



► Special arrangements and rules of procedure applicable to the Fifth Meeting of the Special Tripartite Committee of the Maritime Labour Convention, 2006, as amended (MLC, 2006) (7–11 April 2025)

Further to the decisions taken by the Governing Body at its 346th (October–November 2022) and 347th Sessions (March 2023), the fifth meeting of the Special Tripartite Committee (STC) shall be held from 7–11 April 2025.¹ The meeting will follow a hybrid format.

At its 353rd Session (March 2025), the Governing Body approved special arrangements for the fifth meeting of the STC to facilitate the meeting's conduct by virtual means. In so doing, the Governing Body decided that the Standing Orders applicable to the meeting concerned continue to apply in full except to the extent that they are inconsistent with the special arrangements. The Governing Body also authorized the meeting, on the recommendation of its Officers and in consultation with the Government group regional coordinators, to further specify the special arrangements and modify them within the limits set by the applicable Standing Orders.²

In this context, the Officers of the STC have decided to recommend to the STC the approval of the special arrangements and rules of procedure set out below and, subject to this approval, that the special arrangements will apply provisionally to the steps to be taken before the first day of the meeting. Given the hybrid format, all necessary measures will be taken to ensure participants attending remotely will be able to fully exercise any active participating rights.

Pre-session

A. Accreditation

1. Representatives of Governments, Shipowners and Seafarers shall communicate the list of their representatives and advisers to the Secretariat of the STC through the online accreditation system, which were made available as of 20 February 2025. The necessary access codes will be sent to each Government through their Permanent Missions in Geneva (or as otherwise agreed) and to the secretariats of the Shipowners' and Seafarers' groups.
2. Credentials of representatives and advisers should be submitted **from 20 February to 24 March 2025**. On this basis, the Secretariat will send the relevant access links to each accredited participant who will participate remotely, as well as individual pin codes to those who will participate in the online submission of amendments and in the vote on the amendments to the Code.
3. To enable secured access to join the sessions remotely through the relevant virtual platform, the provision of a personal email will be required upon submission of the credentials of representatives, advisers, and observers. The same email will be used to transmit documents

¹ GB.346/PV, para. 885(e), GB.347/INS/20 and GB.347/PV(Rev.), para. 803.

² GB.353/INS/18/Decision.

and enable participants to communicate with each other throughout the meeting, including the plenary sittings and group meetings.

B. Submission of amendments to the proposals for amendments to the Code of the MLC, 2006

4. The 16 proposals for amendments to the Code of the MLC, 2006 will be subject to amendments, through an online system that will be open on **Monday, 31 March, from 10 a.m. to 4.30 p.m.** The representatives who submit the amendments must be available on 31 March and 1 April to be contacted by the Secretariat, if necessary, to provide clarifications and validate the amendments.
5. The online system may be accessed by accredited Government representatives (or advisers acting as substitutes), acting either in a national capacity or on behalf of a regional group, or other group of countries, by entering the representative's email address that was provided for accreditation, and the PIN code received in the preceding days.
6. Under article 10, paragraph 2 of the Standing Orders, amendments must be seconded by at least one other member of the STC, at the latest at the time it is moved at a sitting, to be considered by the STC. As for Seafarers' and Shipowners' representatives, the submission of amendments is centralized through the groups' secretariats, which will be provided with access codes.

In-session

A. Attendance

7. As no printed documents will be made available during the meeting, and in order to exercise the right to vote, participants physically attending the meeting must be able to access internet via a laptop or a phone.

Remote attendance

8. All participants will be able to join the plenary sittings remotely through a closed virtual platform. Interpretation will be available in Arabic, Chinese, English, French, Russian and Spanish (participants will also be able to speak in German). Remote participants will be able to communicate in writing with the Secretariat through the chat function in the platform.
9. Group meetings are private, and therefore, should only be accessed by those participants authorized by each group. Authorized participants will be able to take the floor and listen to other participants and to interact through the chat function.
10. To attend the plenary sittings of the meeting, individual access codes or links will be communicated separately to each participant according to their attendance rights and will be valid for the entire duration of the meeting. It is the responsibility of each registered participant to keep their access code secret and to abstain from sharing it with any other person, even within the same delegation

B. Programme

Drafting committee/drafting groups

11. In accordance with article 15 of its Standing Orders, the STC may set up working groups or other subsidiary bodies, which shall consist of equal numbers of representatives appointed by

each of the groups. In this framework, it is proposed that a drafting committee be set up, if possible, as of the first day of the meeting, Monday, 7 April.

12. The STC Officers will decide on the composition of the drafting committee, considering the need to limit the attendance to a small number of members in the interest of smooth and expeditious working. For the same reason, it is also highly desirable that the members of the drafting committee are nominated among representatives present in Geneva. Drafting committee members should be identified during the group meetings on 7 April so that the committee can start its work as soon as possible. These participants will receive individual invitations for the meetings of the drafting committee. The same arrangements will be followed for any drafting group(s) that may be set up by the STC subsequently to examine any draft resolutions.

