

General Discussion Committee on Promoting Transitions Towards Formality

Date: 9 May 2025

► Methods of Work

Standing Orders governing technical committees

1. The General Discussion Committee is governed by Part 4 of the [Standing Orders of the International Labour Conference](#).

Tentative Plan of Work

2. As reflected in the [Tentative plan of work](#), the work of the Committee is divided into three distinct blocks:
 - the general discussion (2–3 June);
 - the drafting group (5–6 June);
 - the discussion of amendments (9–11 June).
3. The general discussion will be devoted to general statements structured around the points for discussion. Following the general discussion, the Committee's meetings will be suspended while the drafting group prepares the draft conclusions which will be posted on the Committee's [web page](#) in the late hours of Friday, 6 June. The submission of amendments to the draft conclusions is scheduled for Saturday, 7 June, and the discussion of the amendments will take place in the full Committee between Monday, 9 June, and Wednesday, 11 June.
4. Extended sittings have been included in the plan of work, on the understanding that they will be held if required by the work of the Committee.
5. The resolution and conclusions will be posted on the Committee's web page on Wednesday, 11 June, in the evening and presented to the Conference for adoption on Thursday, 12 June.

General discussion: Indicative time limits for speeches

Requests for the floor

6. To ensure efficient time management of the general discussion, all delegates wishing to take the floor should register in advance before each sitting. Dedicated form will be made available on the Committee's web page to facilitate this process. Delegates are encouraged to send completed forms to the secretariat (cdg@ilo.org) **at least 24 hours before each sitting**.

7. While the proceedings may be followed online, physical presence in the Committee room will be required to take the floor.
8. Due to the limited time available for the general discussion segment, the Officers of the Committee suggest time limits for speeches as shown below. When a speaker takes the floor, a timer will appear on the screen to ensure the observance of the time limits.

Time limits for speeches

	Opening remarks and point for discussion 1 in one combined statement (in minutes)	Points for discussion (2 and 3) in separate statements (in minutes)
Vice-Chairpersons	10 for initial statement and 3 at the close of point 1	7 for initial statements and 3 at the close of each point
Government members speaking on behalf of a regional group or of at least ten governments represented at the Conference	5	4
Government members making individual statements	3	2
Representatives of international organizations	3	–
International non-governmental organizations (INGOs) (subject to the permission of the Officers)	10 for all statements to be made by INGOs combined *	–

* A maximum of 2 minutes for each INGO and not exceeding 10 minutes for the totality of INGOs requesting to take the floor.

Statements

9. To guarantee accurate and faithful interpretation and reflection in the Committee's report, it is recommended that all statements reach cdg@ilo.org following the group meetings and before the sittings of the general discussion segment.

Participation of INGOs

10. Information about participation in the Conference is available on the [website](#).
11. Requests to take the floor in Committee sittings should reach the secretariat by **Friday, 30 May, 10 a.m. (CEST)**. These requests will be shared by Friday, 30 May, 5 p.m. with the Chairperson and Vice-Chairpersons of the Committee for approval, as well as with the respective secretariats.¹

¹ See [article 14\(9\) of the Standing Orders of the Conference](#).

Drafting group

12. The drafting group is composed of eight Government members, eight Employer members and eight Worker members, nominated by the respective groups. Each member may be accompanied by one adviser.
13. Nominations of drafting group members and advisers for each of the groups should reach the secretariat by **Tuesday, 3 June, 11.30 a.m. (CEST)**. Nominations must be sent to cdg@ilo.org.
14. The drafting group is mandated to produce the **draft conclusions** for consideration by the Committee.
15. **Working languages:** The text of the tentative conclusions will be provided by the secretariat in English, French and Spanish before the drafting group begins its work.² This text will be shared with the members of the drafting group in the late evening of Wednesday, 4 June as outlined in the tentative plan of work. Interpretation will be provided in the three languages. However, the drafting group will work based on the English version of the text, which will be the only language displayed. The text of the draft conclusions, as agreed upon by the drafting group, will be made available in the three languages in the evening of Friday, 6 June.
16. Decisions in the drafting group will be taken by consensus. Members shall make every effort to reach an agreement that is generally accepted so that a decision can be adopted without formal objections.³
17. Remote connection will not be available for the deliberations of the drafting group.

Submission of amendments

18. Government members and Employers' and Workers' groups, through their respective secretariats, may submit amendments online on **Saturday, 7 June between 8 a.m. and 4 p.m. (CEST)** and they should be available to be contacted by the Committee secretariat during the day in case there is an issue that needs to be discussed with the proponent of the amendment.
19. Guidance on the online submission of amendments is available on the Conference website.
20. Amendments will be published in the late hours of **Saturday, 7 June** in the order in which they will be discussed.

Discussion of amendments

21. Only amendments validly submitted will be discussed by the Committee.
22. The Chairperson shall determine the order in which amendments are discussed.
23. Amendments proposed by individual Government members have to be seconded, which should be verified by the Chairperson before such amendments are discussed. For efficiency of the work, individual Government members are encouraged to ensure in advance that their amendments are seconded.
24. During the discussion of amendments, subamendments may be introduced orally by members of the Committee (Governments, Employers and Workers). Subamendments proposed by individual Governments have to also be seconded.

² GB.353/INS/2/2(Rev.1), para. 49.

³ Regarding the definition of consensus by the Conference Standing Orders, see below footnote 4.

25. The Committee should reach a decision on the fate of every amendment (or subamendment) under discussion (adopted, not adopted, withdrawn, falls).
26. Amendments and subamendments are shown on the screen throughout the discussion in English, French and Spanish.

Adoption of decisions

27. The Committee shall make every effort to take its decisions by consensus.⁴
28. In the absence of a 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.

Reporter of the Committee

29. Nominations for the Reporter of the Committee should reach the secretariat by **Tuesday, 3 June, 11.30 a.m. (CEST)**. The Reporter will present the results of the Committee deliberations to the Conference plenary on its behalf. In accordance with standard practice, the Reporter may be either a delegate or an adviser, from the Government group.
30. The Reporter will be entitled to attend the meetings of the drafting group.

Contacting the Committee secretariat

31. The General Discussion Committee secretariat can be contacted by email at: cdg@ilo.org.

⁴ *Standing Orders of the Conference, article 42. Adoption of decisions: 1.* Unless otherwise provided 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.