



FIRST ITEM ON THE AGENDA

**Revision of the Rules for
Regional Meetings**

1. Article 38 of the ILO Constitution provides that:
 1. The International Labour Organisation may convene such regional conferences and establish such regional agencies as may be desirable to promote the aims and purposes of the Organisation.
 2. The powers, functions and procedure of regional conferences shall be governed by rules drawn up by the Governing Body and submitted to the General Conference for confirmation.
2. This provision was included in the Constitution in 1946 to reflect and reinforce the practice of the Organization regarding regional activities. A number of regional conferences were held prior to 1946, but operated either without standing orders or on the basis of rules adopted by each Conference. Only in 1948 did the International Labour Conference adopt a set of *Rules concerning the Powers, Functions and Procedure of Regional Conferences convened by the International Labour Organization* which, subject to various adjustments, remained operational until 1996, when the Governing Body decided, as part of the programme and budget adjustments for 1996-97, to replace regional conferences by shorter Regional Meetings with a single agenda item.¹ The new Regional Meetings were to be considered as regional conferences for the purposes of article 38 of the Constitution. At its 83rd Session (June 1996), the International Labour Conference conferred on the Governing Body the authority to adopt a new set of simplified rules and to apply them on an experimental basis before submitting them to the International Labour Conference for confirmation at a later stage. The Governing Body adopted the Rules at its 267th Session (November 1996).²

¹ GB.265/8/1 and GB.265/LILS/3.

² GB.267/9/1 and GB.267/LILS/1.

3. The Rules for Regional Meetings have been applied on an experimental basis to a complete cycle of four Regional Meetings³ and the Officers of the Governing Body considered that the time is now ripe to submit them to the next session of the Conference for confirmation, while at the same time introducing some adjustments resulting from experience. These adjustments concern the consolidation of the Rules, the functioning of Regional Meetings, and some aspects of their composition.

Consolidation of the Rules

4. The introduction in 1996 of the Rules for Regional Meetings on an experimental basis meant that the Rules for Regional Conferences were not formally abrogated and that this could only happen when the Conference confirmed the new Rules. The Rules for Regional Meetings were drafted so as to be as simple as possible bearing in mind that any possible lacuna could be completed by reference to the more detailed Rules for Regional Conferences; article 12 of the Rules for Regional Meetings makes explicit reference to the former Rules: “Any matter not expressly covered by these Rules shall be dealt *mutatis mutandis* by reference to the relevant provisions of the Rules concerning the Powers, Functions and Procedure of Regional Conferences convened by the International Labour Organization.” As a consequence, the Rules for Regional Meetings are not at present contained in any single set of Standing Orders.
5. For the Rules for Regional Meetings to be as self-contained and comprehensible as possible, while at the same time maintaining their relative simplicity, it would seem to be necessary at the very least to cover matters indispensable for the proper conduct of business which are not expressly covered by the present *interim* Rules, such as the secretariat of the meetings, the procedures for motions, resolutions, amendments and a reference to the autonomy of the groups. Since such matters are already covered by articles 7, 12 and 23 of the Rules for Regional Conferences, the simplest solution would be to reproduce those provisions *mutatis mutandis* in the revised Rules for Regional Meetings (see proposed articles 7, 11 and 14 in Appendix I) and to delete the cross-reference provision to the former Rules for Regional Conferences. For the sake of simplicity, it has not been considered necessary to reproduce in the revised Rules for Regional Meetings other provisions on matters where a constant and clear practice exists (such as those in the Rules for Regional Conferences relating to the internal functioning of the groups).

Functioning of Regional Meetings

6. Since the regional conferences were replaced in 1996 by Regional Meetings, some adjustments have been introduced in practice, such as the extension by one day of the initial duration of the meetings,⁴ or the way in which the discussions are conducted, which at recent meetings has consisted in the organization of the discussion around the various topics covered by the report for the meeting, rather than following the plenary discussion approach initially foreseen. It has also been constant practice for Regional Meetings to set up a working party to elaborate the draft conclusions of the meeting.

