



International Labour Conference

109th Session, Geneva, 2021

Date: 14 May 2021

► Special arrangements and rules of procedure for the 109th Session of the International Labour Conference

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Introduction

1. This document describes the special arrangements and rules of procedure proposed for the 109th Session (2021) of the International Labour Conference, taking into consideration the decisions and guidance provided by the Governing Body and its tripartite Screening Group. It has been approved by the Governing Body for transmission to the Conference. The arrangements are specific to the 109th Session of the Conference and exceptional in nature in the light of the unprecedented context in which the 109th Session of the Conference was first deferred from 2020 to 2021 and subsequently decided to be held virtually over an extended period. The special arrangements and rules of procedure shall in no case be interpreted as setting a precedent for the organization of future sessions of the Conference.
2. The 109th Session will open on 20 May 2021 but the substantive work of the Conference will be divided in two parts: the first, or main part of the session will be convened from 3 to 19 June 2021, and the second, or resumed part of the session will meet from 25 November to 11 December 2021. The Conference virtual proceedings will be facilitated by the use of the Zoom video and audio videoconferencing platform.
3. Appendix A specifies the provisions of the Standing Orders of the Conference which should be suspended in order to implement the proposed arrangements throughout the entire session. Appendix B contains a tentative programme of work for the session. The Conference will consider these arrangements for approval at its opening sitting on 20 May 2021.
4. At its 343rd Session (November 2021), the Governing Body may review the special arrangements and rules of procedure in the light of the experience during the main part of the session and recommend any necessary adjustments for the resumed part of the session.

I. Conference credentials

5. Accreditation to the session will follow normal practice through the use of the online system to communicate the composition of tripartite delegations from Member States. The same online accreditation system will be made available for invited intergovernmental organizations and international non-governmental organizations.
6. To enable secure access to join the Conference remotely through a virtual platform, the provision of an email address specific to each participant will be required at the time of submission of the credentials of Member States and observers. The same email address will be used to communicate the personal codes necessary to participate in any electronic vote, use the online system for submitting amendments and access to the ILO Events App that will be used throughout the session to announce the programme, transmit documents and enable participants to communicate with each other during and outside plenary and group meetings.
7. The maximum number of representatives **with an institutional role** will be as follows:
 - Government delegates per Member State: 2 delegates and 2 advisers per delegate for each of the four technical items on the agenda as well as the standing item III (Information and reports on the application of Conventions and Recommendations). This represents a maximum of 22 persons in Government delegations (2 delegates and 20 advisers), plus any Minister wishing to address the plenary;

- Employers' and Workers' delegates per Member State: 1 delegate each, plus 2 advisers for each technical item on the agenda as well as the standing item III, or a maximum of 11 persons for each of the Employers' and Workers' delegations;
 - observer States, Palestine: in the case of tripartite delegations, a maximum of 15 persons, 5 for each group;
 - invited international intergovernmental and non-governmental organizations: 1 representative only for each of the agenda items in respect of which their interest has been recognized, or a maximum of 5 representatives for each of the organizations concerned; and
 - Employers' and Workers' groups' secretariats: according to their needs.
8. Persons **without an institutional role** at the Conference, in particular persons accompanying ministers, persons appointed in accordance with article 2(3)(i) of the Standing Orders (substitute advisers), representatives of a state or province of a federal State accompanying Government delegations, and "other persons attending the Conference", who are usually admitted to the Conference, will not need to be accredited as they will be able to follow the discussions as members of the general public. They should therefore not be included in the credentials of delegations.
 9. Credentials of delegates and advisers shall be submitted for the whole duration of the Conference, including the resumed part of the session, on the understanding that modifications to credentials will remain possible *at any time* as per usual practice.
 10. Due to the very short period of time available for tripartite consultations at national level, the deadline for submission of credentials will be reduced to one week before the opening sitting of 20 May 2021 and set at **Friday, 14 May 2021**.