C. Conduct of debates

Time management

13. In view of the limited number of hours for plenary deliberations per day and the heavy agenda, it is imperative to introduce certain limitations to, and make the best use of, the time available. To this effect, and based on the experience of previous hybrid meetings organized so far, the following principles will apply:
 - To the extent possible, the position of the representatives on each item of the agenda should be expressed through group statements made by the spokesperson for the group. Governments may also make statements on behalf of regional groups of governments.
 - Individual statements should, to the extent possible, be limited to situations where they differ from the group to which the member belongs, or where they add a perspective not covered by the group statement that is relevant in the decision-making process.
 - In accordance with article 9, paragraph 6 of the Standing Orders, strict time limits for speeches will be enforced. Except with the special consent of the Officers of the STC, no group statement shall exceed 5 minutes and no individual statement shall exceed 3 minutes. The STC Officers may further reduce these time-limits as necessary.
 - Representatives and advisers are encouraged to make requests for the floor at least one hour before the opening of the sitting at which the item is scheduled for discussion. Such requests shall be made in writing to mlcstc@ilo.org. This will allow the display of the list of registered speakers and a better assessment of the time needed for each discussion. Additional requests for the floor may also be made during the meeting by raising the hand in the meeting room or via the virtual platform.
 - Requests for the floor from invited international intergovernmental and non-governmental organizations shall be made at least 2 hours before the start of the sitting at which the agenda item is scheduled. Such requests shall be made in writing to mlcstc@ilo.org. Statements from international non-governmental organizations shall be authorized by the Officers of the STC depending on time availability. Statements shall be limited to 3 minutes.

Duties of the chairing officer

14. The Chairperson of the STC will preside over the sittings of the STC, unless he assigns the chairing functions for a given agenda item to a Vice-Chairperson, in accordance with article 7, paragraph 2 of the Standing Orders.

15. In conducting the debates in accordance with article 7 paragraphs 3 and 4, the chairing officer shall have discretion in granting or withdrawing the right to address the sitting and administering any motion as to procedure or requests for the right to reply, which he/she may postpone to another sitting in the interest of strict time management.

Submission of draft resolutions

16. Any representative, including representatives of non-ratifying Member States, or group wishing to submit a draft resolution, must do so in one of the three official languages (English, French and Spanish) as soon as possible but not later than 1 p.m. Geneva time on Tuesday, 8 April 2025. Any draft resolution shall be sent to mlcamend@ilo.org.
17. To enable effective decision-making while preserving consensus building, draft resolutions, scheduled for consideration on Thursday, 10 April 2025, will be dealt with as follows:
 - Any representative or group wishing to submit an amendment to any draft resolution must do so in one of the three official languages by 6 p.m. Geneva time on Wednesday, 9 April at the latest. Any amendment shall appear in track changes and be sent to mlcamend@ilo.org.
 - If considered necessary in view of the number of amendments received, the Officers of the STC may decide to set up a drafting group to examine any draft resolutions.
 - On each draft resolution, the chairing officer shall invite the representatives to intervene and address the text under consideration.
 - The text of any draft resolution, any amendment and any draft text agreed by a drafting group will be made available on the dedicated website of the meeting in three official languages.

Vote on the amendments to the Code and adoption of draft resolutions

18. Final decisions on draft amendments to the Code of the MLC as well as on any draft resolution will be taken on Friday, 11 April 2025 in the morning.
19. Under article 13 (1) of the Standing Orders, decisions on any draft resolution shall normally be taken by consensus. In the absence of such consensus duly ascertained and announced by the Chairperson, decisions shall be taken by a simple majority of the votes cast by the representatives who are present at the sitting and entitled to vote.
20. A record vote is required for the adoption of amendments to the Code in accordance with Article XV of the Convention and article 13(5) of the Standing Orders. This record vote will be taken using an electronic voting system similar to that used at the International Labour Conference and the Governing Body. All the necessary explanations will be provided to the Members of the STC by the Secretariat.
21. To access the voting system, representatives will use the PIN code already sent to them for the purpose of submitting amendments (see paragraph 2 above). If a government or group has appointed substitutes, both representatives and substitutes will be able to cast a vote, but only the first votes cast will be counted, up to the number of registered representatives. Governments and groups may therefore wish to decide in advance who will cast their votes.
22. If for any reasons, the record vote by electronic means on one or several of the draft amendments cannot be conducted on the last day of the meeting, upon recommendation of its Officers, the STC may decide either to hold a vote by correspondence or defer consideration of the amendment(s) in question to a future meeting. Any vote by correspondence will be held

from Monday, 14 to Monday, 21 April and the results of the vote will be announced by the Chairperson 21 April 2025.