³ Twelfth Asian Regional Meeting (Bangkok, December 1997), Fourteenth American Regional Meeting (Lima, August 1999), Ninth African Regional Meeting (Abidjan, December 1999) and Sixth European Regional Meeting (Geneva, December 2000).

⁴ GB.274/9/1 and GB.274/PFA/10/3(Rev.1).

7. Some of the adjustments do not necessarily require amendments of the Rules, but a simple revision of the Introductory Note which accompanies the Rules and which it would no doubt be useful to maintain (a draft revised Introductory Note appears in Appendix II). However, some of the adjustments have already been made as de facto derogations from the Rules, such as those governing the conditions for the exercise of the right to take the floor (in principle one statement by each authorized speaker, not exceeding five minutes). In view of the different patterns that might be followed by each meeting in organizing its discussions, it might be useful to introduce more flexibility in the relevant provisions of the Rules by leaving it to the Officers to determine the time limit for speeches. The draft revised Rules (articles 6.5 and 10.6) and the Introductory Note have been adjusted accordingly. It is also suggested that the consistent practice of establishing a working party to draft conclusions be reflected in the revised Rules, without binding the Regional Meetings to follow this approach in all cases (see proposed addition to article 8 of the draft revised Rules).
8. The need for certain adjustments has also been voiced during the last cycle of Regional Meetings, such as the election of the Chairperson. Regional conferences were held each time in a different country and the person elected as Chairperson was traditionally nominated by the Government of the host country. With the introduction of the Regional Meetings, it was agreed that they should be held at the place where the relevant ILO regional office was located so as to minimize costs. Each Regional Meeting is thus in principle to be held in the same country each time and there would seem to be good reason to have the chairmanship rotate among the Members and groups of each region, as is the case with the General Conference or the Governing Body. Although there seems to be no need to codify this rotation in the Rules, it would perhaps be useful to inscribe the principle in the Introductory Note. A statement to this effect appears in section 5 (Officers) of the draft revised Introductory Note in Appendix II.
9. A number of issues relating to credentials have also given rise to concern over the last cycle of Regional Meetings. Unlike the General Conference, where the time limit for the submission of objections to credentials is set by reference to the date of publication of the provisional list of delegates, Regional Meetings, because of their short duration, have had a time limit set at 11 a.m. of the opening day of the meeting in order for the Credentials Committee to have sufficient time to consider objections. The current Rules provide for Members to send official credentials of their delegations at least 30 days prior to the opening of the meeting so that the Office could make a provisional list available 15 days before the meeting. The deadline for Members to send their credentials has proven completely unrealistic (at the last European Regional Meeting, only ten Members out of 50 had sent their official credentials on time) and in a number of cases credentials are received even after the Office has issued the first official list of participants on the morning of the opening day, just before the deadline for the submission of objections. Since a revised list of participants is only published on the final day of the meeting, the late submission of credentials could prevent the submission of objections and their proper examination.
10. The present Rules already provide that late credentials might be accepted for consideration by the Credentials Committee where there are valid reasons why the time limit could not be respected, but this does not assist in dealing with time constraints. A possible improvement to the situation might be the reduction of the deadline for Members to submit the credentials of their delegations to 15 days prior to the opening of the meeting, and to reduce accordingly the time when the Office is to make available a provisional list to a week before the meeting. Such a provisional list would, in principle, be more comprehensive than that issued 15 days before the meeting. This would require an amendment to the relevant provision along the lines of article 9 of the revised draft Rules in which it would, however, no longer be necessary to state the deadline for the Office to make available a provisional list of participants since, as stated above, such a deadline is

irrelevant for the receivability of objections. An indication as to the time of publication of the lists of participants has however been inserted in section 9 of the draft revised Introductory Note. As regards the possibility for delegates to take cognizance of late credentials and consider possible objections, a practical solution might be for the Office to make the list of participants available on-line as from the eve of the Regional Meeting. This solution is also reflected in section 9 of the draft revised Introductory Note. Finally, it might be useful to recall in the Introductory Note (section 9) that objections should be lodged as soon as possible, even before the name of the delegate concerned is published by the Office, as this would contribute to dealing with restrictive time constraints.