II. Conference attendance

II.1. Physical attendance

11. Subject to the travel, health and safety situation in force in Geneva during the session, the Officers of the Conference and of all committees and working parties set up by the Conference will have access to the Conference venue (i.e. ILO headquarters building) for the purpose of chairing plenary sittings and steering the work of the Conference, committees and working parties.
12. The Employers' and Workers' groups' secretariats and Government group's Regional Coordinators will also have access to the Conference venue for the purpose of facilitating group meetings.
13. For the purpose of facilitating the effective functioning of the plenary and committees in the extraordinary circumstances of a virtual Conference, and despite the fact that no national delegation as such will be allowed to travel to Geneva, it would be advisable for all officers to be physically present in the ILO premises in Geneva. As the reason for being invited to Geneva would be exclusively to discharge their duties as officers of the respective committees, their travel and subsistence expenses shall exceptionally be covered by the Office. The dates of their travel and duration of their stay shall depend on the scheduled programme of work of the respective committees. To facilitate timely travel arrangements, it would be necessary that officers of all committees are appointed at the opening sitting of the Conference, as indicated in paragraph 34 below.

II.2. Remote attendance

14. Remote attendance will follow different modes for plenary, group and committee meetings.

II.2.a. Conference plenary

15. All plenary sittings will be open to all accredited delegates, advisers and observers through an open platform. To facilitate the administration of speaking rights, only ministers, delegates and observers registered to take the floor at any given sitting of the plenary will receive individual Zoom invitations, valid only for the plenary sitting in which they are scheduled to speak. Other participants will only be able to open their microphone upon permission. Plenary proceedings will also be livestreamed for media and the public.

II.2.b. Committees, working parties and drafting groups

16. Participation with speaking and other rights is limited to the members of these bodies and invited observers.
17. Due to Zoom capacity limitations and taking into account participation patterns in committees in recent sessions of the Conference, the maximum number of committee or working party participants with speaking and other rights is set at 1,000 participants as follows:
 - Employers' and Workers' delegates and advisers in committees, including group secretariats, up to a maximum of 200 persons per group ;
 - with respect to Government members in committees, their numbers will be limited to 4 per national delegation;
 - observer States, Palestine, and invited intergovernmental organizations, 1 representative each; and
 - invited international non-governmental organizations, 1 representative per organization requesting the floor, according to the decisions that the Chairperson, in agreement with the Vice-Chairpersons, of each committee or working party may take regarding their interventions.
18. Once the limit of 1,000 participants has been reached, accredited persons wishing to follow the proceedings will be provided upon request access to a separate virtual platform allowing them to follow the debates, but with no possibility of addressing the meeting or interacting with other participants. As the proceedings of committees are open to the public, the media and interested members of the public may also be provided, upon request, with access to this separate virtual platform.
19. Participation in drafting groups will be limited to the members designated by the respective group and appointed by the relevant committee or working party. The members of the drafting groups will receive individual invitations. In accordance with established practice, drafting groups will be composed of 8 representatives from each of the 3 constituent groups. The drafting group of the Committee on the COVID-19 response outcome document will be composed of 8 employer members, 8 Worker members and 16 government members. A reasonable number of observers, to be determined prior to the Conference, may follow the proceedings of the drafting groups.

II.2.c. Group meetings

20. Group meetings are private, and therefore, only accessible remotely to those participants authorized by each group. Authorized participants will be able to take the floor and listen to other participants in the traditional working languages of each group, and to interact through the “chat” function.
21. General group meetings will be limited to 1,000 participants for the employers and workers, and 500 for government regional groups, and committee-specific group meetings. Special arrangements will be put in place to ensure secure participation in meetings of the entire Government group, due to the group’s larger size.
22. Unless any group considers it necessary to establish particular restrictions, all persons accredited to the Conference by the groups will be granted access to participate remotely in their respective meetings.

III. Registration in committees and working parties

23. Due to the virtual format of the session, and Zoom capacity limitations, it will be necessary for accredited delegates and advisers to register in committees individually and by name.
24. Registration of Government, Employers’ and Workers’ delegates and advisers in committees and working parties will be undertaken by each group as per usual practice.
25. Registration in committees scheduled to meet during the main part of the session should be undertaken as early as possible to enable the secretariat to send the Zoom invitations for any early meeting of groups or preparatory committee meetings before the formal commencement of committee proceedings.
26. Registration in the working parties to be established for the remaining technical items (inequalities and the world of work and skills and lifelong learning) and scheduled to meet during the resumed part of the session will follow a similar approach, but does not need be completed until the resumed part of the Conference.

