

Standard-Setting Committee on Biological Hazards

Date: 16 May 2025

► Working methods

Opening and closing sittings

Requests for the floor by government members

1. To ensure efficient time management during the opening and closing sittings of the Committee, it is proposed that Government members 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 limited time available, the following time limits are proposed by the Officers of the Committee:
 - Vice-Chairpersons: **7 minutes** for initial statements and **3 minutes** for any final statements at the end of the sitting.
 - Members speaking on behalf of regional groups or 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-bh-interpret@ilo.org by 10:00 for the morning sitting and by 14:30 for the afternoon sitting.

Requests for the floor by international non-governmental organizations

4. Any requests from [international non-governmental organizations](#) must reach the Secretariat via email (CN-BH@ilo.org) **by noon on Friday, 30 May**. These requests will be shared with the Chairperson and Vice-Chairpersons of the Committee for approval on Sunday, 1 June. International non-governmental organizations whose requests are approved, will be able to take the floor, at the end of the first sitting of the Committee, for up to 2 minutes each or up to 10 minutes in total depending on the number of requests received.

Reporter of the Committee

5. Nominations for the Reporter of the Committee should reach the Secretariat (CN-BH@ilo.org) **by close of business on Tuesday, 3 June**. The Reporter, who is also a member of the Drafting Committee, will present the outcome of the Committee deliberations to the Conference plenary. The Reporter may be either a delegate or an adviser, from the Government group (in accordance with general practice).

Submission and publication of amendments

6. The submission of amendments is done through the **online tool only**. Any proposals for amendments submitted through other means, such as e-mail, are not considered receivable. Clear instructions on the submission of amendments are available on the Conference website.
7. The **online tool** will be available for submission of amendments **from Monday, 2 June to Friday, 6 June**. It will be possible to submit amendments each day between 10:00 to 15:30 to different sections of the instruments as indicated in the [tentative plan of work](#). The tool will be **closed on Friday, 6 June at 15:30**.
8. 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 on the use of the tool.
9. Amendments may only be submitted in English, French or Spanish.
10. Following their submission, amendments are validated by the Secretariat. If one or more amendment(s) require(s) clarification to be validated, the author of the amendment will receive an email from the Secretariat requesting clarification. It is therefore important for delegates to be reachable should a discussion on some of the amendments be deemed necessary.
11. The Secretariat will acknowledge receipt of all validated amendments in writing.
12. Validated amendments will be published in the three languages on the Committee's webpage late, at the end of each day (2, 3, 4, 5 and 6 June).

Discussion of amendments

13. The Committee will discuss and decide on the fate of all the amendments under the conditions set out in [articles 19 and 41 of the Standing Orders of the Conference](#).
14. During the discussion, delegates may submit subamendments¹ to the amendment under discussion **only**. It is not possible to introduce new amendments.
15. Any amendment or subamendment submitted by a single Government member will require a secondment by another Government member or a group. If the amendment or subamendment is not seconded after it is presented in Plenary it will not be considered by the Committee.
16. In principle, each amendment or subamendment will be considered individually. If there are several amendments or subamendments to a part of an article, paragraph, clause or sub-clause, it may be decided by the Committee to consider and discuss all of these together.

¹ Oral suggestions of alternative wording to the amendment under consideration.

However, the fate of **each** amendment or subamendment considered must be decided individually.

17. Once all the articles, paragraphs, clauses and subclauses have been considered, and the Drafting Committee has prepared the final text, the Committee adopts the instrument(s) at its final sitting. The instruments will be submitted to the Plenary of the Conference for adoption and vote on Friday 13 June.
18. The committee should make every effort to decide on the fate of an amendment by consensus.² Should it prove impossible to reach consensus on a specific amendment, it might be necessary to carry out a vote. Normally, the voting is by a show of hands. If the result of a vote by a show of hands is challenged or if the quorum has not been obtained in a vote by show of hands, a record vote will be taken by roll call.

Drafting Committee

19. The Drafting Committee will review the drafting of the text of the draft proposed instrument(s) and ensure consistency among the three official languages. It will also examine drafting questions which may be referred to it by the Committee.
20. The Drafting Committee is composed of up to three delegates or advisers from each of the three constituent groups – governments, employers and workers – the Reporter of 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.³ Please note that no remote connection will be available for Drafting Committee members.
21. Nominations for members of the Drafting Committee should reach the Secretariat (CN-BH@ilo.org) **by close of business on Tuesday, 3 June.**
22. As indicated in the tentative plan of work, the Drafting Committee will meet at dates and times to be determined depending on progress made by the Committee in the consideration of the proposed instruments.

² Article 42 of Standing Orders of the International Labour Conference, 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.

³ Article 9 of Standing Orders of the Conference.