Composition of Regional Meetings

11. There is no definition in the Constitution, the Rules for Regional Meetings or those for regional conferences of what should be considered as a region or of the membership of the various Regional Meetings. From the outset, the Rules (article 1, paragraph 1) merely provided:

Each Regional Meeting shall be composed of two Government delegates, one Employers' delegate and one Workers' delegate from each State or territory invited by the Governing Body of the International Labour Office to be represented at it.

12. Over time, four regions have been delineated for the purposes of regional conferences: Africa, the Americas, Asia and the Pacific (including the Arab States) and Europe. The main criterion traditionally used in relation to the composition of these four regions has been the geographical location of the Members concerned. This criterion implies, in principle, that a member State participates only in the meeting of the region where it is located. There are, however, several exceptions. First, the case of Israel, which is invited to participate in European meetings. Secondly, the case of some member States whose territory spreads over more than one geographical region (such as the Russian Federation and the United States) and which are invited to participate in the two Regional Meetings concerned. Another exception is the case of States responsible for the international relations of non-self-governing territories located in a different region: these States are also invited to participate in the meeting where the territory is located. Lastly, the geographical criterion has been recently tempered by other factors following the dissolution of the former USSR. This was the case with the former socialist republics of Central Asia, whose membership in either the European or Asian Regional Meetings was based on the Members' own preference, it being understood that they should participate in not more than one Regional Meeting.
13. At present, unlike the former regional conferences, which discussed the labour and social problems of the region, the Regional Meetings are entirely devoted to the discussion of the activities of the ILO in the region. According to the programme and budget, the activities of the ILO in the various regions are carried out under the responsibility of the relevant regional office, which is also responsible for the preparation of the report for, and the organization of, the Regional Meeting (except for the Regional Office for Arab States which, for Regional Meeting purposes, is included in the Asia and Pacific region). Although not always explicitly indicated, the coverage of the ILO's regional offices is determined by the Organization in the framework of the programme and budget in consultation with the Members concerned; it corresponds in principle to the geographical situation of member States, except for the republics in Central Asia and Israel, which are

all covered by the European Regional Office. In any event, each member State is only covered by one regional office.⁵

14. In these circumstances, it might appear useful to establish a clearer principle to the effect that the composition of the Regional Meetings is determined in principle on the basis of the coverage of the ILO's regional offices, subject to any contrary decision of the Governing Body. Member States would be invited as full Members to one Regional Meeting only, except in the case of States responsible for the external relations of territories located in a different region. A list drawn up in accordance with this principle appears in Appendix III. Member States would retain the right to attend Regional Meetings other than their own as an observer. These principles have been included in section 4 of the revised draft Introductory Note.
15. Two additional issues regarding the composition of Regional Meetings should also be addressed: the participation of non-self-governing territories and the participation of Palestine in Asian Regional Meetings. The participation of non-self-governing territories in the former regional conferences was possible either through a tripartite delegation enjoying the same rights as member States of the region, or through the inclusion of additional advisers from the non-self-governing territory in the delegation of the metropolitan power. The first possibility is still reflected in article 1 of the present Rules for Regional Meetings, but the second (contained in the Rules for Regional Conferences) is no longer reproduced. However, since there is no strict limitation for Regional Meetings as to the number of advisers who may accompany the delegates, it is suggested that an appropriate indication be made in section 4 of the draft revised Introductory Note. Concerning the determination of non-self-governing territories entitled to participate in the Regional Meetings of the region where they are located, unless the Governing Body wishes to consider the establishment of standing invitations, the current procedure requires the Governing Body to take a decision on any request for participation addressed by the metropolitan power on behalf of its non-metropolitan territories.
16. With respect to the participation of Palestine, it should be recalled that it attends the International Labour Conference in accordance with article 2.3(k) of the Standing Orders concerning liberation movements. While under the Rules for Regional Conferences there is a provision foreseeing the participation of Palestine as an observer from a liberation movement, the Rules for Regional Meetings at present in force include no such provision. If the former Rules are to be abrogated and replaced by a comprehensive revised set of Rules, it would appear necessary to cover explicitly the possibility for Palestine to participate in Asian Regional Meetings. The provision of the former Rules has therefore been reinstated in the draft revised Rules as paragraph 6 of article 1. The necessary adjustments have also been made to article 10, paragraph 3, concerning the right to address the meeting.