IV. Security and connectivity

27. Individual PIN codes for votes, online submission of amendments and access links to committee and group meetings will be communicated separately to each participant according to their participation rights and will be valid for the entire duration of the session. It shall be the responsibility of each registered participant to keep their PIN and access codes confidential and to abstain from sharing them with any other person, even within the same delegation.
28. Countries subject to restrictions with respect to their access to the Zoom platform will be contacted separately by the Office to identify any suitable solutions.
29. Member States are responsible for providing all delegates and advisers in their tripartite delegations with secure and independent remote access to group, plenary and committee meetings. Employers’ and Workers’ delegates and advisers to the Conference who face serious connectivity or equipment difficulties, or who for reasons of independence prefer not to use the facilities that Governments may put at their disposal, should contact the relevant ILO country office, or the ACT/EMP and ACTRAV specialists in the field. The Office will explore whether and how its external offices network, together with the facilities of other UN organizations and government facilities could be used to

ensure reliable and independent connection to group, committee and plenary proceedings.

V. General programme of work

30. The standard maximum working hours for live discussions in plenary, committees, working parties and drafting groups is three, from 1 p.m. to 4 p.m. CET, excluding Sundays.
31. Group meetings with interpretation can be organized upon request outside these core hours as well as during the period between the Conference opening sitting on 20 May and the start of its plenary debates on 3 June, including during weekends, if necessary.
32. Group meetings and sittings of the plenary, committees and drafting groups will be announced through the Conference website and ILO Events App.

V.1. Plenary sittings

V.1.a. Conference opening

33. To enable the Conference to be duly constituted and in order to allow for some preparatory group and Conference activities to commence before 3 June, a formal opening sitting of the Conference has been scheduled on Thursday, 20 May. This sitting would be limited to the actions required to constitute the Conference and set it in motion, such as the election of the Conference Officers, the adoption of the special procedures recommended by the Governing Body for the conduct of the Conference by virtual means, and the appointment of Conference committees and working parties.
34. To the extent possible, the officers of committees and working parties should be appointed by the Conference plenary during the opening sitting, rather than by each committee, on the basis of nominations by the three constituent groups. This prompt appointment of committee officers will facilitate early preparations of each committee's work and contribute to reducing the opening formalities of each committee.

V.1.b. Start of plenary debates

35. The plenary debates will start on Monday, 7 June, and include the opening remarks of the Director-General and the spokespersons of the groups and the presentation of the report of the Chairperson of the Governing Body, followed by delegates' interventions on the Reports of the Director-General and the Chairperson of the Governing Body. Practical information relating to speaking in plenary will be posted on the Conference website.

V.1.c. Discussion of the Reports of the Director-General and the Chairperson of the Governing Body

36. At the 109th Session of the Conference, the Reports of the Director-General will consist of a report on the theme of the ILO response to the COVID-19 pandemic, the programme implementation report for the 2018–19 financial period, and the 2020 and 2021 reports on the situation of workers of the occupied Arab territories. The report of the Chairperson of the Governing Body will cover the periods 2019–20 and 2020–21.
37. In line with the measures introduced at the Centenary Session of the Conference, and in view of the reduced number of core hours available in a virtual format, statements by Government representatives on the discussion of the Reports of the Director-General

and of the Chairperson of the Governing Body will be limited to one per Member State. A second statement will remain possible if delivered on behalf of a regional group of States or by a Head of State or Government.

38. Moreover, considering that it shall not be possible to accommodate the 300 five-minute speeches that on average are delivered at a regular session of the Conference, the time limit for speeches will be reduced from five to **four minutes** as an exceptional measure required by the virtual format of the Conference.
39. It will be possible to deliver statements live, or to send them recorded, as was the case during the virtual Global Summit in 2020. To ensure that all statements are interpreted in the seven working languages and that they are included in the verbatim records of the Conference, live or recorded messages will have to be delivered or broadcast during the scheduled three core hours of each plenary sitting. The dates for the plenary during the main part of the session appear on the tentative programme of work in Appendix B.

V.1.d. World of Work Summit

40. The World of Work Summit normally consists of a high-level section to receive the visits of Heads of State or Government, senior leaders of employers' and workers' organizations, or other high-level public figures, and a panel debate around a social policy theme. It is proposed to organize the Summit on the Thursday and/or Friday of the third week as of the opening of the Conference on 20 May 2021 and to combine it with the adoption of the outcome document on the ILO response to the COVID-19 crisis.

