International Labour Organization

January 2025

Instructions for the preparation of reports for submission to the International Labour Conference and other official meetings

Contents

1. Introduction

The purpose of these instructions is to assist authors in the preparation of reports for submission to the International Labour Conference and other official meetings in compliance with the conditions set out in the *Policy governing ILO official documents*, IGDS No. 357 (version 2). They have been prepared by the Official Documents Branch (OFFDOC) of the Official Meetings, Documents and Relations Department (RELMEETINGS).

These instructions apply to:

- reports for submission to the International Labour Conference;
- reports of the Director-General for regional meetings;
- background documents for technical meetings (including sectoral meetings and the International Conference of Labour Statisticians);
- reports for discussion at meetings of experts.

Separate instructions for the preparation of pre-session documents for the Governing Body are available on the RELMEETINGS intranet page and information on the preparation of other ILO publications can be found on the Publications portal.

This is a working document and the information it contains is subject to change, so please make sure that you are using the latest version available. For any questions or suggestions, please get in touch with the Document Coordination and Translation Support Unit (DCU) at rodis@ilo.org.

An overview of the different reports that are submitted to the Conference, depending on the nature of the item on the agenda, is provided in the Appendix.

1.1. Deadlines and word limits

The standing orders and rules for the different types of meeting stipulate how long before the opening of a meeting the report prepared by the Office must be published simultaneously in the official languages of the meeting. The deadlines given to authors for submitting their reports to OFFDOC are established taking into account the time required for each step in the document production and translation process in order to meet the publication deadline.

Word limits have been established in response to the demand of the ILO constituents for a significant reduction in the overall volume of official documentation. They are also set to ensure sufficient time for processing by OFFDOC and give an indication of the level of detail required. You are not obliged reach the word limit; it may be possible to convey your message more effectively with fewer words. Some tips on effective writing are provided in section 2.5.

A list of submission and publication deadlines is available on the RELMEETINGS intranet page, together with a list of the word limits currently in effect for ILO reports.

The word limits include any text in footnotes, boxes and appendices.

1.2. Document production process

1.2.1. Reports for submission to the Conference

The process for preparing reports for submission to the Conference is as follows:

Planning	• As soon as the agenda for the session is available, the DCU communicates to the author concerned the expected length and timelines for the preparation and submission of the relevant document.
Guidance	• OFFDOC will arrange a meeting with the author to provide guidance on the submission requirements.
Drafting	• The author drafts the report in consultation with any relevant parties (other technical departments, ACT/EMP and ACTRAV, JUR, ADGs, CABINET). • The director of the department approves the document.
Editing	• OFFDOC formats the document and edits it in consultation with the author.
Other language versions	• OFFDOC prepares the document in all other relevant languages (this process includes translation, revision, formatting, proofreading and trilingual checking).
Web posting	• OFFDOC webposts the English, French and Spanish versions of the report at the same time, and other required language versions when available.

1.2.2. Background reports for all other official meetings

The process for preparing reports for submission to other ILO meetings is slightly different, in that: the planning stage is initiated by the department responsible as soon as the dates for the meeting are set; a meeting with OFFDOC can be organized upon request; and the webposting is done by the author unit.

▶ 2. Preparing your report

In order to ensure smooth processing, it is essential that your report meets a number of requirements, in addition to being submitted on time. In this section, you will find information that will help you to prepare a report that is in line with these requirements.

More detailed guidance on specific editorial matters may be found in the *ILO house style manual.*

2.1. Templates and models

- Please prepare the text in a Word file using the template received from the DCU.
- Refer to the latest published versions of previous reports of the same type and use these as models, as appropriate.

> ⚠ Please do not hesitate to consult the DCU if you have suggestions about how to improve on the models or would like to do things differently than in the past.

2.2. Structure

As appropriate, ILO reports should be structured as follows:

- Preface or Foreword
- Contents page
- Executive summary
- List of frequently used abbreviations (if considered helpful to the reader – see also section 2.4)
- Introduction, followed by Chapter 1, Chapter 2 and so on.
- Appendices (if there is more than one, they should be numbered with a roman numeral, for example: Appendix I)

When submitting your report to OFFDOC, please provide a contents page or an outline of the structure of the report, showing the hierarchy of headings.

The number of subheading levels should be restricted to two or three within each chapter.

2.3. Basic layout and formatting

✓ Make sure that the hierarchy of headings is clear.

✓ Keep the use of italics, bold text or inverted commas to a minimum.

✓ Do not use underlining.

✓ Ensure that the style of any bulleted lists is consistent throughout the document.

✓ Use tables, figures and boxes in moderation if they give information better or more economically than text (see section 2.7).