⁵ This exclusivity of regional membership has recently become a prerequisite for elections to Government seats in the Governing Body. Since the formalization in 1995 of the regional distribution of Government seats in the Governing Body, arrangements are made during the Governing Body elections at the Conference to provide for different ballot papers for each of the four regions foreseen by the 1986 Instrument of Amendment to the Constitution. Regional membership for this purpose has so far been determined on the basis of membership of the Regional Meetings.

17. *The Committee on Legal Issues and International Labour Standards:*

- (a) is invited to examine the draft revised Rules for Regional Meetings as set out in Appendix I, and to recommend them, as amended if necessary, to the Governing Body for adoption so that the latter may recommend their confirmation by the 89th Session of the Conference (June 2001);***
- (b) may wish to recommend that the Rules be accompanied by a revised Introductory Note as set out in Appendix II, as amended to take account of the Committee's discussion;***
- (c) may wish to recommend to the Governing Body that the revised Rules and Introductory Note be communicated to the participants of the Thirteenth Asian Regional Meeting, scheduled for August 2001, pending confirmation by the Conference.***

Geneva, 11 February 2001.

Point for decision: Paragraph 17.

Appendix I

Draft revised Rules for Regional Meetings

(Proposed additions appear in bold,
proposed deletions are in square brackets)

Article 1

Composition of Regional Meetings

1. Each Regional Meeting shall be composed of two Government delegates, one Employers' delegate, and one Workers' delegate for each State or territory invited by the Governing Body of the International Labour Office to be represented at it. Acceptance by a State or territory of an invitation to be represented at a Regional Meeting implies that it assumes responsibility for the travel and subsistence expenses of its tripartite delegation.

2. (1) Delegates may be accompanied by advisers, and any such delegate may by notice in writing addressed to the Chairperson appoint one of his or her advisers to act as his or her substitute.

(2) An adviser who is acting as substitute for his delegate may speak and vote under the same conditions as the delegate who is being replaced.

[5]3. Ministers from States or territories represented at the Meeting or from constituent States or provinces thereof whose departments deal with the questions discussed by the Meeting and who are not delegates or advisers may also attend the Meeting.

[3]4. Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers as the case may be in the State or territory concerned.

[4]5. Any Member of the International Labour Organization **from a different region** and any State which is not a Member of the International Labour Organization which has been invited by the Governing Body of the International Labour Office may be represented at the Meeting by an observer **delegation**.

6. Liberation movements recognized by the Organization of African Unity or the League of Arab States which have been invited by the Governing Body may be represented at the Meeting by an observer delegation.

[6]7. Representatives of official international organizations and of non-governmental international organizations which have been invited by the Governing Body, either individually or as a result of a standing arrangement, to be represented at the Meeting may attend it [as observers].

Article 2

Agenda of Regional Meetings

The Governing Body shall establish the agenda for the Regional Meetings.

Article 3

Form of decisions of Regional Meetings

Subject to any specific indication by the Governing Body to the contrary, the decisions of Regional Meetings shall take the form of resolutions on matters relating to the item(s) on the agenda, conclusions or reports addressed to the Governing Body.

Article 4

Reports for Regional Meetings

1. The International Labour Office shall prepare a report on the item(s) on the agenda designed to facilitate an exchange of views on the issues referred to the Meeting.

2. The report shall be dispatched by the Office so as to reach governments at least [three] **two** months before the opening of the Meeting. The Officers of the Governing Body may approve shorter intervals if exceptional circumstances so require.

Article 5

Officers of the Meeting

1. Each Regional Meeting shall elect as Officers a Chairperson and three Vice-Chairpersons.

2. The three Vice-Chairpersons shall be elected by the Meeting on the nomination of the Government, Employers' and Workers' delegates respectively.

