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Introduction to the Conference

The International Labour Conference is the supreme body of the Organization. It is the only occasion on which all member States meet as the International Labour Organization, in particular to draw up international labour standards, in the form of Conventions and Recommendations, the purpose of which is to promote social progress.

Conventions are extremely important instruments since they are international treaties with the force of law in the countries which ratify them.

The Conference also adopts resolutions and conclusions on all kinds of subjects, which are intended to guide the work of the Office.

It is also the Conference which votes the programme and budget of the ILO every two years and elects the Governing Body every three.

It is normally held every year in the month of June at the *Palais des Nations* in Geneva and at the ILO headquarters.

The Conference is regulated by the Constitution of the ILO and by a set of Standing Orders.¹

The ILO is based on the principle of tripartism and the structure of the Conference reflects this principle. It is comprised of national delegations of four members each – two Government delegates, one Employers' and one Workers' delegate. They are accompanied by advisers and substitutes so that they can be represented simultaneously on different committees.

The Conference meets in plenary sitting in the Conference Hall of the *Palais des Nations* and only in plenary can it therefore be referred to as the Conference. It is the plenary which takes the final decision on most questions.

The Conference committees

The Conference sets up committees responsible for studying the different items on the agenda. The committees work independently, and each one presents a report on its work to the Conference in plenary sitting, together with any texts which it has drafted and proposed for adoption, such as a Convention, Recommendation or resolution. It is the plenary sitting which decides on the final adoption of the instruments or other texts produced by the committees.

The agenda of the Conference is decided by the Governing Body some two years prior to each session [SO, arts 34–36]. It includes standing items and technical items, the latter being determined by the Governing Body. The Conference committees are hence of two types: those that meet every year to deal with the standing items or other formal business of the Conference, called “standing committees” (such as the Finance Committee and the Selection Committee), and those set up by the Conference to examine the technical items on its agenda, called “technical committees”.

¹ This note refers to the provisions of these two texts, indicating for example: [C, art. 17] in the case of the Constitution or [SO, art. 55.1] in the case of the Standing Orders.

Standing committees

The *Selection Committee* [SO, art. 4] is the steering committee of the Conference. Its principle functions include arranging the programme of the Conference, fixing the time and agenda for the plenary sittings, and acting on behalf of the Conference with respect to decisions on non-controversial questions of a routine nature. In practice the Selection Committee meets only on the first day of the Conference. It then delegates its functions to its officers.

The *Credentials Committee* [SO, arts 5 and 26] has four principle functions: it examines the instruments by which delegations' credentials are submitted, to verify that they are issued by an authority which acts on behalf of the State and that the composition of the delegation meets the requirements laid down in the Constitution; it determines the quorum necessary for votes at the Conference to be valid; it examines objections concerning the conformity of nominations of Conference delegates and advisers with the provisions of article 3 of the Constitution; and it examines complaints concerning non-payment of Conference delegates' and advisers' expenses. The Committee consists of three members appointed by the Conference on the recommendation of the Selection Committee (one Government, one Employer and one Worker) and meets in private. Any delegate whose credentials are challenged retains his or her full rights pending decision by the Conference.

The *Committee on the Application of Conventions and Recommendations* [SO, art. 7] meets to consider the action taken on Conventions by countries that have ratified them, as well as the action taken on unratified standards. The Conference Committee bases its work on the reports of the Committee of Experts on the Application of Conventions and Recommendations, which meets in December each year to examine information provided by governments, under articles 19, 22 and 35 of the Constitution, as well as related observations made by employers' or workers' organizations. The Conference Committee allows the representatives of governments, employers and workers to study together the way in which States carry out their obligations resulting from or related to Conventions and Recommendations. It provides an opportunity for governments to complete information previously communicated, to indicate any measures which they propose to take, to draw attention to the difficulties encountered and to request advice or assistance to resolve them.

The *Finance Committee of Government Representatives* [SO, art. 7bis] is composed of one Government representative of each member State participating in the Conference: it has no Employer or Worker members. It deals with programme and budget matters, general issues concerning the financing of the Organization, and the allocation of expenses among member States.

The *Resolutions Committee* [SO, art. 17] which meets in principle every other non-budgetary year, discusses any resolutions submitted to the Conference which do not relate to any of the items on its agenda. The examination of these resolutions is regulated by a set of specific rules which are not examined here in detail, but which can be found in article 17 of the Standing Orders. In short, such resolutions must be submitted to the Director-General before the deadline set out in article 17, paragraph 1(1), that is 15 days before the opening of the Conference. They are then published in *Provisional Record* No. 1 of the Conference. Each is then presented in the Committee by one of its sponsors, after which a secret ballot is held to determine the first five resolutions to be discussed and in which order. The Committee then considers each in turn. The Committee is the only one for which a deadline is set in the Standing Orders for the end of its work: it must finish by 6 p.m. on the third working day preceding the date fixed for the end of the Conference session [SO, art. 17.6].