2.4. House style

- Spelling and punctuation generally follow Oxford English rules. The first spelling listed in the *Oxford English Dictionary* should be used, for example -ize, not –ise. This does not apply to direct quotations and to titles of organizations, publications and instruments that use different spelling rules.

- Use abbreviations sparingly. When used, they must be written out in full the first time they occur in the body of the text, followed by the abbreviation in parentheses. This does not apply to headings. As a rule, a term should be abbreviated only if it appears three times or more within a text.
- Examples of terms that may be abbreviated include:
  - ✓ names of organizations;
  - ✓ terms that are well known by their abbreviation; and

	✓ frequently used terms that are long and awkward if written in full each time. • Examples of terms that should not normally be abbreviated are: × core concepts of the ILO and other important terms, such as “Decent Work Agenda”, “international labour standards” and “fundamental principles and rights at work”; × terms that are not well known by an abbreviation, such as “non-standard forms of employment” and “unacceptable forms of work”; and × country names. • Initialisms (abbreviations consisting of initial letters pronounced separately) are written with the definite article, whereas acronyms (abbreviations formed from the initial letters of other words and pronounced as a word) are written without the definite article. For example: ✓ the ILO, the ITUC, the UN ✓ ISO, UNICEF, WIPO, UNEP • Latin abbreviations should be avoided in running text, and an English equivalent used instead: × e.g. ✓ for example, for instance, such as × i.e. ✓ that is, namely × etc. ✓ and so on.
	• With regard to capitalization, apply the following rule of thumb: “upper case for the specific, lower case for the generic”.
	• Spell out numbers from one to ten, and use numerals for 11 and above. Exceptions: ✓ Numerals are always used with “million” and “billion”, and for dates, percentages, units of money or measurement, ages, times of day, page references and serial numbers. ✓ Centuries are spelled out.
%	• Use the percentage symbol (%) only in tables and figures. Otherwise, use “per cent”.
	• Write out currencies in full on first reference; thereafter, a shorter form is used. Where space is limited, the ISO code may be used. Exceptions: US$, £, € and CHF are used without explanation.

	• Italic type is used for foreign words and expressions not listed in the *Oxford English Dictionary*, titles of publications, titles of court cases and judicial decisions, and scientific notations; it may also be used sparingly for emphasis.
	• For country and area designations, use standard ILO nomenclature; the short title is generally used. Care should be taken with exceptions and special cases. Please check in the ILO's terminology database, ILOTERM.
	• Use inclusive language, avoiding generalizations on the basis of categories such as age, sex, race, religion, or physical or mental impairments.
	• Ensure that each item in a list, whether in running text or displayed with bullets or numbers, is grammatically consistent with the introductory phrase (for example, they must be all verbs or all nouns). ✓ In numbered lists, use the following hierarchy, as necessary: 1. [Paragraph number] (a) [first level of the list] (i) [second level of the list]

2.5. Writing tips

Some strategies to help ensure that the document is clear and adheres to the agreed word limit are set out below.

- Remember that short documents and shorter sentences tend to have more impact.
- Do not state the obvious. Assume that your readers have a basic understanding of the values of the ILO.
- Use simple words where possible. For example:

× in view of the fact that	✓ as
× within the framework of	✓ under
× utilize	✓ use

- "Let the verb do the work" – use strong verbs instead of weak verbs and action or abstract nouns. For example:

× carry out an analysis of	✓ analyse
× conduct a review of	✓ review
× give consideration to	✓ consider

- Use active verbs rather than passive verbs. For example:

  × A request was made by the Governing Body that consideration be given by the Director-General to....

  ✓ The Governing Body requested the Director-General to consider....

- Avoid ambiguity by using the same word to refer to the same thing. For example, do not use “programme” and “project” interchangeably, or “review” and “evaluation”.
- Be specific rather than abstract. For example, rather than saying “investing in human capital”, consider whether you actually mean “training and education” or “improving workers’ skills”.
- Avoid the use of jargon and abbreviations. Readers from outside the ILO may find it difficult to understand a report if a lot of in-house jargon and unfamiliar abbreviations are used.

2.6. Footnotes and other references

Do not use the author–date style of referencing, also known as Harvard referencing, in your report. This is a citation style in which the name of the author(s) and the year of publication are enclosed within parentheses and included in the text, for example, “(Smith 2010)”. These citations are accompanied by a full, alphabetized list of references at the end of the report. Footnotes should be used instead.

A bibliography is a list of works relevant to the subject matter of the information product and recommended for further reading.

ILO official documents do not include a bibliography.