Article 6

Duties of the Officers

1. It shall be the duty of the Chairperson to declare the opening and closing of the sittings, to bring before the Meeting any communication which may concern it, direct the debates, maintain order, ensure the observance of the present Rules, put questions for decision and announce the results of any voting.

2. The Chairperson shall not take part in the debates and shall not vote, but may appoint a substitute in accordance with article 1, paragraph 2(1), of these Rules.

3. If the Chairperson is absent during any sitting or part of a sitting he or she shall be replaced by one of the Vice-Chairpersons, who shall act in rotation.

4. A Vice-Chairperson acting as Chairperson shall have the same rights and duties as the Chairperson.

5. The Officers of the Meeting shall arrange its programme of work, **organize the discussions, determine, where appropriate, a time limit for speeches** and fix the date and time of the sittings of the Meeting and of its subsidiary bodies, if any; they shall report to the Meeting on any **controversial** matter requiring a decision for the proper conduct of its business.

Article 7

Secretariat

The Director-General of the International Labour Office, being charged with the organization of the Meeting, is responsible for the secretariat-general of the Meeting and the secretariat services under its control, either directly or through a deputy appointed by him.

Article [7]8

Committees

Each Regional Meeting shall appoint a Credentials Committee **and a working party to prepare draft conclusions or resolutions (unless the Meeting decides otherwise)** and any other subsidiary body as the Meeting may consider appropriate. Any such subsidiary body shall operate *mutatis mutandis* under the Rules applicable to the Meeting.

Article [8]9

Credentials

1. The credentials of delegates and their advisers at Regional Meetings shall be deposited with the International Labour Office at least [thirty (30)] **fifteen (15)** days before the date fixed for the opening of the Meeting. [A provisional list shall be established and available at headquarters fifteen (15) days before the opening of the Meeting.]

2. The Credentials Committee shall consist of one Government delegate, one Employers' delegate and one Workers' delegate.

3. The Credentials Committee shall examine the credentials of delegates and their advisers and any objection alleging that an Employers' or Workers' delegate or adviser has not been nominated in accordance with the provisions of paragraph 3 of article 1 of these Rules. The Committee may also consider any complaint alleging that a Member has failed to carry out its responsibility in accordance with article 1, paragraph 1, to pay travel and subsistence expenses of the tripartite delegation.

4. An objection shall not be receivable in the following cases:

- (a) if the objection is not lodged with the secretariat of the Meeting by 11 a. m. on the first day of the Meeting, unless the Committee considers that there were valid reasons why the time limit could not be respected;
- (b) if the authors of the objection remain anonymous;
- (c) if the objection is based upon facts or allegations identical to those which the International Labour Conference or an earlier regional conference or Regional Meeting has already discussed and recognized to be irrelevant or devoid of substance.

5. The Credentials Committee shall promptly submit its report on each objection to the Meeting, which may request the Office to bring the report(s) to the attention of the Governing Body.

Article [9]10

Right to address the Meeting

1. No delegate 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. The Director-General of the International Labour Office or his or her representative may, with the permission of the Chairperson, address the Meeting.
3. Persons entitled to take part in the Meeting in accordance with paragraphs 3, 5 or 6 of article 1, and representatives of official international organizations may, with the permission of the Chairperson, address the Meeting during any discussion in plenary.
4. Representatives of non-governmental international organizations entitled to **attend** [take part in] the Meeting [as observers] in virtue of paragraph [6]7 of article 1 may, with the permission of the Chairperson and Vice-Chairpersons, make or circulate statements for 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 without discussion.
5. The Chairperson may withdraw the right to speak from any speaker whose remarks are not relevant to the subject under discussion.
- [6. Except with the special consent of the Meeting, no speech shall exceed five minutes.]