Finally, the Conference sets up, if necessary, a *Standing Orders Committee* which meets to discuss problems or propose changes concerning the Standing Orders of the Conference as well as other questions. The agenda of the Standing Orders Committee is published in a *Provisional Record* (No. 1 or 2 depending on the session).

Technical committees

These are committees set up to draft conclusions on an item placed on the Conference agenda for general discussion [SO, art. 11ter], or committees set up to draft (or revise) international labour Conventions and Recommendations.

The conclusions on an item placed on the agenda for general discussion are submitted to the Conference for adoption at the same time as the report of the respective committee.

The adoption of Conventions and Recommendations is based on article 19 of the Constitution. It is sometimes governed by the single discussion procedure [SO, arts 38, 39bis, 40], but more generally by the double discussion procedure [SO, arts 39-40] the two phases of which take place at two different sessions of the Conference.

Under the double discussion procedure, the Conference first examines the Office preparatory (white) report on law and practice on the subject in the member States. This report, which, in accordance with the Standing Orders, must be sent out to governments 18 months before the session at which the item is to be discussed, includes a questionnaire inviting governments, employers and workers to indicate the desired scope of the proposed instruments. The replies received are summarized in another (yellow) report which also contains a set of proposed conclusions. These are presented in the form of a paraphrase of each of the Articles which the proposed instruments are to contain. The committee set up to deal with the matter examines and amends the proposed conclusions, which are then submitted to the Conference for adoption.

After the Conference and on the basis of these revised conclusions, the Office prepares a draft text of the proposed Convention and Recommendation (brown report) which it again communicates to governments for their observations and comments by employers' and workers' organizations. The draft texts are amended by the Office on the basis of these observations. The observations received, along with the Office's comments as well as the revised proposed texts, form the subject of a further (blue) report published in two volumes which is the basis for the second discussion in the committee set up for this purpose. The proposed Convention and/or Recommendation are amended in the committee, then submitted to the Conference which holds a record vote on the adoption of the texts, using the electronic voting system [SO, art. 19.15].

Layout of the committee rooms

On the platform, in front of the committee, sit the chairperson, the representative of the Secretary-General, his deputy, the coordinator, one or two experts and the committee secretaries or precis writers designated to take notes.

The members of the committee are seated by group (Governments, Employers and Workers) and not by delegations. Normally, the Governments sit in the centre, the Employers to the chairperson's left and the Workers to his right. The Employer and Worker vice-chairpersons sit at the front of their group. If the room is small, there may be some overlap in the rear rows, and care should therefore be taken in identifying speakers.

Daily programme of the Conference

The Selection Committee coordinates the work of all the committees, fixing the dates and times for their sittings in consultation with the officers. These details, together with the location of the meetings and any special announcements relevant to the work of the Conference, are published in the *Daily Bulletin*, in English, French and Spanish and are available every morning at the Distribution Service. The schedule of the main meetings is also available in other languages.

Provisional Record

The *Provisional Record* is the official record of the Conference (it is provisional because it may be amended) and contains all official texts of the Conference, the statements made by delegates in plenary, the reports of the committees and the composition of committees. The report of each committee is presented to the plenary in the form of a special issue of the *Provisional Record*. The verbatim accounts of discussions in plenary, which are published the day after each plenary session, may also be consulted on the International Labour Conference (ILC) web page. After the Conference, they are included in the *Record of Proceedings*.

Information on the services and the material organization of the Conference

Practical information for delegates is available on the ILC web page from the opening of the session. There is a wealth of information on all the services of the Conference, the location of the rooms in the *Palais des Nations*, the opening hours of bars and restaurants, the shuttle service between the *Palais des Nations* and the ILO, etc.

Opening of the session [SO, art. 25]

On the eve of the official opening, preliminary meetings of the three groups are held (Governments, Employers and Workers) to designate the members of the various committees.

On the morning of the opening, the Conference meets in plenary sitting. The Chairperson of the Governing Body declares the session of the Conference open and the Conference elects its President. This is normally the outcome of a period of negotiation based on the principle of rotation between the regions. If there be more than one candidate, a secret ballot is held. The newly elected President gives his opening address, and then proceeds to the appointment of the Vice-Presidents of the Conference and the members of the Selection Committee, the Credentials Committee and all the other committees.