2.6.1. Use of footnotes

- Use footnotes only if strictly relevant and necessary to acknowledge sources of information and opinions. Using too many footnotes and links may be distracting to the reader and slow down the editing, translation and formatting processes.
- It is not necessary to provide a source for commonly known or easily verifiable facts or for information and opinions from other reports that are authored and published by the ILO, if the purpose is simply to demonstrate the ILO’s research.
- Where sources are used extensively in the preparation of your report, you may give a general reference in a blanket note or at an appropriate place in the text, for example:

  [1] The analysis in this section draws on...

  This report draws on a number of sources, including...

  Much of the information in the following sections is drawn from a report on...

- References should direct the reader to the primary source.
- Footnotes may also be used for additional comments that are not crucial to the main text.

2.6.2. Presentation of footnotes

- Please ensure that footnotes are presented in accordance with house style (see examples below).
- As page numbers of a source document vary in the different language versions, use paragraph numbers, where available, instead of page numbers.
- A footnote indicator should never appear within or at the end of a chapter title or in subheadings.
- The number of footnotes can sometimes be reduced by combining them, provided that no ambiguity results.
- Footnotes to figures and tables are placed directly below the figure or table. Footnotes to boxes are normally placed within the box.

Example footnote presentation

ILO meeting documents	ILO, *Report of the Committee of Experts on the Application of Conventions and Recommendations,* ILC.104/III(1A) (2015), para. 141.
	ILO, *Final Report: Meeting of Experts on Violence against Women and Men in the World of Work,* MEVWM/2016/7 (2016).
	ILO, *Addressing Governance Challenges in a Changing Labour Migration Landscape,* ILC.106/IV (2017).
	ILO, *Agenda of Future Sessions of the International Labour Conference*, GB.337/INS/2 (2019), paras 5–9.
Institutional publication	ILO and IOE, *Changing Business and Opportunities for Employers' and Business Organizations*, 2019.
	European Centre for the Development of Vocational Training (Cedefop), "ICT Professionals: Skills Opportunities and Challenges (2019 Update)", November 2019.
United Nations resolution	UN General Assembly, resolution 70/1, Transforming our world: the 2030 Agenda for Sustainable Development, A/RES/70/1 (2015), para. 5.
Publication by an institution with named author(s)/editor(s)	Susan Hayter and Jelle Visser (eds), *Collective Agreements: Extending Labour Protection* (ILO, 2018).
Government publication	Namibia, Ministry of Labour, *Namibia Labour Force Survey – 2018 Report*, March 2019.
Book	Rebecca Asher, *Shattered: Modern Motherhood and the Illusion of Equality* (London: Harvill Secker, 2011).
	Diane M. Houston (ed.), *Work–Life Balance in the 21st Century* (London: Palgrave Macmillan UK, 2005).
Chapter within an edited book	Kathryn J. Holland and Lilia M. Cortina, "Sexual Harassment: Undermining the Wellbeing of Working Women", in *Handbook on Well-Being of Working Women*, ed. Mary L. Connerley and Jiyun Wu, 83–101 (Dordrecht: Springer Netherlands, 2016).
Article in a journal	Thomas Amossé et al., "Industrial Relations and Adjustments to the Crisis: A Comparative Micro-Statistical Analysis of France and Great Britain", *International Labour Review* 158, No. 3 (2019), 463–487.
Article in a newspaper or magazine	Kate Hodal and Annie Kelly, "Malaysia: Forced Labour Casts Dark Shadow over Electronics Industry", in *The Guardian*, 21 November 2016.
	"Why Do Women Still Earn a Lot Less than Men? – *The Economist* Explains", *The Economist*, 20 October 2017.
Working paper	Bruno Losch, "Structural Transformation to Boost Youth Labour Demand in Sub-Saharan Africa: The Role of Agriculture, Rural Areas and Territorial Development", ILO Employment Policy Department Working Paper No. 204, 2016.

Dissertation or thesis	Elsa Underhill, "Double Jeopardy: Occupational Injury and Rehabilitation of Temporary Agency Workers", PhD thesis, University of New South Wales, April 2008.
Non-English-language reference	Clotilde Granger, "Normes de travail fondamentales et échanges sud-nord", in *Économie internationale,* 101 No. 1 (2005), 47–62.
Legal references	Johannesburg Labour Court, *Gary Shane Allpass v. Mooikloof Estates (Pty) Ltd*, Case No. JS178/09, 16 February 2011.
	International Court of Justice, *Reparation for Injuries Suffered in the Service of the United Nations, Advisory Opinion: I.C.J. Reports 1949*, 174.
	Cameroon, Penal Code, Law No. 65-LF-24 of 12 November 1965 and Law No. 67-LF-1 of 12 June 1967, arts 337–339.
Press release	PCBS, "Press Release on the Results of the Labour Force Survey, 2018", 13 February 2019.
Website	United Nations, "Take action for the Sustainable Development Goals".
Blog entry	Rosina Gammarano, "Work and Employment Are Not Synonyms", *ILOSTAT Blog*.
Multimedia content	Malala Yousafzai, "Malala Yousafzai Addresses United Nations Youth Assembly", 12 July 2013.
Database	ILO, "Labour Force Participation Rate by Sex and Age – ILO Modelled Estimates, July 2018 (%)", ILOSTAT database, accessed 3 June 2019.
Undated document	ILO, "Global Framework Agreements: Achieving Decent Work in Global Supply Chains", background paper, 18–20.
Forthcoming document	Jon C. Messenger, ed., *Telework in the 21st Century: An Evolutionary Perspective*, forthcoming.
Unpublished document	I. Da Costa, "Cross Border Social Dialogue and Industrial Relations: Recent Trends and Issues" (unpublished).