Article 11

Motions, resolutions and amendments

1. **Subject to the following rules, any delegate may move any motion, resolution or amendment.**
2. **No motion, resolution or amendment shall be discussed unless and until it has been seconded.**
3. (1) **Motions as to procedure may be moved without previous notice and without the handing of a copy to the secretariat of the Meeting. They may be moved at any time except after the Chairperson has called upon a speaker and before the speaker has terminated his speech.**
 - (2) **Motions as to procedure include the following:**
 - (a) **a motion to refer the matter back;**
 - (b) **a motion to postpone consideration of the question;**
 - (c) **a motion to adjourn the sitting;**
 - (d) **a motion to adjourn the debate on a particular question;**
 - (e) **a motion for the closure of the discussion.**
4. (1) **No resolution shall, unless it be a motion as to procedure, be moved at any sitting of the Meeting unless a copy has been handed in to the secretariat of the Meeting on the previous day.**
 - (2) **Any resolution thus handed in shall be translated and circulated by the secretariat not later than during the sitting preceding that at which it is to be discussed.**

(3) Amendments to a resolution may be moved without previous notice if a copy of the text of the amendment is handed in to the secretariat of the Meeting before the amendment is moved.

5. (1) Amendments shall be voted on before the resolution to which they refer.

(2) If there are several amendments to a motion or resolution, the Chairperson shall determine the order in which they shall be discussed and put to the vote, subject to the following provisions:

- (a) every motion, resolution or amendment shall be put to the vote;
- (b) amendments may be voted on either individually or against other amendments as the Chairperson may decide, but if amendments are voted on against other amendments, the motion or resolution shall be deemed to be amended only after the amendment receiving the largest number of affirmative votes has been voted on individually and adopted;
- (c) if a motion or resolution is amended as the result of a vote, that motion or resolution as amended shall be put to the Meeting for a final vote.

6. Any amendment may be withdrawn by the person 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 delegate.

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

Article [10]12

Voting and quorum

1. Subject to the provisions of article 13, paragraph 4, of the Constitution of the International Labour Organization, every delegate shall be entitled to vote individually on all matters which are under consideration by the Meeting.

2. If one of the Members represented fails to nominate one of the non-government delegates whom it is entitled to nominate, the other non-government delegate shall be allowed to sit and speak at the Meeting, but not to vote.

3. Decisions shall, whenever practicable, be taken by consensus. In the absence of consensus duly ascertained and announced by the Chairperson, decisions shall be taken by a simple majority of the votes cast by the delegates who are present at the sitting and entitled to vote.

4. Voting shall normally be by show of hands.

5. A vote is not valid if the total number of votes cast for and against is less than half the total number of delegates at the Meeting entitled to vote.

6. The vote shall be recorded by the secretariat and announced by the Chairperson.

7. No resolution, conclusion, report, amendment or motion shall be adopted if the number of votes cast for and the number of votes cast against it are equal.

Article [11]13

Languages

1. The Governing Body shall determine the working languages of the Meeting.
2. The secretariat shall make arrangements for interpretation and for translation of documents into and from other languages, taking into account the composition of the Meeting and the facilities and staff available.

Article 14

Autonomy of groups

Subject to these Rules each group shall control its own procedure.

[Article 12

Other provisions

Any matter not expressly covered by these Rules shall be dealt *mutatis mutandis* by reference to the relevant provisions of the Rules concerning the Powers, Functions and Procedure of Regional Conferences convened by the International Labour Organization.]

Appendix II

Draft revised Introductory Note

As part of the programme and budget adjustments for 1996-97, the Governing Body decided at its 264th Session (November 1995), to replace the regional conferences convened hitherto by shorter Regional Meetings with a single agenda item, which would still be considered as regional conferences for the purposes of article 38 of the ILO Constitution. On the authority conferred to it by the International Labour Conference, a set of new rules was adopted on an experimental basis by the Governing Body at its 267th Session (November 1996). On the basis of experience drawn from a cycle of four Regional Meetings, the Governing Body decided at its 280th Session (March 2001) to revise the Rules and to submit them for confirmation to the 89th Session (June 2001) of the International Labour Conference.

In adopting the Rules, the Governing Body also decided to accompany them with the following additional guidelines.