The Selection Committee meets immediately after the opening sitting of the Conference, to adopt its first report, which includes the programme of work for the committees and for plenary, recommendations on other questions essential to the smooth running of the Conference as well as the committee membership lists. The committees are therefore free to begin their work (tripartite and group meetings) straight after the first Conference plenary sitting.

General discussion in the plenary of the Conference

Since the June 2007 session, the general discussion in the plenary of the Conference begins on the Monday of the third week and lasts two days. It focuses on the report of the Chairperson of the Governing Body and on the Director-General's Report. In principle, in the budgetary (uneven) years the latter report examines an aspect of social policy; in non-budgetary (even) years it reviews ILO activities during the two previous years.

* * *

After this short introduction, you have now only to read carefully the notes prepared for you by RELOFF, after which you will be ready for three weeks of arduous but often passionate work within a closely knit team. Have a good Conference!

Notes for chairpersons of Conference committees

Foreword

The duties of the chairpersons of a Conference committee are set out in article 61 of the Conference Standing Orders in the following terms:

1. *The Chairperson shall declare the opening and closing of the sittings. Before proceeding to the agenda, he/she shall bring before the committee any communications which may concern it.*

2. *The Chairperson shall direct the debates, maintain order, ensure the observance of the Standing Orders, accord or withdraw the right to address the committee in accordance with the provisions of the Standing Orders, put questions to the vote and announce the result of the vote.*

3. *The Chairperson shall have the right to take part in the discussions and to vote except when replaced on the committee by a substitute, but he/she shall not have a casting vote.*

4. *In the absence of a Chairperson during a sitting or any part thereof, the Vice-Chairperson shall preside alternately.*

5. *A Vice-Chairperson acting as Chairperson shall have the same rights and duties as the Chairperson.*

These notes are designed to help chairpersons fulfil their duties by providing in condensed and more easily accessible form indications as to the application and interpretation of the pertinent Standing Orders. They do not purport in any way to replace the latter and each committee chairperson is most earnestly requested to familiarize him- or herself thoroughly with the Standing Orders of the Conference and particularly with section H (articles 55 to 68) dealing with Conference committees.

Scope

These notes are designed principally for use by chairpersons of technical committees. Section H of the Standing Orders of the Conference does not apply to the Credentials Committee or to the Conference Drafting Committee. Certain provisions do not apply to the Selection and Resolutions Committees or to the Finance Committee of Government Representatives, and most of the provisions concerning votes are of only limited relevance in the Committee on the Application of Conventions and Recommendations.

Organization of the notes

For ease of reference the individual topics or questions are treated on separate sheets with a minimum of cross-referencing. The sheets are in alphabetical order with the main topic heading listed on the top right-hand corner and the relevant articles of the Standing Orders listed at the top left-hand corner.

Relevant article

Article 64

Closure is a motion as to procedure. This means that it may be moved at any time except while a speaker has the floor, and that it may be moved verbally. It may be moved with respect to discussion on a particular amendment or on the general question as a whole.

When a motion for closure is presented, the chairperson must first ascertain whether it is supported by at least one fifth of the members of the committee present at the sitting. This is usually done by a show of hands.

If the motion is supported by at least one fifth of the members present, the chairperson –

- (a) reads out the names of those persons who have already signified the wish to speak (these are able to speak after the vote);
- (b) gives permission to speak against the closure, on request, to one speaker from each group [in the Finance Committee of Government Representatives, to one speaker];
- (c) puts the motion for closure to the vote.

If the closure is voted, the persons whose names were on the list read out may speak on the question of substance (except in the Resolutions Committee, to which the special rules of paragraph 4 of article 64 apply). In addition, except in the Finance Committee of Government Representatives, one member from any group, no member of which was included in the list, may similarly speak on the questions of substance.

Relevant articles

Article 56(9)

Article 60

Article 62(4) (Resolutions Committee only)

Article 67

The chairperson is **required** to consult the vice-chairpersons before taking a decision in the following cases:

- (1) concerning whether representatives of non-governmental organizations shall be permitted to make or circulate statements for the information of the committee upon matters included in its agenda;
- (2) regarding the fixing of the date and time of sittings of the committee. Once the officers have agreed on the dates and times these are submitted to the officers of the Selection Committee of the Conference for consultation in fixing the programme of the Conference;
- (3) concerning whether to allow amendments to a text submitted to the committee by its drafting committee.