2.6.3. Electronic sources and links

Links in footnotes

- Links to electronic sources may be embedded in a footnote the first time the reference is made, in addition to the usual elements of a footnote, for example:

  [1] ILO, Resolution and conclusions concerning the recurrent discussion on social protection (labour protection), International Labour Conference, 104th Session, 2015.

> Because a link from an ILO report may be interpreted as an endorsement by the ILO of the site to which the link leads, links to non-ILO sources should be used only in footnotes for referencing purposes when there is a clear association with the contents of the ILO report or for the websites of institutions or organizations with which the ILO works closely.

- Do not include a URL or electronic address in a footnote, unless reference is being made to a specific website, in which case the address should be written out and the link embedded behind the address, as follows:

  [3] More information is available on the Better Work website, http://betterwork.org.
  [4] All reports are available at www.unjiu.org.

- Avoid including links to documents that are not available in any of the official languages of the ILO.
- Ensure that a link does not refer to a version downloaded locally or to a subscription-based publication that may not be accessible to readers outside the ILO.

- The link should be to the webpage from which you can download the PDF file (example), rather than to the PDF file itself (example).

Links in the text

- Links should be used sparingly in the text and only when there is no corresponding footnote.
- There is no need to provide links in the text to ILO legal instruments.
- Cross-references created in Microsoft Word to insert a link to another part of the same report should be avoided.
- OFFDOC may decide to remove links during the editing and translation process for the purposes of ensuring readability and consistency across language versions.

2.6.4. Names, titles and quotations

- Carefully check all references to names and titles for accuracy and ensure that usage is consistent throughout.
- When referring to any project, programme or meeting, use the full official title on the first mention. This applies also to ILO terminology.
- Avoid using the names or acronyms of ILO departments, units or programmes. As readers may be unfamiliar with the organizational structure of the Office, use “the Office” wherever possible.
- Refer to ILO Conventions and Recommendations using their full short name, for example: “the Domestic Workers Convention, 2011 (No. 189)”; shorten subsequent references to, for example: “Convention No. 189”.
- Ensure that all quotations are complete and accurate and that the source is provided.
- Provide references for both direct and indirect quotations from non-ILO sources. When reproducing ideas originally formulated in another source, it is preferable to use a direct quotation with appropriate attribution than to paraphrase.

2.6.5. Cross-references

- Use internal cross-references (such as “See paragraph 62” or “as described in section 2”) only when it is strictly necessary. These cross-references should be carefully checked in the draft text prior to submission, and at every subsequent step of the process (for example, when approving editorial changes), as the paragraph or section numbers may have changed from those in earlier drafts.

2.7. Tables, figures and boxes

- Tables, figures and boxes may be included only if they give information better or more economically than text and if the information is considered useful for the purposes of the report. They should be as short, simple and clear as possible.
- You are encouraged not to reproduce figures from other publications; instead, consider referring to the data and citing the publication in question.

> Images or embedded files that cannot be edited will not be included in the report, as OFFDOC will not be able to prepare the different language versions or apply a harmonized style.

If your report contains tables, figures or boxes, please:

- ✓ send the original files in Excel or other program containing the text and data for them together with the Word document, using a file name that reflects the title of the report plus the chapter number and the number of the figure;
- ✓ ensure that all data are clearly labelled;
- ✓ prepare boxes using the “table” function in Word, and not the “text box” function;
- ✓ if there is only one table, it is not numbered and the word “Table”, is omitted from the heading. If there are two or more tables, the numbering should be sequential, either throughout the report (1, 2, 3 …) or for each chapter (1.1, 1.2, 2.1, 2.2 …). The same applies for figures and boxes;
- ✓ ensure that all tables, figures and boxes are clearly labelled and that the titles are concise, descriptive and consistent throughout (for figures, titles are placed outside of the border of the plot area);
- ✓ include a cross-reference in the body of the text near to the table, figure or box in question, and ensure that the data correspond;
- ✓ check that the totals in tables add up;
- ✓ cite the sources. All such references have to be correct upon submission and presented in accordance with ILO house style;
- ✓ ensure that notes and sources are provided immediately below the table, figure or box, and not in a footnote.

