



Tripartite Technical Meeting on Access to Labour Justice for All: Prevention and Resolution of Labour Disputes

Geneva, 17 - 21 February 2025

► Working Methods

Standing orders governing the technical meeting

- The Tripartite technical meeting on access to labour justice for all is governed by the [Standing Orders](#) for technical meetings adopted by the Governing Body at its 334th Session (November 2018).

Composition and format of the meeting

- The meeting will be composed one representative of each interested government, twelve representatives of employers, and twelve representatives of workers.
- Each representative may be accompanied by one adviser. Advisers may participate in the group meetings and in the meeting room but will not be allowed to take the floor during the plenary discussions unless authorized by the representative to whom they are attached to. A representative may appoint his or her adviser to act as his or her substitute during specific sittings by notifying the Chairperson in writing. In that case, substitutes may take part in the debates under the same conditions as representatives.
- Plenary sessions and group meetings will have a hybrid format (in presence and online). Drafting sessions will be conducted exclusively in person.
- The secretariats of the Employers' and Workers' groups may intervene in the debates.
- The Chairperson shall be an independent person with expertise on the matter covered by the meeting and shall be selected by the International Labour Office. In addition to the Chairperson, the Officers of the meeting shall consist of three Vice-Chairpersons respectively elected from among the representatives or their advisers in each of the three groups. The Vice-Chairpersons shall be appointed at the Opening sitting of the meeting.
- The Chairperson shall direct the debates, maintain order and ensure the efficient conduct of deliberations.
- The working languages for the meeting will be English, French and Spanish.

Participation of Observers

- Governments not represented at the meeting by a representative may attend the meeting as observers. Such observers shall be entitled to make one statement at the opening sitting of the meeting. Time permitting and due priority being given to representatives, the Chairperson may, in agreement with the Vice-Chairpersons, permit Government observers to make additional statements.
- Persons representing official international organizations who have been invited by the Governing Body to be represented at the meeting as observers may, with the permission of the Chairperson, address the meeting.
- Persons representing international non-governmental organizations may attend the meeting as observers. The Chairperson may, in agreement with the Vice-Chairpersons, permit such observers to make or circulate statements for the information of the meeting on matters included in its agenda.

Tentative plan of work

- In accordance with the tentative plan of work and guided by the points for discussion, it is proposed that the sittings on the first two days of the meeting serve as a general discussion among the participants.
- Based on the views expressed during the first two days of discussions, the Office will elaborate a set of **tentative conclusions** which will be shared with the participants at the early morning at the latest of day three in English, French and Spanish.
- The following three days will be devoted to drafting sessions, in which the **Working Party** will consider the tentative conclusions with a view to elaborating **draft conclusions**.
- The draft conclusions will be considered by the representatives during the last day of the meeting with view to adopting **conclusions**.
- In accordance with the tentative plan of work, group meetings with interpretation to English, French and Spanish have been scheduled twice a day from Monday to Thursday and once on Friday.
- The final conclusions will be submitted to the 354th Session of the Governing Body (November 2025). The Governing Body would be requested to approve the outcome of the meeting with a view to deciding on appropriate follow-up action.
- A summary record of proceedings of the meeting reflecting the views expressed by the participants will be prepared by the Secretariat of the meeting. The summary record of proceedings will be sent to all participants after the meeting (tentatively scheduled to be sent by 24 March 2025) giving them the opportunity to ask for corrections to statements made by or attributed to them.

Working party

- To produce the draft conclusions for consideration of the meeting, it is proposed that a Working Party, as a subsidiary body, is set up for this technical meeting in accordance with Art.13.1 of the Standing Orders for technical meetings.
- The Working Party shall consist of equal number of members appointed by each of the groups, as well as the Chairperson or a Vice-Chairperson of the meeting, who shall preside over the sittings of the Working Party.
- It is proposed that the Working Party consist of twelve (12) members (physically present) appointed by each of the groups and subject to agreement by the Officers of the meeting.
- Sitzings of the Working Party are not open to observers or to the public.
- The Government members may be accompanied by their advisers, whose overall number shall not exceed that of the members of the Employers' and Workers' secretariats taken together.
- Nominations of Working Party members and advisers should reach the Secretariat by **Tuesday, 18 February, at 15:30**. Nominations must be sent to ALJ@ilo.org.

General discussion: Indicative speaking time limits

Opening statements

- Vice-Chairpersons – **7 minutes each**
- Representatives speaking on behalf of a regional group – **5 minutes each**
- Individual government representatives – **3 minutes each**
- Observer governments – **2 minutes each**
- International organizations and international non-governmental organizations – **2 minutes each**

Point for discussion 1

- Vice-Chairpersons – **20 minutes each** (15 min opening remarks and 5 min closing remarks)
- Representatives speaking on behalf of a regional group – **6 minutes each**
- Individual government representatives – **3 minutes each**
- International organizations – **2 minutes each**

Point for discussion 2

- Vice-Chairpersons – **20 minutes each** (15 min opening remarks and 5 min closing remarks)
- Representatives speaking on behalf of a regional group – **6 minutes each**
- Individual government representatives – **3 minutes each**
- International organizations – **2 minutes each**

Point for discussion 3

- Vice-Chairpersons – **20 minutes each** (15 min opening remarks and 5 min closing remarks)
- Representatives speaking on behalf of a regional group – **6 minutes each**
- Individual government representatives – **3 minutes each**
- International organizations – **2 minutes each**

Statements

- To guarantee accurate interpretation and reflection in the summary of proceedings, it is strongly recommended to send all statements to ALJ@ilo.org following group meetings and before the sittings on days 1, 2 and 5.

Drafting Sessions

- For the purposes of drafting, the text will be displayed on the screen in **ENGLISH** only.
- The text will be displayed in Microsoft Word. Suggestions for change will be introduced as follows, using the **track change** option:
 - Government group: **GREEN** (with group or country initials in parenthesis)
 - Employers' group: **BLUE**
 - Workers' group: **YELLOW**
- To streamline the drafting sessions and optimize time efficiency, each group is encouraged to submit their proposed amendments to the tentative conclusions to the Secretariat after their group meetings on Wednesday morning. The Secretariat will then compile the amendments received from all three groups and share the consolidated document with the Working Party members before their afternoon group meeting.
- Any text for which agreement cannot be reached will be placed in square brackets and reverted to at an appropriate time.
- Working languages: the tentative conclusions produced by the secretariat will be distributed to the Working Party in English, French and Spanish. During the discussion, the English version will be displayed and modified in track changes. The text, as revised, will be shared following the drafting sessions on Wednesday 19 and Thursday 20. Versions of the draft conclusions in French and Spanish will be shared in the morning, before the group meetings on Friday 21.

Adoption of decisions

- Decisions shall be taken by consensus. Consensus is characterized by the absence of any objection presented by a delegate as an impediment to the adoption of the decision in question. It is for the Chairperson, in agreement with the Vice-Chairpersons, to ascertain the existence of a consensus.
- Representatives shall make every effort to reach an agreement that is generally accepted, so that a decision can be adopted without formal objections. In such cases, any dissenting positions or reservation shall be placed on the record without however constituting and impediment to the adoption of the decision in questions.