In addition it is **established practice** to have consultations in the following circumstances:

In order to facilitate more continuous negotiation in committees between the several groups, it is the practice for representatives of each group to meet with the chairperson and the reporter of the committee, and with the representatives of the Secretary-General when this is desirable, to ensure that the leaders of each group know fully the minds of their colleagues in the other groups; normally such meetings are held after each group has explored each of the major issues which arise, but before it has committed itself to a definite attitude. The function of these informal meetings is to afford opportunities for a fuller understanding of differences of view before definite attitudes have crystallized.

Relevant articles

Article 6
Article 40
Article 59
Article 67

There are two drafting committees in respect of any technical item being discussed at the Conference with a view to the adoption of an international instrument:

- (1) the drafting committee of the Conference committee discussing the technical item (“the committee drafting committee”); and
- (2) the Drafting Committee established by the Conference itself on the recommendation of the Selection Committee (“the Conference Drafting Committee”).

Committee drafting committee

The **committee drafting committee** consists of one member each from the Government, Employers’ and Workers’ groups of the technical committee, the committee’s reporter and the Legal Adviser of the Conference or his representative. The chairperson of the committee is also entitled to attend meetings of the committee drafting committee as are members of the secretariat serving as experts for the committee. Its purpose is to ensure that the text(s) put before the Conference by the committee adequately reflect the latter’s decisions, that the texts in the official languages concord with one another and are expressed, in so far as possible, in a style consistent with that used in the other international labour standards. It is most helpful in this regard if the members appointed to the committee Drafting committee are conversant with both English and French.

Amendment of drafting committee’s texts

After the committee drafting committee has considered the draft text, it refers the text it has prepared back to the committee as a whole. Amendments to the text prepared by the committee drafting committee can only be admitted by the chairperson after consultation with the vice-chairpersons.

Conference Drafting Committee

The **Conference Drafting Committee** considers the draft instrument after the proposed text contained in the committee’s report has been adopted by the Conference but before the final record vote on the instrument(s). In the case of the double-discussion procedure, the text is considered by the committee Drafting committee after both the first and second discussions, but by the Conference Drafting Committee only after the second discussion. The Conference Drafting Committee prepares the final text to be put to a record vote by the plenary sitting of the Conference. Members of the committee drafting committee are **ex officio** members of the Conference Drafting Committee when it considers the text of their committee. Amendments to texts prepared by the Conference Drafting Committee can only be submitted to the Conference if allowed by the President after consultation of the Vice-Presidents and only if handed in to the secretariat the day after the circulation of the revised text agreed on by the Drafting Committee.

Relevant articles

Article 56(1) and (2)

Article 4(2)

Members of Conference committees are those designated by the Conference for this purpose from time to time on the recommendation of the Selection Committee. The membership of a committee may, and frequently does, change during the course of the Conference.

No one is a **member** of a committee unless his name (Employers and Workers) or his country (Government) figures on the membership list drawn up by the Selection Committee and approved by the Conference, although in certain circumstances personal substitutes and deputies may exercise the rights of a member (see RIGHT TO SPEAK, VOTES (II)).

Employers and workers are appointed in their personal capacity. As regards Governments, it is the State which is appointed as member of the committee and the rights of membership can be exercised by any Government representatives on the State's delegation. The Government is required to inform the secretariat of the committee of the name of its regular representative on that committee as well as any substitutes it appoints.

Relevant article

Article 63(9)

At any time during the committee's proceedings, any **member** may raise a point of order to the effect that the Standing Orders are not being observed. The chairperson must give an **immediate ruling** on the point. Points of order are not voted upon.

Confusion often arises between points of order (French: *questions d'ordre*) and motions as to procedure (French: *motions d'ordre*). The confusion is, of course, particularly inherent in the French terminology.

The essential distinction between the two is the following:

Distinction between points of order and motions as to procedure

- (a) points of order are requests to the chairperson to see that the Standing Orders are observed and general order maintained. They may be moved at any time, even while a speaker has the floor; and
- (b) motions as to procedure are designed to obtain a decision of the committee that the committee should proceed to do something other than the matter on which it is presently engaged. The main motions as to procedure are listed in paragraph 2(2) of article 63 of the Standing Orders. They may be moved at any time except while a speaker has the floor.

Relevant article

Article 66

A vote is not valid (i.e. no decision is taken) unless the total number of votes cast for and against the proposal is equal to or greater than two-fifths of the total voting power. Abstentions, whether specifically expressed or not, do not count in this calculation.

Computer-generated voting lists for each committee provide the information on the quorum required to give a vote validity.