V.1.e. Adoption of committee reports

41. According to the Conference format approved by the Governing Body, during the main part of the Session, the Conference will be invited to consider and adopt the outcome of the following committees:
 - reports of the Finance Committee on the Programme and Budget proposals for 2022–23, and a number of administrative and financial matters;
 - report(s) of the Selection Committee on proposed abrogations and withdrawals of international labour instruments, the proposed resolution on the 1986 constitutional amendment and the proposed consolidated text of the amended Standing Orders of the International Labour Conference;
 - report of a committee on work pertaining to the finalization of an outcome document on the COVID-19 response;
 - report of the Credentials Committee on its work during the main part of the session;
 - report containing the conclusions of the Recurrent Discussion Committee; and
 - report of the Committee on the Application of Standards.
42. The adoption of the report of the Recurrent Discussion Committee and the report of the Committee on the Application of Standards will be scheduled on the last day of the main part of the Session, i.e. **Saturday, 19 June**. Ninety minutes are allocated for each adoption. The following time limits for interventions should be strictly observed to ensure that the adoption can be completed within the limited time available:
 - Committee Chairperson and Reporter: up to 15 minutes combined, or seven minutes and 30 seconds each;

- Employer and Worker Vice-Chairpersons of each committee: ten minutes each;
- regional group statements: five minutes; and
- individual delegates' statements: two minutes.

43. The same duration and time limits are foreseen for the adoption of the outcome document on the COVID-19 response, scheduled during the World of Work Summit.

44. In order to give more visibility to the adoption of the reports of the Finance, Selection and Credentials committees, these will be scheduled also during a day of the World of Work Summit, with very short presentations of 10–15 minutes each by the committee chairperson, followed by their adoption, including through a record vote where required (i.e. for the Programme and Budget and the abrogation and withdrawal of international labour instruments). The time limit for interventions from the floor during the adoption should be limited to five minutes for group interventions and two minutes for individual delegates' interventions.

V.1.f. Adoption of the reports of the working parties at the resumed part of the Session and Conference closure

45. There will be only one plenary sitting during the resumed part of the session to receive reports of the working parties on inequalities and the world of work and skills and lifelong learning. Consideration of the outcome of those two working parties will be subject to the same time allocation and time limits as those described in paragraph 42 above.

46. On the same day, the Conference will receive the report of the Credentials Committee pertaining to its work during the resumed part of the session and proceed to a closing ceremony expected to last less than one hour with the speeches of the Officers of the Conference and the Director-General.

V.2. Side events

47. The only side event during the main part of the Session will be the celebration of the World Day against Child Labour, on **Thursday, 10 June 2021**, in lieu of part of that day's plenary sitting. The celebration will be organized jointly with UNICEF, under the aegis of Alliance 8.7, to mark the ratification of Convention No. 182 by all ILO Member States, release new global estimates and trends on child labour and showcase "2021 Action Pledges" and stories of progress in implementing them.

48. No side event is foreseen during the resumed part of the session.

49. The Office has very limited capacity to support bilateral meetings or meetings of non-ILO official groups in a virtual setting. Such meetings should be facilitated and organized by the entity convening it, except where there is no scheduling conflict with the official programme of meetings of the Conference and its groups, and subject to Office capacity.

V.3. Conference committees and working parties

V.3.a. Finance Committee of Government representatives

50. To avoid overlap with the work of other committees and the plenary, the Finance Committee, consisting of 1 Government delegate from each Member State accredited to the Conference and also attended by a tripartite delegation of the Governing Body, will be convened on **Monday, 31 May** and, if necessary, **Tuesday, 1 June** to consider:

- the Programme and Budget proposals for 2022–23;
 - the scale of assessed contributions for 2022;
 - the adoption of the audited consolidated financial statements for the years ended 31 December 2019 and 31 December 2020;
 - any request to permit a Member in arrears to recover the right to vote in accordance with article 13(4) of the Constitution;
 - the appointment of four new judges and the renewal of appointment of two serving judges of the ILO Administrative Tribunal;
 - proposed amendments to the Statute of the ILO Administrative Tribunal;
 - appointments to the Staff Pension Committee; and
 - any other matter referred to it by the Conference.
- 51.** As every year, consideration of the audited consolidated financial statements by the Conference should be preceded by a meeting of the PFA section of the Governing Body on **Friday, 21 May** (approximately a week after the audited financial statements have been made available in English, French and Spanish).
- 52.** The Finance Committee will need to reconvene briefly on **Friday, 4 June** to approve the US dollar/Swiss franc budgetary exchange rate for the 2022–23 programme and budget following the execution by the Office of US dollar forward purchase transactions.
- 53.** As indicated in paragraph 44 above, the reports of the Finance Committee will be presented in plenary on **Thursday, 17 June**, with any required record vote taking place the following day, **Friday, 18 June 2021**.
- 54.** Should the Finance Committee recommend to the Conference that a Member State in arrears recovers its voting right, the required record vote will, to the extent possible, be scheduled before any other statutory vote at the Conference, including Governing Body elections in the three electoral colleges.