Notes for tables are placed within the table, at the bottom. Where there is more than one note, they begin sequentially from 1 for each table.

Notes for boxes are placed within the box itself. Where there is more than one note, they begin sequentially from 1 for each box and are formatted manually using a superscript number.

Notes for figures are placed directly below the figure to which they relate. Where there is more than one note, they begin sequentially from 1 for each figure and are formatted manually using a superscript number.

Sources for tables, figures and boxes are placed after any notes. They begin with the word “Source:” and are not numbered.

Examples

▶ **Box 1. Homeworkers organize in the United States of America**

Home care workers who assumed the main responsibility for care of the elderly were successfully unionized in California through a strategy…

Source: Linda Delp and Katie Quan, “Homecare Worker Organizing in California: An Analysis of a Successful Strategy”, in *Labor Studies Journal*, No. 27, March 2002.

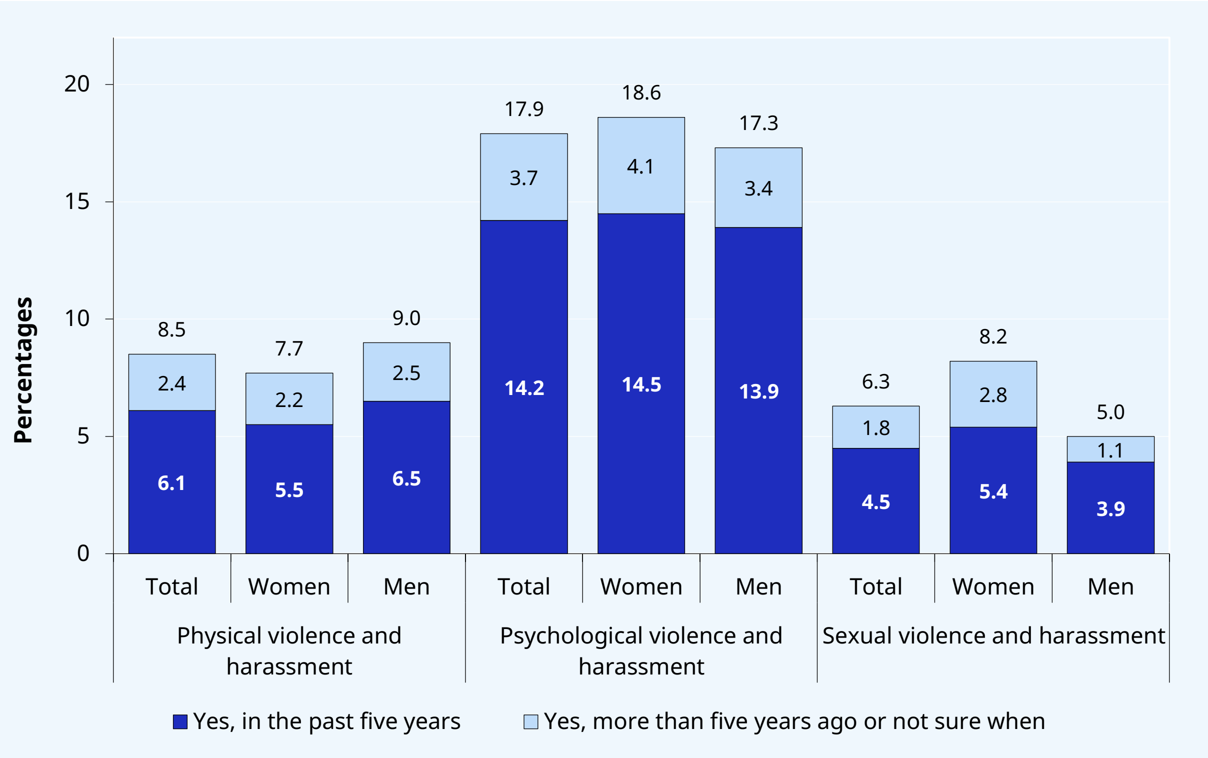
▶ **Table 2. Proposed budget increases (in US dollars)**

	Provision 2018–19	Proposed increase[1]	2020–21 proposals
Unforeseen expenditure	875 000	1 125 000	2 000 000
UN resident coordinator system	4 124 531	4 570 014	8 694 645
Building and Accommodation Fund	3 428 014	3 769 986	7 198 000
Information Technology Systems Fund	0	12 200 000	12 200 000
Security [2]	0	10 000 000	10 000 000

[1] Calculated on the basis of the 2019 exchange rate. [2] Estimates.