Relevant articles

Article 56
Article 61(2)
Article 62

It is the duty of the chairperson “to accord or withdraw the right to address the committee in accordance with the provisions of the Standing Orders”. No one is entitled to address the committee unless he has first obtained the permission of the chairperson. Speakers are called upon in the order in which they have signified their desire to speak.

The following may, in accordance with the provisions of the Standing Orders, speak at committee sittings:

- | | |
|--|---|
| <p>Entitled to speak</p> | <ul style="list-style-type: none"> ((1) members of the committee; ((2) deputy members of the committee; ((3) personal substitutes of the Employer and Worker members of the committee; ((4) any delegate attending the Conference [not in the Selection or Finance Committees]; ((5) any adviser on a delegation authorized in writing by a delegate [not in Selection or Finance]; ((6) representatives of official international organizations (i.e. intergovernmental organizations such as UN, WHO, etc.); ((7) representatives of liberation movements which have been invited to attend the Conference and which the Conference has invited to be represented on the committee [not in Selection or Finance]; ((8) persons appointed as observers by a State invited to attend the Conference [not in Selection]; ((9) technical experts appointed under article 18 of the Constitution (“assessors”) [not in Selection]; |
| <p>May be permitted to speak at the discretion of the Chairperson in agreement with the Vice-Chairpersons</p> | <ul style="list-style-type: none"> ((10) Representatives of non-governmental international organizations having consultative status or which the Conference has invited to be represented on the committee.
NB: If there is no agreement between the officers on the question it must be referred to the meeting for decision without discussion [not in Selection or Finance]. |

The chairperson may also call upon **members of the secretariat** to speak.

For special rules applying in cases of closure motions, see CLOSURE.

No speech may be longer than 10 minutes unless the committee gives its special consent. [In the case of the **Resolutions Committee** the Chairperson may, after consultation with the Vice-Chairpersons, submit to the Committee for decision without debate a proposal to reduce the time limit for speeches on a specific topic to **five** minutes.]

Speeches must be **relevant to the subject** under discussion, otherwise the **Chairperson** is **entitled to withdraw** the right to speak from the speaker concerned.

Methods of voting and calculation of results

Relevant article

Article 65

Record votes	If a decision cannot be reached by consensus the question must be put to a vote. Normally votes are taken by show of hands [article 65(5)] but must be taken by calling the names of all the members so that each can signify his or her vote orally (“record vote”) if the result of a vote by a show of hands is challenged or if requested by at least one fifth of the members present at the sitting, or at the initiative of the chairperson, if the quorum has not been achieved in a vote by a show of hands. Occasionally the membership of one group may in its entirety not constitute one fifth of the membership of the committee.
Requests for the same	It is, however, the practice for the chairperson to accede to a request for a record vote made by the spokesperson of the group on its behalf.
Voting by group	Whether the vote is by a show of hands or a record vote, Governments, Employers and Workers are called upon to vote separately in order to facilitate the proper calculation of the weighting. Regular members of the committee and deputy members are also called upon to vote separately.
Weighting	Whether the vote is by a show of hands or a record vote, it is weighted in order to ensure that each group in the committee has equal voting strength. Article 65(3) and (4) of the Standing Orders gives two examples of weighting.
Calculation of coefficients	Computer-generated voting lists managed by the secretariat contain up to date information on the weighting coefficients. These coefficients are calculated on the basis of the number of regular members in each group, not on the basis of the number of members present at the sitting where the vote is taken.

Right to vote

Relevant articles

Articles 4(3) and 13(4) of the Constitution

Article 56

Article 61(3)

The following persons are entitled to vote in committees:

- | | |
|--------------------|--|
| Governments | <ul style="list-style-type: none"> (1) one representative of each Government member, including the chairperson if he or she is a Government representative, unless another person is voting on behalf of the chairperson's Government; (2) one representative of each Government deputy member having express written authorization of the Government member he or she is replacing. This authorization must be handed to the secretariat before the vote (this procedure has not been used in practice); |
| Employers | <ul style="list-style-type: none"> (3) Employer members; (4) personal substitutes of Employer members not present or voting (the secretariat will have been informed by the Employers' group who these substitutes are); (5) Employer deputy members (the secretariat will have been informed of the order in which such deputies are entitled to vote); |
| Workers | <ul style="list-style-type: none"> (6) Worker members; (7) Worker deputy members (the secretariat will have been informed of the order in which such deputies are entitled to vote); (8) personal substitutes of Worker members (this is theoretical only as the Worker members do not normally use the system of personal substitutes). |

General exceptions: If a member State is in arrears in its contributions within the meaning of article 13(4) of the Constitution, no member of its delegation (Government, Employer or Worker) may vote. Members of such delegations may, however, authorize deputy members to vote in their place. The secretariat will have an up to date list of the countries concerned.