V.3.b. Selection Committee

- 55.** To avoid overlap with the work of other committees, the Selection Committee will be convened on **Wednesday, 2 June** to consider:
- the consolidated text of the amended Standing Orders of the International Labour Conference;
 - the draft resolution on the principle of equality among ILO Member States and fair representation of all regions in the ILO's tripartite governance; and
 - the proposed abrogations and withdrawals of international labour instruments placed under item VII of the Conference agenda.
- 56.** Should additional sittings prove necessary, they would be scheduled to the extent possible avoiding overlap with the work of the other committees and the plenary.
- 57.** As in the case of the Finance Committee, the report(s) of the Selection Committee will be presented in plenary for adoption on Thursday, 17 June, with required record votes (i.e. for proposed abrogations and withdrawals of international labour instruments) taking place the following day, Friday, 18 June 2021.

V.3.c. Credentials Committee

58. In view of the virtual format of the session, the following adjustments will be required:
- the brief report on credentials presented by the Chairperson of the Governing Body will be replaced by up-to-date information on the Conference website, including the quorum required at any point in time for the validity of votes at the Conference that this year would be based on the number of accredited delegates;
 - the working hours of the Committee will be determined by it on the basis of its programme of work and working methods and the time zones in which its members work;
 - a Provisional List of Delegations will be published on 20 May but it will not trigger time limits for objections. As regards complaints, due to the fully virtual format of the Conference, it is understood that there will be no scope for complaints regarding non-payment of travel and subsistence expenses of delegates and advisers;
 - the starting point for the submission of objections will be the publication of a Revised Provisional List on **Thursday, 3 June 2021**;
 - a further Revised Provisional List of Delegations will be published in the course of the main part of the session, on **Thursday 10 June 2021**, and another one at the start of the resumed part of the Session on **Thursday 25 November 2021**. These two further revised lists will each trigger the right to submit objections as per the Conference Standing Orders; and
 - the Final List of Delegations will be published on the closing day of the Conference for inclusion in the Records of Proceedings of the Session.

V.3.d. Committee on the Application of Standards (CAN)

59. To ensure the effective functioning of the CAN at the 109th Session of the Conference, the arrangements will be developed based on the outcome of the informal tripartite consultations on its working methods. The outcome of these informal tripartite consultations and the subsequent adjustments made to the working methods of the CAN will be reflected in document CAN/D.1 entitled “Work of the Committee” to be adopted by the CAN itself at its first sitting.

V.3.e. Recurrent Discussion Committee

60. The work of the Recurrent Discussion Committee (and of the working parties during the resumed part of the session) will be organized according to the traditional format of a general debate, followed by a drafting group responsible for preparing draft conclusions, and consideration of those draft conclusions by the full committee following the consideration of any amendments. The distribution of the 14 three-hour sittings available to the committee during a two-and-a-half-week session could be as follows (see also Appendix B):
- the general debate in committees over three consecutive days (or nine working hours), with differentiated time limits for the spokespersons of the groups, regional groups, individual Governments and, time permitting, observers – either a combined time for all observers’ statements, or a time limit for each observer’s statement;
 - drafting group on conclusions, composed of 8 Government, 8 Employer and 8 Worker members, to meet over five consecutive three-hour sittings (or a total of 15 hours);

- submission of amendments to draft conclusions on the second Saturday using the online system introduced in 2019; and
- discussion of draft conclusions and amendments in full committee over a period of five consecutive three-hour sittings each (or a total of 15 hours).