Source: ILO, *The Director-General's Programme and Budget proposals for 2020–21*, GB.335/PFA/1.

▶ **Figure 3. Share of persons in employment worldwide who have experienced physical, psychological or sexual violence and harassment at work and last time experienced, by sex, 2021** (percentage)



Source: ILO, Lloyd's Register Foundation and Gallup, *Experiences of violence and harassment at work: A global first survey*, 2022.

2.8. Technical requirements

2.8.1. Copyright permissions

To reproduce material that is not owned by the ILO in an ILO publication, the formal authorization of the copyright holder (publisher or author) must be obtained and acknowledged. This applies to the reproduction of any drawing, diagram, graph, table or photograph, even if the original material has been slightly altered or certain parts omitted, as well as to extracts of text.

Authorizations must be obtained in writing, by sending the “Authorization to reproduce non-ILO material” form, available on the Publications portal, to the appropriate publisher or copyright holder. The form of acknowledgement requested by the publisher should be adhered to.

Short extracts of text and limited numbers of tables and illustrations can often be reproduced without written permission, as long as the original source is acknowledged: a practice described as “fair dealing” or “fair use”. Fair dealing is interpreted differently in different countries, so this should always be checked with the publisher or author.

2.8.2. International Standard Book Numbers

All official ILO documents published with a cover require International Standard Book Numbers (ISBNs) for the print and web versions. For reports submitted to the Conference, OFFDOC obtains the ISBNs from the Publishing Unit and inserts them in the report.

For reports to be discussed at regional, sectoral and technical meetings, it is the author unit who provides the ISBNs to OFFDOC. To obtain ISBNs for the print and web versions of a report in all languages, you must fill in an online request form, also available on the Publications portal, and submit it to the Publishing Unit. Please remember to submit the ISBN request during the preparation of your report.

2.8.3. Maps

The production or use of maps may at times be sensitive and even raise diplomatic concerns. All maps must be cleared by JUR before being published (either online or in printed form).

▶ 3. Submitting your report to OFFDOC

Before sending your document to OFFDOC for processing, please follow the steps set out below.

- ✓ Verify that the report meets the requirements set out in these instructions by filling in the submission checklist.
- ✓ Make sure that the document has been approved by the director of the department, the Assistant Director-General concerned and CABINET.
- ✓ Send the document, together with the duly completed checklist and any other related files, by email to the DCU at rodis@ilo.org.

3.1. Approval of the edited version

Once a report has been accepted by OFFDOC, it will be edited. As part of the editing process, the editor will return the report to the author by email, with tracked changes and, if necessary, queries or explanations in comment boxes. In view of the tight deadlines for translation into the other languages, authors are requested to review the editor’s changes, answer any queries and to provide their approval within a short time frame, to be discussed with the editor. If you are not going to be available, it is essential to ensure that another colleague in your department can take care of this review and to communicate to the DCU the name of that person.

At this stage, the only changes that can be made are in response to the editor’s queries and these must be made using tracked changes.

3.2. Translation

Once the editing stage has been completed, no further changes will be accepted and the preparation of all the other required language versions will begin. [1]

The translation process comprises, in fact, four distinct steps: the actual translation; revision (to ensure full conformity with the original language); formatting (which includes proofreading); and trilingual checking, to ensure consistency among the three official language versions. During the entire process, questions may arise and your input may be required to clarify issues. Until the trilingual checking is done, it might be necessary to introduce corrections in the original version.

The terminology used in ILO documents is constantly evolving. If you have preferred translations in mind for particular terms, kindly inform OFFDOC and share any glossaries that you have prepared. OFFDOC also prepares glossaries in consultation with author units, with a view to updating constantly the ILO's terminology database, ILOTERM.

[1] All documents are translated into French and Spanish, reports for technical items on the Conference agenda are translated also into the other working languages – Arabic, Chinese, German and Russian – and reports for regional meetings are produced in the languages selected by the Governing Body.

Appendix: Types of Conference report

The Standing Orders of the International Labour Conference establish which reports the Office needs to prepare for submission to the Conference, depending on the nature of the item on the agenda. A distinction is made between the three standing items and the technical items that are placed on the agenda by the Governing Body or the Conference, between a few reports that are prepared every other year, and between those that are required every year. The reports are, in most cases, identified by a Roman numeral that indicates the number of the item on the agenda, in combination with an Arabic numeral and letter when there is more than one volume, as shown in the table below.