Employer members of a national delegation to which no worker has been appointed or whose credentials have been refused have no vote (the secretariat will have an up to date list of any Employer members concerned). Similarly, Worker members of delegations to which no Employer has been appointed or whose credentials have been refused have no vote, and the secretariat will have been informed accordingly.

The **Chairperson does not** have a casting vote.

Order of questions put to vote

Relevant article

Article 63

Motions as to procedure Article 63(2)

At any time, except when a speaker actually has the floor, **motions as to procedure** may be put. Motions as to procedure are on matters such as adjournment, postponement or closure of discussion on a particular point or requesting an opinion of the chairperson, the secretariat or the Legal Adviser. Other questions covered by motions as to procedure are listed in paragraph 2(2) of article 63 of the Standing Orders (but it should be recalled that that list is not exhaustive). These motions, once seconded, take precedence over all other matters under consideration (except points of order) and must be discussed and voted on before proceeding with other business. Specific rules relating to motions of closure are set out in article 64 of the Standing Orders (see CLOSURE).

Article 63(7)(2); Article 63(4) time limits

The chairperson decides (subject to the provisions of the Standing Orders) the order in which amendments and subamendments are discussed and voted on. This is a matter which he or she should discuss with the representative of the Secretary-General. In order to be receivable, **resolutions** on and **amendments** to draft texts or other matters before the committee must be submitted in writing within time limits set out in paragraph 4 of article 63. In addition to these limits each committee, for convenience of work, fixes more stringent deadlines for the submission of amendments, etc. These deadlines become binding once they have been decided on by the committee. Within the general framework of the plan of work for Conference committees agreed by the Selection Committee at its first sitting, an overall timetable for the orderly progress of the committee's work is also established by the chairperson in consultation with the vice-chairpersons and the representative of the Secretary-General.

Article 63(6); Article 63(7)

Amendments to amendments already proposed (**subamendments**) may be moved during the discussion but must be submitted in writing. This is not always insisted on when a subamendment is clear and straightforward. Subamendments are voted on first, then the amendments to which they refer and finally, as a whole, the resolution or motion sought to be amended.

Article 63(7)(2)(b)

The chairperson may also at his or her discretion decide to put to the vote one amendment against another instead of voting on each amendment separately, particularly in cases where the amendments proposed are mutually contradictory or exclusive. In such cases members are called to vote only in favour of (and not against) one or the other amendment (the total number of votes for both amendments must equal or exceed the quorum). The amendment receiving the greatest number of votes is then voted on again in the normal fashion (for-against-abstentions).

Guidelines for the Secretary-General's representatives, their deputies and experts on Conference committees

Introduction

The representatives of the Secretary-General, their deputies, and the experts who assist them may well have to face situations which no guidelines can foresee. Every Conference is different, each one is a challenge and none is easy. Every committee is different too: much depends upon the chairperson and the agenda item being discussed. The notes which follow represent an attempt to distil the experience of recent years, so that those called upon to run Conference committees, particularly when they are new to the task or have not performed it for some years, can prepare themselves to cope efficiently with the routine work as well as to meet those unforeseen situations which are most likely to arise.

The material which follows is assembled under four headings:

- (1) Organization of the committee secretariat.
- (2) Questions relating to Standing Orders of the Conference.
- (3) Conduct of the meeting.
- (4) The reporter and the committee's report.

1. *Organization of the committee secretariat*

The staffing of the committee is of vital importance. For this reason, the representative of the Secretary-General and the deputy representative are consulted by RELOFF at an early stage in the selection process so that the specific needs of each committee can be taken into account. The following categories of staff are usually required:

(a) Experts

Some experts are responsible for drafting the committee's report and conclusions, as well as draft international instruments, while others provide technical information to the committee.

(b) Coordinator

This person could be seen as an "operations manager" whose role is to coordinate the preparation of the report and the translation of amendments in the three languages, to distribute the work to the committee secretaries and clerks and organize votes if necessary, and generally to ensure the smooth functioning of the committee.

(c) Committee secretaries (precis writers and translators)

Committee secretaries are divided into two categories: precis writers and translators. The precis writers working in the language of the report (generally English) taking notes

during sittings and preparing internal minutes, which are used by the experts when drafting the report. The translators working in the other two languages are responsible for translating the report and amendments. There are three teams of committee secretaries, one each for English, French and Spanish. While the trend at recent sessions of the Conference has been to assign four committee secretaries per language for the precis writing teams and three per language for the translation teams, the exact size of each team depends on the language in which the experts draft the report.