V.3.f. Consideration of the COVID-19 response outcome document

61. In the week of 17 May 2021, the Office will publish a draft COVID-19 response outcome document for consideration by the Conference. The draft document benefited from consultations with an informal tripartite group formed in mid-April 2021 to iteratively identify consensus on the language of the draft.
62. At its opening sitting, the Conference will establish a Committee tasked, if necessary, with the final negotiation of the published draft submitted to the Conference. The published draft will be subject to amendments, using the online system available to committees, to be submitted on Tuesday, 1 June 2021 at the latest.
63. Depending on the nature and number of amendments received, the Officers of the Committee will decide whether it is necessary to convene the above Committee and the number of sittings it may require to complete its work, starting on **Thursday, 3 June 2021**. If the Committee is convened, all amendments received will be processed and distributed in the three working languages on 2 June. The Committee may establish a subcommittee to conduct the text negotiations and report back to the full Committee prior to its presentation to the Conference plenary for adoption.
64. The final text agreed by the Committee will be submitted for adoption by the plenary during the World of Work Summit on **Thursday, 17 June** or **Friday, 18 June 2021**.

V.3.g. Working parties to consider agenda items IV and VI

65. The two general discussions on inequalities and the world of work and skills and lifelong learning will take place in working parties during the resumed part of the session, following the same work plan as described in section V.3(e) above for the Recurrent Discussion Committee.
66. The two working parties will be composed of the delegates and advisers appointed to them by the Employers' and Workers' groups, and Government members as decided by the Government group. The working parties will be governed by section H of the Standing Orders.

V.4. Governing Body elections

67. The elections to the Governing Body for the term of office June 2021 to June 2024 will take place in the three electoral colleges at any time between the opening sitting of the Conference on 20 May and the day before last of the main part of the Session, i.e. Friday, 18 June. The results should be announced at the latest on the last day of the main part of the Session, i.e. Saturday, 19 June, so that the new Governing Body members are invited with sufficient notice to the 342nd Session of the Governing Body to be held on **Friday, 25 June 2021**.

VI. Conduct of debates

VI.1. Early identification of experienced officers

68. The early identification of experienced Government, Employer and Worker officers for the Conference plenary, committees and working parties will become even more important in a virtual setting. In the case of Government officers, to the extent possible, preference should be given to the appointment of persons resident in Geneva.

VI.2. Time management and administration of the right to speak

69. In view of the limited number of plenary sittings, and the need to make the best use of the time available, the following principles will apply:
- To the extent possible, the position of Governments at each committee or working party should be expressed through group statements made by the group spokesperson.
 - Individual statements should, to the extent possible, be limited to situations where they differ from the group to which the member belongs or where they add a perspective not covered by the group statement.
 - Time limits for group and individual statements, as determined by each committee or working party, especially for the general debate, or those applicable to the discussion in plenary of the Reports of the Director-General and the Chairperson of the Governing Body, or during the adoption of committee conclusions, will be strictly enforced through the use of time monitoring devices similar to those already in use for the CAN or the Governing Body.
 - In the Recurrent Discussion Committee and the two general discussion working parties, requests for the floor for the general debate part of the discussion should be made 24 hours before the first sitting of the general debate to allow for better planning and organization of the interventions, including the establishment and display of the list of speakers for the three sittings of the general debate. It will also facilitate the determination of the possible time available for interventions from observers.
 - Requests for the floor from remote participants during the sittings for procedural matters should be made using the chat function in the virtual platform with an indication of the procedural matter in question (for instance, point of order, motion as to procedure, request for right of reply).
70. Opening formalities in committees and working parties will be limited to the strict minimum. Procedural and technical explanations will be made available on the Conference website, including tutorials, and all participants will be urged to become familiar with them before the start of the proceedings.
71. Suspension of sittings for negotiations should be avoided. These should take place outside the core hours reserved for plenary sittings, except those inevitably required for consensus-building efforts.

VI.3. Duties of the chairing officers

72. The Officers of the Conference, or their designated representatives, shall be responsible for the proper conduct of the business of the Conference, including arranging the programme of the Conference and setting the times and the agenda for the plenary sittings and other routine matters.
73. In conducting the debates, the Conference President and the Chairpersons of the committees, or the persons designated by them to chair any plenary or committee sitting, will have discretion, in consultation with their fellow officers as appropriate, to accord or withdraw the right to address the sitting and to administer any motion as to procedure or requests for the right to reply, which they may postpone to another sitting in the interest of efficient time management.