Item no.	Title (or nature) of agenda item	Related document(s) with their numbers	
		First year of biennium	Second year of biennium
Standing items			
I.	Report of the Chairperson of the Governing Body and Report of the Director-General		
		I (A) Report of the Director-General on programme implementation	
		I (B) Report of the Director-General devoted to a social policy theme	I (A) Report of the Director-General devoted to a social policy theme
		I/App. Appendix to the Report of the Director-General: The situation of workers of the occupied Arab territories	
		I (C) Report of the Chairperson of the Governing Body	I (B) Report of the Chairperson of the Governing Body
II.	Programme and budget and other questions		
		II. Information concerning the programme and budget and other questions	II. Draft programme and budget and other questions
		FIN. Financial report and audited consolidated financial statements [for the previous year] and Report of the External Auditor	
III.	Information and reports on the application of Conventions and Recommendations		
		III (Part A) Report of the Committee of Experts on the Application of Conventions and Recommendations	
		III (Part B) General Survey [on instruments selected by the Governing Body]	
Items placed on the agenda by the Conference or the Governing Body (starting with IV in no specific order). There are typically three technical items on the agenda.			

IV.	Standard-setting	Between three and five preparatory reports depending on the stage of the process (see below)
V.	General discussion	One background report and points for discussion
VI.	Recurrent discussion	One background report and points for discussion
VII.	Abrogation or withdrawal of international labour standards	One report published 18 months before the session and one published four months before the session.
VIII.	Amendments to the Maritime Labour Convention, 2006, as amended	One background document published in the form of a Conference document identified with a "D" and a number.

General discussion and recurrent discussion

General discussion: Item placed on the agenda under article 26 of the Standing Orders.

Recurrent discussion: Item placed on the agenda under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization (2008), as amended in 2022.

In both cases the Office prepares a report to serve as a basis for discussion and makes it available to constituents **not less than two months before the opening** of the session of the Conference at which the question is to be discussed.

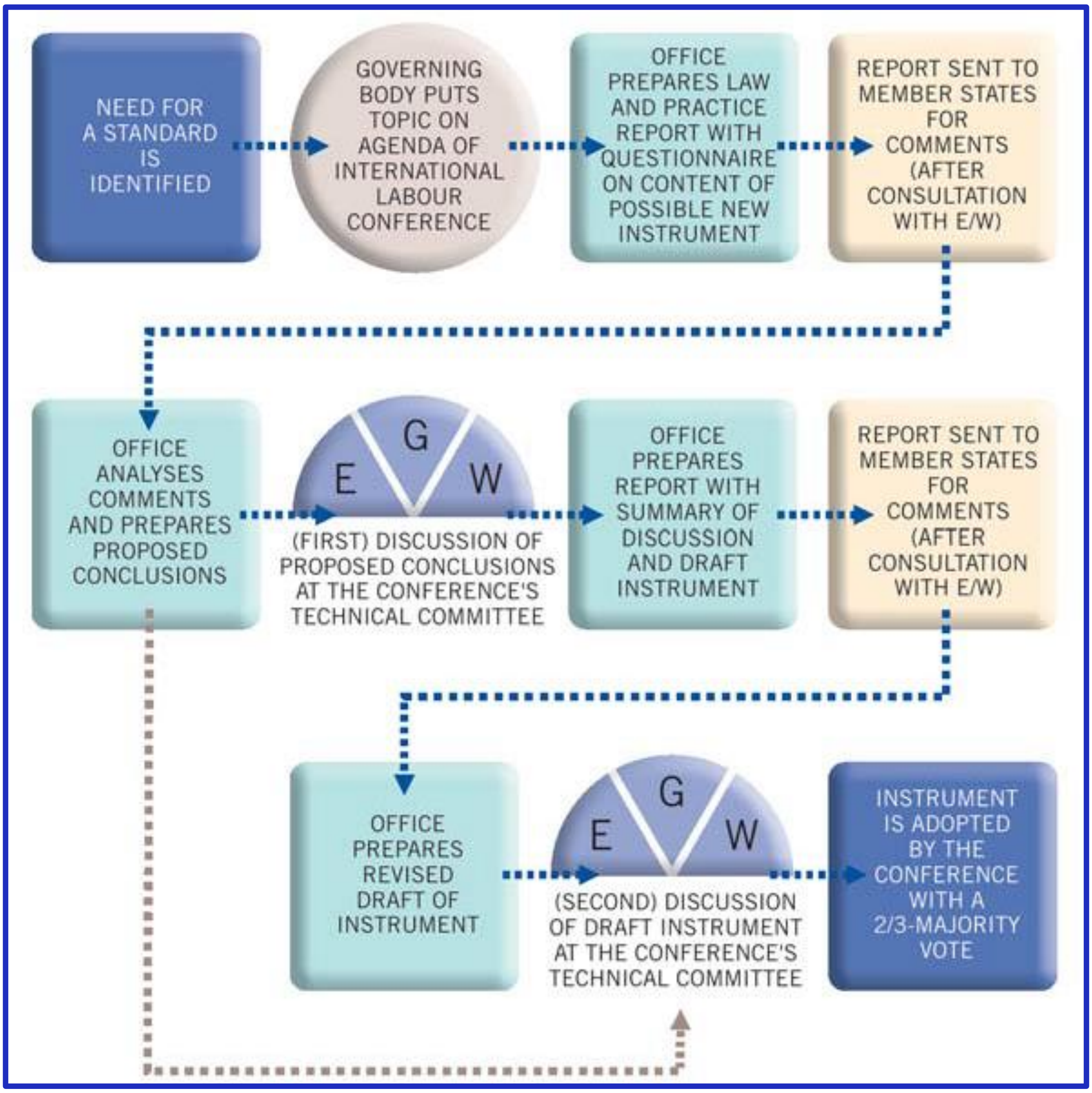
The report is accompanied by points for discussion, and leads to the adoption of conclusions intended to guide the work of the Organization on the subject matter.

