



Time management and registration to take the floor during the 344th Session of the Governing Body

► Time management

In accordance with paragraph 20 of the *Special arrangements and rules of procedure for hybrid sessions of the Governing Body of the ILO*,¹ the following are the proposed approximate duration for the discussion of each item and corresponding time limits for group and individual statements as indicated in the tables below. These measures have been consulted with the tripartite Screening Group and are subject to confirmation by the Officers of the Governing Body.

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

Sitting	Item (or group of items)	Time allotment
1	Private sitting – hearing of candidates	
2	Public opening sitting	30
2	PFA/1 – (Implementation report)	120
2	PFA/3 – (Working Capital Fund 2020–21 surplus)	60
2	PFA/10 – (ILO Staff Union Statement)	15
3	PFA/5 – (Innovation and Knowledge Strategy)	90
3	INS/8 – (Follow-up ILC discussion on inequalities)	90
3	INS/16/1 – (Report MoE Labour Inspection)	60
4	INS/6 – (OSH as a FPRW)	120
4	INS/3/1 – (ILC agenda)	120
5	INS/5 – (Strengthening supervisory system)	120
5	LILS/3 – (Evaluation SRM TWG)	60
5	LILS/4 – (CEACR)	60
6	INS/4 – (Annual reports under 1998 Declaration)	90
6	POL/1 – (Social protection migrant workers)	90
6	POL/3 – (V Global Conference Child Labour)	60
7	INS/12 – (Myanmar)	60
7	INS/13 – (Bangladesh)	90 (Incl. 10 min. Government concerned)
7	INS/14 – (Venezuela)	90 (Incl. 10 min. Government concerned)

¹ GB.344/INS/2, Appendix A, subject to approval by correspondence.

Sitting	Item (or group of items)	Time allotment
8	INS/10 – (ILO Action Plan on Gender Equality)	60
8	INS/9 – (Report TWGD)	60
8	INS/19 – (Ukraine)	120
9	INS/15 – (CFA reports)	60 (30minutes for the CFA Officers presentations – 30 minutes for discussion and adoption)
9	INS/3/2 – (Arrangements for the 110th ILC)	75
9	INS/7 – (Report Global Forum)	75
9	Private sitting (Art. 24 cases)	30
10	Adoption of: - INS/16/2 (Documents for information) - PFA/6 (Scale of assessments for 2023) - PFA/12/2 (Composition of the ILOAT)	As required
10	Resumed discussions	As required
11	Private sitting – (Election and appointment of the Director-General)	
12	Resumed discussions	As required

► 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
75	8	8	5	2	24
90	10	10	5	3	30
120	15	15	7	4	35

* 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 (see [Programme and tentative order of business](#)). 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 function, 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.