

Standard-Setting Committee on Biological Hazards

Date: 29 May 2024

► Information note

Opening and closing sittings

Requests for the floor

1. To ensure efficient time management during the second and the final sitting, it is proposed that Government members of the Committee wishing to take the floor register in advance using the [form](#) that can be downloaded on the [Committee's webpage](#).
2. Completed forms should be sent to the secretariat at CN-BH@ilo.org **at least 24 hours before the sitting**.

Speaking time limits

3. To make the best use of the time available, the following time limits are proposed by the Officers of the Committee:
 - Vice-Chairpersons: **10 minutes** for initial statements and **3 minutes** at the end of the sitting.
 - Members speaking on behalf of regional groups or of at least 10 Government members: **5 minutes**.
 - Government members: **3 minutes**.
 - Spokespersons of international organizations: **3 minutes**:

To guarantee accurate and faithful interpretation, all statements should reach cn-interpret@ilo.org by 10:00 and 14:30 before each sitting.

Reporter of the Committee

4. Nominations for the Reporter of the Committee should reach the Secretariat **by noon on Wednesday, 5 June**. The Reporter will present the results of the Committee deliberations to the Conference plenary on its behalf. The Reporter may be either a delegate or an adviser, from the Government group (in accordance with general practice).

Receipt and publication of amendments

5. The online tool to submit amendments to the proposed Conclusions will be available for use **from 15:00 on Monday 3 June**. It will be possible to submit amendments on 3, 4, 5, 6, 8 and 10 June – each day to a different section of the text, as indicated in the [tentative plan of work](#).
6. **The tool to submit amendments will close on the first day at 19:00, and thereafter it will be open each day from 10:30 to 15:30**, after which no further amendments will be accepted to the points indicated in the tentative plan of work for that day. The tool will be definitely closed on Monday, 10 June at 15:30.
7. Delegates will have at their disposal some computers for submission of amendments in the Cyber space in building E, third floor. Members of the Secretariat will be present and available to provide support in the use of the tool.
8. Amendments may only be submitted in English, French or Spanish. The validated amendments will be published in the three languages on the Committee's webpage late, at the end of each day (3, 4, 5, 6, 8 and 10 June). Clear instructions on the submission of amendments are available on the Conference website.

Discussion of amendments

9. The Committee will discuss and decide on the fate of all the amendments under the conditions set out in the Standing Orders of the Conference.
10. During the discussion, delegates may submit subamendments to the amendment under discussion **only**. It is not possible to introduce new amendments.
11. Once all amendments and subamendments to a point, clause or subclause have been considered, the Committee adopts the point, clause or subclause.
12. Once all the points, clauses and subclauses have been considered, and the Drafting Committee has prepared the final text, the Committee adopts the Conclusions at its final sitting.
13. Decisions on the fate of amendments are taken by consensus.¹ Should it prove impossible to reach consensus on a specific amendment, it might be necessary to carry out a vote.
14. Any voting needed will normally be carried out by a physical show of hands. In the event that a record vote is required under article 42(5) of the Standing Orders, it would be taken by roll call.

Drafting Committee

15. The Drafting Committee will review the text of the draft proposed Conclusions to ensure consistency among the three official languages. It will also examine drafting questions which may be referred to it by the Committee.
16. The Drafting Committee is composed of up to three delegates or advisers from each of the three constituent groups – governments, employers and workers – as well as the Reporter of

¹ [Standing Orders of the International Labour Conference](#), article 42: Adoption of decisions - 1. Unless otherwise provided for in these Standing Orders, the committee shall make every effort to take its decisions by consensus, which is characterized by the absence of any objection presented by a member as an impediment to the adoption of the decision in question. 2. In the absence of consensus duly ascertained by the Chairperson in agreement with the Vice-Chairpersons, decisions shall be taken by a simple majority of the votes cast by the members of the committee present at the sitting.

the Committee and the Legal Adviser of the Conference. Members of the Drafting Committee shall, to the extent possible, be conversant with the official languages of the Conference and shall be assisted by officials of the Secretariat.² Please note that no remote connection will be available for Drafting Committee members.

17. Nominations for members of the Drafting Committee should reach the Secretariat **by noon on Wednesday, 5 June**.
18. As indicated in the tentative plan of work, the Drafting Committee will meet at dates and time to be determined depending on progress made by the Committee in the consideration of the proposed Conclusions.

Requests to take the floor by international non-governmental organizations

19. Any requests from international non-governmental organizations must reach the Secretariat via email (CN-BH@ilo.org) on **Friday, 31 May by noon**. These requests will be shared with the Chairperson and Vice-Chairpersons of the Committee for approval on Sunday, 2 June. International non-governmental organizations whose requests are approved, will be able to take the floor, at the end of the second sitting of the Committee, for up to 2 minutes each or up to **10** minutes in total depending on the number of requests received.

² Article 9 of [Standing Orders of the Conference](#).