Standard-setting procedure

In accordance with articles 44–46 of the Standing Orders of the Conference, a decision by the Governing Body to place item on the agenda of the Conference with a view to standard-setting triggers a clearly defined process involving the preparation of reports by the Office.

- In most cases, the process is spread over two sessions of the Conference ("double discussion") and involves the publication of four reports during a period of three years.
- In special circumstances, the Governing Body may decide that a standard-setting procedure be completed in one session of the Conference (single discussion), which will involve the publication of two reports during a total of two years.

Single and double-discussion procedures for the adoption of international labour standards



G: Governments; E: Employers; W: Workers

Double-discussion procedure

For the first discussion, the Office prepares the following two reports:

1. **Report (1)** is the preliminary document prepared by the Office to initiate the consideration of a subject that has been selected with a view to setting one or more new (or updated) international labour standards. This report:
   - provides an analysis of the laws and practices of Member States on the question;
   - includes a questionnaire to gather the initial views of constituents on the matter;
   - must be communicated to governments so as to reach them not less than 18 months before the opening of the session of the Conference at which the first discussion is scheduled.

   Governments are requested to send their replies, prepared in consultation with employers' and workers' organizations, to the Office at least 11 months before the opening of the session.

2. **Report (2)** is the document that will be actually serve as a basis for the first discussion. This report:
   - contains a summary of the replies received from governments and employers' and workers' organizations, as well as brief comments by the Office;
   - includes a set of proposed Conclusions intended to serve as a basis for the first Conference discussion;
   - must be published not less than four months before the opening of the session of the Conference at which the first discussion is scheduled.

   At the end of the first discussion, the Conference adopts conclusions which define the form and content of the possible future instrument(s) and a resolution to place the item of the agenda of its next session for a second discussion.

For the second discussion, the Office prepares the following two reports:

3. **Report (3)** is the document prepared soon after the first discussion. In particular, this report:
   - contains for the first time the text of the proposed instrument(s) prepared by the Office on the basis of the conclusions adopted at the end of the first discussion, with editorial changes for the purposes of clarification, ensuring the concordance of the different language versions or harmonizing certain provisions;
   - includes explanations from the Office indicating the rationale for the changes made and drawing the attention of the constituents to certain issues;
   - must be published not later than two months after the closing of the session of the Conference.

   Governments are requested to send any amendments or comments, prepared in consultation with employers' and workers' organizations, not later than three months after the publication of the report.

4. **Report (4)** is the document that will serve as a basis for the second discussion. It must be published not less than three months before the opening of the session of the Conference at which the question is to be discussed and contains:
    - a summary of the comments received from governments and employers' and workers' organizations, followed by some brief comments from the Office explaining the amendments that were made to the proposed text or texts in the light of the comments made;
    - the text(s) of the proposed instrument(s) prepared by the Office taking into account the comments made by governments and employers' and workers' organizations;

Single-discussion procedure

For a single discussion with a view to standard-setting, the Office prepares only the first and the last reports that are used in a double discussion:

1. **Report (1):** published not less than 18 months before the opening of the session of the Conference at which the discussion is scheduled.
2. **Report (2):** published four months before the session.

In accordance with article 52 of the Standing Orders of the Conference, in the case of an item concerning the abrogation or withdrawal of an international labour Convention or Recommendation, the procedure in terms of reports produced by the Office is similar to a single discussion procedure for standard-setting.
Report 2 contains the proposed decisions concerning the abrogation or withdrawal to be adopted by the Conference.