1. Purpose and length of Regional Meetings

The four-day Regional Meetings are intended to provide a platform for tripartite delegations to express their views on the ILO's regional activities. Provision is made for groups to meet in the morning of the first day, and the remaining three-and-a-half days are devoted to a discussion in plenary of a single agenda item related to ILO activities in the region concerned.

2. Date, frequency and place of Regional Meetings

The Governing Body determines the date and place of each Regional Meeting. In principle, a Regional Meeting is held each year for one of the four regions according to the following order: Asia and the Pacific, the Americas, Africa and Europe

Regional Meetings are in principle held in the country where the relevant ILO regional office is located.

3. Agenda

While it is intended that there should be only a single agenda item, the Governing Body retains full discretion for determining the agenda of the Meetings. As a basis for deliberations, the Office prepares a report to reach Governments two months before the start of the Meeting.

4. Composition

Subject to the discretion of the Governing Body, the composition of each Regional Meeting is in principle determined on the basis of States and territories (or States responsible for those territories) served by the following four ILO Regional Offices: Regional Office for Asia and the Pacific (including the States covered by the Regional Office for Arab States); Regional Office for the Americas; Regional Office for Africa; and Regional Office for Europe (see Appendix III).

The delegations of States or territories invited to the Meeting shall be composed of two Government delegates, one Employer's delegate and one Workers' delegate. As regards advisers, account should be taken of the fact that there will only be one item on the agenda. Additional advisers may be appointed in the delegation of Members responsible for a territory that has not sent a separate tripartite delegation to the Meeting.

Member States from a different region, non-member States, official international organizations and non-governmental international organizations may also be represented at Regional Meetings on the basis of individual or standing invitations of the Governing Body. Requests to be represented at Regional Meetings should accordingly reach the Office at the latest before the opening of the Governing Body session preceding the Regional Meeting concerned.

The States, territories, observers and organizations should communicate the names of their delegations to reach the Office at least 15 days before the opening date of the Meeting.

5. Officers

Each Regional Meeting elects a Chairperson and three Vice-Chairpersons, one from each of the groups. For the election of the Officers, account should be taken of the need to afford all Members and groups the opportunity to hold office.

The four Officers are responsible for the duties enumerated in article 6 of the Rules. They submit to the Meeting for decision any matter on which they cannot reach consensus.

6. Right to address the Meeting and conduct of business

The right to address the Meeting is limited to delegates (or their substitutes), ministers, observers and representatives from international organizations and, with the permission of the Officers of the Meeting, representatives of non-governmental organizations (article 10).

The Officers of the Meeting will arrange the programme of work of the Meeting. In view of the flexibility afforded to the Officers of the Meeting to determine the organization of the discussion and the conduct of business, no pre-established time limit for speeches apply. The Officers may determine a maximum time limit on the basis of the way in which the discussions are organized (article 6, paragraph 5).

7. Resolutions

Resolutions may only be submitted on items relating to the agenda of the Meeting (article 3).

8. Committees

The only committee and subsidiary bodies provided for are the Credentials Committee and a working party to prepare draft conclusions (article 8), but Regional Meetings may decide to appoint other subsidiary bodies.

9. Credentials

In view of the short duration of the Meetings, credentials will have to be submitted 15 days in advance of the opening so that a provisional list of participants can be made available at headquarters a week before the opening of the Meeting. Thereafter, two additional lists of participants are published, one in the morning of the first day of the Meeting, and the second in the morning of its last day. As of the eve of the Meeting, the Office will also make available and keep updated on-line the official list of participants.

The Credentials Committee is competent (article 9, paragraph 3) to examine objections alleging non-observance of the provisions of paragraph 4 of article 1 of the Rules (designations made in agreement with the most representative organizations of employers and workers in the State or territory concerned) or complaints alleging the non-payment of travel and subsistence expenses.

Objections are to be submitted by 11 a.m. on the first day of the Meeting, although the Committee may accept for consideration objections received after that deadline (article 9, paragraph 4(a)). In view of time constraints and in order to facilitate the work of the Credentials Committee, objections (and complaints) should be submitted as soon as possible, even before the publication of the name of the delegate or adviser whose credentials are impugned.