VI.4. Decision-making and working methods

VI.4.a. In plenary

74. Decisions on items on the agenda that need to be taken through a record vote of delegates accredited to the Conference (adoption of the Programme and Budget for 2022–23, abrogation and withdrawal of international labour instruments and recovery of the right to vote by Members in arrears) will be made using the electronic voting system already in use at the Conference and which was also used at the 341st Session (March 2021) of the Governing Body. The system will however be enhanced before the Conference to facilitate its use from any personal computer, laptop or mobile device. The same system will be used for Governing Body elections by secret ballot.
75. The adoption of other decisions by the plenary is normally made by consensus. Should consensus not be possible in respect of any such decisions, the decision will be made by the method of voting determined in accordance with the Standing Orders, using the same electronic voting system. In case of a vote by show of hands, in order to replicate as far as possible the conditions of an in-person meeting, the chairing officer will announce, in addition to the global results, the results of the show of hands in each of the three constituents groups.

VI.4.b. In committees and working parties

76. In view of the limitations imposed by remote participation, decision-making in committees and working parties should to the extent possible be based on consensus building. Where objection by a Committee or working party member does not permit the chairing officer to determine the existence of an agreement that is generally accepted, the chairing officer, in consultation with the vice-chairpersons, may ultimately put the motion, amendment or resolution to a vote by electronic means, with the same adjustments referred to in the preceding paragraph for votes by show of hands.

Appendix A

Proposed suspension of various provisions of the Standing Orders of the International Labour Conference

1. The proposed special arrangements and procedures for the 109th Session of the Conference require certain adaptations to the Standing Orders of the Conference. Some of them have been introduced at previous sessions of the Conference and renewed at every session since then, while others are new as they result from the exceptional virtual format of this session.
2. In accordance with article 76 of the Standing Orders and related practice, such adaptations are approved by the Conference at its opening sitting in the form of full or partial suspensions of specific provisions of the Standing Orders and, where necessary, the adoption of temporary provisions replacing the suspended provisions for the duration of the session.
3. The suspension of the following provisions of the Standing Orders and the adoption of temporary provisions are proposed for the entire duration of the 109th Session of the International Labour Conference, without prejudice to any adjustments that the Governing Body may recommend at its 343rd Session (November 2021) (paragraph numbers in the headings refer to the relevant paragraphs of the document).

Conference credentials – Composition of delegations (paragraphs 8 and 10)

- Suspension of **article 2(3)(d)**, to exclude the accreditation of representatives of a state or province of a federal State accompanying Government delegations. Where necessary, such representatives will have to be included among the regular advisers.
- Suspension of **article 2(3)(g)**, to exclude the accreditation of secretaries or interpreters of delegations.
- Suspension of **article 2(3)(i)**, to exclude the accreditation of persons to occupy advisers' posts which may fall vacant in Members' delegations.
- Suspension of **article 26(1)** and adoption of the following temporary provision (modification indicated in bold):

The credentials of delegates and their advisers and of all other accredited members of the delegation of a Member State shall be deposited with the International Labour Office **on or before 14 May 2021 to be included in the first list of delegations. Any modifications to those credentials shall be communicated to the Secretariat of the Conference as early as possible.**

Conference opening – Appointment of Officers of committees (paragraph 34)

- Suspension of **article 57(1) and (2)** to permit the Conference to appoint the Officers of the various committees itself at its opening sitting so that they can take up their functions immediately.

Discussion of the Reports of the Director-General and Chairperson of the Governing Body (paragraphs 37–38)

- Suspension of **article 12(3)** insofar as it permits a visiting minister to speak in addition to the Government delegate, and adoption of the following temporary provision (modification indicated in bold):

One delegate **or attending minister** representing the Government, one delegate representing the Employers and one delegate representing the Workers may participate in the discussion in respect of each Member State. **A visiting Head of State or Government may speak in addition to the Government delegate or minister.** No speaker may speak in the discussion more than once.
- Suspension of **article 14(6)** insofar as it limits the duration of speeches concerning the reports of the Director-General and Chairperson of the Governing Body to five minutes and adoption of a temporary **provision limiting the duration of those speeches to four minutes.**

World of Work Summit (paragraph 40)

- Suspension of **article 2(3)** and **article 14** to the extent necessary to permit specially invited eminent persons not belonging to one of the categories of Conference participants listed in the Standing Orders to attend and address the Conference.
- Suspension of **article 12(3)** insofar as it limits the number delegates permitted to speak in respect of each Member State and the number of statements allowed.
- Suspension of **article 14(2)** insofar as it prescribes the order in which the floor is to be given to speakers.
- Suspension of **article 14(6)** insofar as it limits the duration of speeches.

