizations: [reloff-conf@ilo.org](mailto:reloff-conf@ilo.org)
  - Employers: [actemp-conf@ilo.org](mailto:actemp-conf@ilo.org)
  - Workers: [actrav-conf@ilo.org](mailto:actrav-conf@ilo.org)

### Zoom links platform

- You will receive the links necessary to follow the various meetings of the Conference in individual invitations from "ILO/OIT <no-reply@zoom.us>", sent to the email address provided with your accreditation to the Conference.

**Please make sure that the "ILO/OIT <no-reply@zoom.us>" email address is on the white list of your email account (i.e. that it is a trusted sender that will not go to the junk or spam folders).**

- A separate invitation will be sent to connect to the committee. This invitation will be valid throughout the Conference the committee meetings.
- A [Quick guide for remote participation in the 109th Session of the International Labour Conference \(2021\)](#) is available.

### Opening sitting, 3 June 2021

- Due to the limited time available for the discussion of amendments received, the Committee officers propose that only the Employer and Worker Vice-Chairpersons, and the spokespersons of regional governmental groups be allowed to take the floor for opening statements.
- Individual governments and invited intergovernmental and international non-governmental organizations are encouraged to send written statements instead of taking the floor. Written statements should be sent to the Committee secretariat: [COVIDRESPONSE@ilo.org](mailto:COVIDRESPONSE@ilo.org) by 16h00 (CEST) on Thursday 3 June. The Chairperson will acknowledge those statements received by 12h00 noon in his Opening Remarks. A summary of all written statements will be included in the Committee's record of proceedings.

- The time limits for opening statements are as follows:
  - Employer and Worker Vice-Chairpersons: 10 minutes
  - Regional groups: 5 minutes
  - Delegates not speaking on behalf of several Committee members or spokespersons of international organizations: 2 minutes if necessary. As indicated above, these delegates, are however, encouraged to send written statements instead of taking the floor.

## Requests for the floor

- To facilitate the administration of requests to take the floor and the time management in the Opening Session of this Committee, registration on a list of speakers is required **by noon on Thursday 3<sup>rd</sup> June at latest.**
- Requests to take the floor should be sent to the Committee secretariat: [COVIDRESPONSE@ilo.org](mailto:COVIDRESPONSE@ilo.org)
- In Zoom, the floor can be requested by either raising a virtual hand or through the chat.
- Should you wish to raise a point of order or request the right of reply in committees, please do so through the chat function, indicating whether it is a point of order or a request for the right of reply. In the latter case, please also indicate the intervention in respect of which the right of reply is sought.

## Statements made on behalf of groups of governments

- All statements made by Government members on behalf of a regional group or members of an intergovernmental organization, unless otherwise specified, will be reported as having been made on behalf of all Government members of the group or organization in question who are members of the ILO and are attending the Conference.
- Please indicate clearly when taking the floor if you are speaking on behalf of only a few members of such a group.

## Drafting group

- Participation in drafting groups will be limited to the members designated by the respective group and appointed by the committee. In accordance with the Special arrangements and rules of procedure for the 109th Session of the International Labour Conference,<sup>1</sup> the drafting group of the COVID Response Committee will be composed of eight employer members, eight worker members and 16 government members, and the same number of observers (8/8/16) from each of the three constituent groups,
- To facilitate a seamless transition from the Committee plenary to the drafting group, each group (E,W,G) are requested to submit names of their members and observers, by 12h00 noon (CEST) on Thursday 3 June to the Committee Secretariat: [COVIDRESPONSE@ilo.org](mailto:COVIDRESPONSE@ilo.org). The Secretariat will arrange for the members of the drafting group to receive individual

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<sup>1</sup> See [ILC.109/D.1](#), para. 60.

Zoom links for the Drafting Group. These will be shared as soon as possible after the drafting group has been established, so that work may begin during the relevant sitting.

- The working language will be English, with interpretation. The document will be displayed in English in Ms Word, using the track change options.
- The drafting group will consider all amendments. Once consensus is reached, the relevant amendments will be recommended to the Committee and preferably approved “en bloc”. The Committee will then only need to deal with the amendments on which the Drafting group could not find consensus.

## Decision-making and votes in Committees

- In accordance with the Special arrangements and rules of procedure for the 109th Session of the International Labour Conference, any vote in committees will be conducted using an electronic voting system. Access to the voting system is through a personal identification code (PIN), which will be communicated to all accredited members of delegations via the individual email addresses provided in the credentials.
- In committees, only delegates and advisers registered in each committee can take part in a vote, which can be taken by show of hands, record vote or secret ballot, as determined by the Chairperson in accordance with article 65 of the Standing Orders of the Conference.
- Where several persons are authorized to cast a vote (for instance the titular delegate and any of their substitute delegates), the system will record the vote of the first member to cast the vote. The system will alert other persons authorized to vote if a vote has already been cast and, if that is the case, will not allow any other person to vote.

## Use of social media

- All delegates are requested to refrain from posting any information on social media about the Committee proceedings during its work.

## Contacting the Committee secretariat

- The Committee secretariat can be contacted by email at: [COVIDRESPONSE@ilo.org](mailto:COVIDRESPONSE@ilo.org)