



Time management and registration to take the floor during the 340th Session of the Governing Body

► Time management

In accordance with paragraph 19 of the *Special arrangements and rules of procedure applicable to the 340th Session of the Governing Body*, the Officers, after consulting the tripartite Screening Group, have approved the approximate duration for the discussion of each item and corresponding time limits for group and individual statements as indicated in the tables below.

► Time allotment by item on the agenda (in minutes)

Sitting	Item (or group of items)	Time allotment
1	Opening sitting INS/18 (Main report of the Director-General) INS/18/7 (Senior appointments) Director-General address	60
1	PFA/1 – (Strategic Plan for 2022–25)	120
2	PFA/2 – (Programme and Budget preview) (statements to be delivered in two parts: <ul style="list-style-type: none">• general comments; and• policy and enabling outcomes)	120
2	PFA/6 – (Annual evaluation)	60
2	PFA/10 – (ILO Staff Union statement)	10
3	POL/1 – (Climate change)	90
3	POL/2 – (Youth employment)	90
4	POL/6 – (Development cooperation strategy)	90
4	INS/18/6 – (Office response to COVID)	90
5	HL/2 – (COVID and world of Work)	180
6	INS/12 – (Myanmar)	90 (including 10 minutes by Government concerned)
6	INS/11 – (Qatar)	90 (including 10 minutes by Government concerned)
7	INS/10 – (Guatemala)	90 (including 10 minutes by Government concerned)
7	INS/15 – (Chile)	90 (including 10 minutes by Government concerned)
8	INS/14 – (Bangladesh)	90 (including 10 minutes by Government concerned)

Sitting	Item (or group of items)	Time allotment
8	INS/13 - (Venezuela)	90 (including 10 minutes by Government concerned)
9	INS/16 - (CFA report)	60 (30 minutes for the CFA Officers and Government members presentations - 30 minutes for discussion and adoption)
9	INS/17 - (Turin Board)	60
	INS/19 - (Private sitting on art.24 representations)	60
10	INS/9 - (Disability inclusion)	90

► Time limits for taking the floor (in minutes)

Total duration of agenda item discussion	Employer spokesperson	Worker spokesperson	Regional groups	Individual Governments	Approximate time available for floor administration, Office responses and conclusion *
60	7	7	4	2	16
90	10	10	5	3	30
120	15	15	7	4	35
180	20	20	10	5	60

* Based on 5 group interventions and 5 individual interventions on average.

► Registration to take the floor

Governing Body members may register in the list of speakers for any of the above items by sending an email to governingbody@ilo.org with the name of the speaker, and the country or regional group they represent. You may register any time, but not later than one hour before the start of the sitting at which the agenda item is scheduled for discussion. For any request for the floor once the sitting of the Governing Body has started, please raise your hand in Zoom, or send a request to the Governing Body Clerk using the chat, specifying the item to which you want to speak, or indicating if your request is related to a point of order or a request for a right of reply.

In preparing your statement, please observe the applicable time-limit. At normal speaking speed, one minute corresponds to 150 words. Please do not forget to share your statement with interpreterspeeches@ilo.org. This will greatly facilitate the accurate interpretation of your intervention in the other six languages.