Credentials Committee (paragraph 58)

- Suspension of **article 20(1)(2), first sentence**, under which the quorum shall be provisionally fixed after the presentation of the brief report of the Chairperson of the Governing Body referred to in article 26(2).
- Suspension of **article 26(2)**, which provides for the brief report of the Chairperson of the Governing Body.
- Suspension of **article 26 bis(1)(a)** with respect to the time limits for filing objections to credentials with the Credentials Committee, and adoption of the following temporary provision (modification indicated in bold):
 1. An objection in pursuance of article 5, paragraph 2(a), shall not be receivable in the following cases:
 - (a) if the objection is not lodged with the Secretary-General **before 10 a.m. (Geneva time) on 5 June 2021**, on the basis of the presence of a person's name or functions on, or its absence from, the **revised** official list of delegations **which will be published on 3 June 2021**. If the objection is based on a **further** revised list, the time limit shall be **24** hours from 10 a.m. of the day of its publication;

Governing Body elections (paragraph 67)

- Suspension of **article 48, last sentence**, according to which the period of office of the Governing Body shall commence at the close of the session of the Conference in

the course of which elections were held, in order to permit the period of office of the newly elected members of the Governing Body to commence at the 342nd Session (June 2021) of the Governing Body.

Duties of the Officers of the Conference (paragraph 72)

- Suspension of **article 4(2)** on the duties of the Selection Committee, on the understanding that the Conference has the authority to refer to the Selection Committee any questions not assigned to another committee, and adoption of the following new ¹ temporary provision:

The Officers of the Conference, or their designated representatives, shall be responsible for the proper conduct of the business of the Conference, including arranging the programme of the Conference and setting the times and the agenda for the plenary sittings and other routine matters.

Decision-making in the Conference and its committees (paragraphs 75–76)

- Suspension of **article 19(16)**, second sentence, concerning the vote by show of hands.

Records of the Conference

- Suspension of **article 23(1)** to the extent necessary to permit the publication of the Provisional Records of all the sittings of the plenary after the Conference.
- Suspension of **article 23(3)** with respect to the deadline for receiving proposed corrections to the Provisional Records, so as to allow all records to be reviewed together within the same time period following the Conference.

¹ The same provision is contained in article 4(3) of the draft consolidated text of the Standing Orders approved by the Governing Body at its 341st Session (March 2021) under the comprehensive review of the Standing Orders and transmitted to the Conference for adoption ([GB.341/LILS/1](#)).

Appendix B – Tentative programme of work

► **First part: 28 May-19 June (opening sitting on 20 May)**

	May										June														
	Thu 20	Fri 21	...	Fri 28	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	...	Fri 25	
Plenary	Opening formalities										Presentation of DG & GB Chairperson reports	DG & GB Chairperson reports	DG & GB Chairperson reports	DG & GB Chairperson reports + World Day Against Child Labour	DG & GB Chairperson reports	DG & GB Chairperson reports	DG & GB Chairperson reports	DG & GB Chairperson reports	DG & GB Chairperson reports	DG & GB Chairperson reports	Adoption of CF and CP reports + WoW Summit	WoW Summit + Adopt. COVID response and CVP report + vote on P&B and abrogations	Adoption reports of CAN and CDR		
Governing Body elections	When determined by each college										When determined by each college					When determined by each college									
Finance Committee (CF)					X	X				X															
Selection Committee (CP)							X																		
COVID Response Committee (CRC)					Amendments			As required																	
Committee on the Application of Standards (CAN)				90 min opening sitting				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Recurrent Discussion Committee: Social Security (CDR)								General debate			Drafting group					Amendments	Discussion of conclusions								
Credentials Committee (CVP)		As required			As required					As required					As required										
Governing Body (GB)		341bis (PFA)																							342

► **Second part: 25 November-11 December**

	November							December								
	Thu 25	Fri 26	Sat 27	Mon 29	Tue 30	Wed 1	Thu 2	Fri 3	Sat 4	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	
Plenary															Adoption reports of CVP WP/I and WP/S + closing ceremony	
General Discussion Working Party: Inequalities and the world of work (WP/I)				General debate		Drafting group			Amendments	Discussion of conclusions						
General Discussion Working Party: Skills and lifelong learning (WP/S)				General debate		Drafting group			Amendments	Discussion of conclusions						
Credentials Committee (CVP)				As required			As required			As required						