(d) Committee clerks

The clerks work under the direct supervision of the coordinator and are specifically responsible for registering, filing and distributing committee documents, as well as typing other texts prepared by the secretariat.

(e) Text processing staff

Six persons (two per language) from the Text Processing Unit (TRAITEXT) are assigned to each committee to coordinate the processing of the committee report in the three languages, including liaising with the Reprography Unit (REPRO) and with their unit to prepare the *Provisional Record* containing the committee report for submission to plenary.

Role of the Secretary-General's representatives

As soon as the secretariat list has been approved, the representative of the Secretary-General should convene a briefing meeting with the deputy representative and all members of the committee secretariat and precisely indicate how tasks are going to be distributed and where responsibilities lie. Giving a clear picture of what is expected of each committee staff member avoids duplication of effort and ensures that the work of the committee is conducted efficiently.

During the Conference itself the representative of the Secretary-General or the deputy representative should work closely with the coordinator to ensure that at all times committee staff work as a team, with the work evenly divided and overtime kept to a minimum.

The representative of the Secretary-General should also ensure that, in addition to the normal work of producing notes of the discussions and amendments, the report and text are kept up to date and coordination with other units at the Conference is effectively carried out. This coordination is ensured by the attendance of the representative of the Secretary-General, the deputy representative and the coordinator at the Rapport held regularly by the Secretary-General of the Conference.

2. Questions relating to Standing Orders of the Conference

Senior staff on Conference committees should thoroughly study section H of the Standing Orders dealing with committees. They should have all the answers at their fingertips on who has the right to speak, methods of voting, quorum, and on the tricky articles 63 and 64 dealing with motions, resolutions and amendments and with closure, because that is where one is likely to run into problems. It is rare to find chairpersons who know the Standing Orders inside out, and they rely on the secretariat for guidance and assistance in this regard. A “Guidelines on voting procedures in committees” and “Notes for chairpersons of Conference committees” have been prepared and are available in English, French and Spanish, as well as “Notes on Standing Orders questions” which

clarify the following four questions which may give rise to difficulty in Conference committees:

- Points of order and motions as to procedure.
- Entitlements of members of committees and other participants (right to speak, right to move amendments, right to vote).
- Suspension of the right to vote.
- Order of taking amendments.

3. *Conduct of the meeting*

The first sitting is opened by the representative of the Secretary-General, who conducts the business of electing a chairperson (from the Government group). The elected chairperson then takes the chair and the vice chairpersons (Employers' and Workers') are elected. The committee normally elects its reporter – the person responsible for presenting the report of the committee to the plenary – at a later sitting.

Within the framework of the plan of work for Conference committees agreed by the Selection Committee at its first sitting, the representative of the Secretary-General should draw up as early as possible an ideal calendar for getting through the work of the committee, i.e. how much of the text under examination one expects to complete each day. From that, tentative deadlines for receipt of amendments can be fixed in accordance with the Standing Orders. This calendar should be shown to and discussed with the chairperson and with the Employer and Worker vice-chairpersons at an early stage, so that they, in turn, can push their groups to get through the work. The calendar may, of course, have to be adjusted as the committee's discussions unfold, but it is essential to have it in mind and to ensure that the chairperson constantly reminds the committee of this.

The representative of the Secretary-General (or the deputy representative) should personally see all the amendments tabled, examine what their effect would be on the text under discussion, and then form an opinion on the order in which the amendments should be taken, paying due regard to the rules in the Standing Orders. Consultations should then be held with the chairperson and vice-chairpersons on the order in which the amendments should be taken, to avoid tiresome misunderstandings in the committee.

It is desirable to think out in advance what announcements should be made from the chair and to present the chairperson with a written text that can be read out. This includes the proposed order for taking amendments.

While the role of the Secretary-General's representatives is of course to advise the chairperson, they may have to seek to bring various interests together with a view to working out agreed solutions. For this purpose, they may have to consult delegates, particularly the Employer and Worker spokespersons and key Governments. This can often be done in the ten minutes or so that usually elapse before the meeting comes to order, or by catching the group spokespersons after the meeting. If the committee reaches an impasse, the Secretary-General's representative may suggest to the chairperson that the sitting be briefly suspended to permit consultations. It may be useful to organize a brief daily meeting with the officers each morning.

More generally, the representative of the Secretary-General and the deputy representative should understand the need to allocate sufficient time for group meetings. Close liaison should be maintained at all times with the ILO staff members assigned to assist the Employers' and Workers' groups.