The Credentials Committee submits a report to the Meeting on its composition and on objections received, as well as on any complaint that it might have been able to deal with. The report of the Committee is noted by the Meeting which may also request that it be brought to the attention of the Governing Body (article 9). There is no discussion of the report at the plenary of the Meeting.

10. Form and nature of results

Subject to any indications given by the Governing Body, the results of the proceedings of the Meetings shall take the form of conclusions, reports or resolutions related to the item on its agenda (article 3).

Decisions will, whenever practicable, be taken by consensus or, where this cannot be achieved, by show of hands (article 12). There is no provision for a record vote or secret ballot, although voting by such means is not excluded (see the word “normally” in article 12, paragraph 4).

The results of the Meeting will be submitted by the Office to the Governing Body, which may make observations thereon.

11. Groups

The groups will control their own procedure according to established practice.

Appendix III

Africa

Member States

Algeria	Libyan Arab Jamahiriya
Angola	Madagascar
Benin	Malawi
Botswana	Mali
Burkina Faso	Mauritania
Burundi	Mauritius
Cameroon	Morocco
Cape Verde	Mozambique
Central African Republic	Namibia
Chad	Niger
Comoros	Nigeria
Congo	Rwanda
Côte d'Ivoire	Sao Tome and Principe
Democratic Republic of the Congo	Senegal
Djibouti	Seychelles
Egypt	Sierra Leone
Equatorial Guinea	Somalia
Eritrea	South Africa
Ethiopia	Sudan
Gabon	Swaziland
Gambia	Tanzania, United Republic of
Ghana	Togo
Guinea	Tunisia
Guinea-Bissau	Uganda
Kenya	Zambia
Lesotho	Zimbabwe
Liberia	

States responsible for the external relations of NMTs located in the region

France

United Kingdom

Americas

Member States

Antigua and Barbuda	Guyana
Argentina	Haiti
Bahamas	Honduras
Barbados	Jamaica
Belize	Mexico
Bolivia	Nicaragua
Brazil	Panama
Canada	Paraguay
Chile	Peru
Colombia	Saint Kitts and Nevis
Costa Rica	Saint Lucia
Cuba	Saint Vincent and the Grenadines
Dominica	Suriname
Dominican Republic	Trinidad and Tobago
Ecuador	United States
El Salvador	Uruguay
Grenada	Venezuela
Guatemala	

States responsible for the external relations of NMTs located in the region

France
Netherlands
United Kingdom

Europe

Member States

Albania	Latvia
Armenia	Lithuania
Austria	Luxembourg
Azerbaijan	Malta
Belarus	Republic of Moldova
Belgium	Netherlands
Bosnia and Herzegovina	Norway
Bulgaria	Poland
Croatia	Portugal
Cyprus	Romania
Czech Republic	Russian Federation
Denmark	San Marino
Estonia	Slovakia
Finland	Slovenia
France	Spain
Georgia	Sweden
Germany	Switzerland
Greece	Tajikistan
Hungary	Turkmenistan
Iceland	The former Yugoslav Republic of Macedonia
Ireland	Turkey
Israel	Ukraine
Italy	United Kingdom
Kazakhstan	Uzbekistan
Kyrgyzstan	Yugoslavia

Asia and the Pacific

Member States

Afghanistan	Malaysia
Australia	Mongolia
Bahrain*	Myanmar
Bangladesh	Nepal
Cambodia	New Zealand
China (including Hong Kong Special Administrative Region and Macau Special Administrative Region)	Oman*
Fiji	Pakistan
India	Papua New Guinea
Indonesia	Philippines
Islamic Republic of Iran	Qatar*
Iraq	Saudi Arabia*
Japan	Singapore
Jordan*	Solomon Islands
Kiribati	Sri Lanka
Korea, Republic of	Syrian Arab Republic*
Kuwait*	Thailand
Lao People's Democratic Republic	United Arab Emirates*
Lebanon*	Viet Nam
	Yemen*

States responsible for the external relations of NMTs located in the region

France

United States

* States within the scope of ROAS (Regional Office for Arab States).