4. The committee report

(a) Reporter [SO, ¹ art. 57.3–4]

It is usually preferable to wait a few days after the committee has elected its officers before inviting it to choose its reporter.² In this way potential candidates can be identified from among those Government members who are contributing actively to the discussion.

Most reporters are content with looking at the report prepared by the secretariat and introducing a few changes but some of them participate more actively in its drafting. It is therefore important to submit the draft report to the reporter as it progresses.

Something that the representative of the Secretary-General can usefully do at the preliminary drafting stage is to determine to what extent political polemics can be compressed instead of providing a blow-by-blow account of all such exchanges.

(b) Subcommittees [SO, art. 59.2–3]

There is a growing trend for committees to establish small working groups to draw up agreed texts which are later adopted by the committees without extensive discussion. This makes the interpretation of instruments more difficult after their adoption. If the establishment of such working groups cannot be avoided, the representatives of the Secretary-General and the experts who assist them should attend their meetings or, should this not be feasible, they should ensure that the working groups give some explanation of their decisions as to the fate of each amendment they have examined. This may be done orally or in writing, and a summary of this explanation should be included in the committee's report.

(c) Committee drafting committee [SO, art. 59.1 and 3]

In accordance with article 59 of the Standing Orders, each committee examining texts of proposed Conventions or Recommendations shall set up at an early sitting a committee drafting committee. It consists of one Government delegate, one Employers' delegate and one Workers' delegate together with the reporter of the committee and the Legal Adviser of the Conference. In so far as may be possible, the committee drafting committee shall comprise members conversant with both English and French. A limited number of officials of the committee secretariat may also assist the committee drafting committee. (Delegates who are not bilingual may be informally assisted by another delegate.) The fewer people present, the faster the work may move along. Although entitled to attend the drafting committee [SO, art. 59.3], the chairperson of the committee does not always do so. The role of the committee drafting committee is twofold. It verifies that the draft text of an instrument faithfully reflects the decisions taken by the committee and checks it for clarity and form/style. In addition, the committee drafting committee is responsible for ensuring agreement between the English and French versions of the text. The Secretary-General's representatives should make drafting committee members aware well in advance that this painstaking task involves many hours of work, which must be accomplished in a very short time.

¹ Standing Orders of the Conference.

² The reporter should be fluent in French or English or, for a general discussion, in Spanish.

(d) Adoption by the committee of its report [SO, art. 57.3]

This article requires the reporter to submit the draft report to the officers of the committee. This implies also that in the last stages of the preparation of the report, when the work has to be done in a great hurry, it becomes important to know where the reporter and the officers can be found and consulted.

Once a clean copy of the draft report is available a team of three committee secretaries must check the full concordance of the three language versions.

The draft report, with the texts appended, is then circulated in the three languages in a double spaced document in advance of the committee's meeting so as to allow time for members and groups to examine it. The committee then meets to examine and adopt the report and its annex(es), including, in the case of a standard-setting item, the texts referred from the drafting committee. At this stage, amendments may apply only to the report. They should be read out and given to the secretariat in writing on the spot. However, amendments to the reporting of a speaker's own statement should not be read out; the speaker can indicate the paragraph concerned and give a written text to the secretariat who should immediately verify its accuracy. In this connection, at the beginning of the sitting, the Secretary-General's representative should advise the chairperson to resist members' attempts to have their own statements reproduced virtually in extenso, because if one is allowed undue space others will probably demand the same treatment. Although it rarely happens in practice, amendments to the texts submitted by a drafting committee may be admitted by the chairperson after consultation with the vice-chairpersons [SO, art. 67].

It may sometimes not be possible to include in the draft report the summary of the committee's last substantive discussion (for example, where it meets on the last morning to complete its consideration of a text and meets on the afternoon of the same day to adopt its draft report). In such cases the committee normally authorizes its officers to approve the final sections of the report. Similarly, the report of the sitting at which a technical committee has adopted its report is approved by the officers of the committee.

After this meeting, the committee secretariat inserts the final paragraphs and the amendments in the three languages, and any discrepancies in the translations are ironed out. It is essential that this should be done immediately after the final sitting, so that the entire report, with any texts appended, is sent as soon as possible to the Text Processing Unit (TRAITEXT) which will prepare it in final form and send it to the Reprography Unit (REPRO) for publication in the *Provisional Record*.

A copy of the amended report in English, French and Spanish, should be signed by the committee's chairperson and reporter.

A copy of the final text of the report and its annexes, in the three languages, should be sent to the Clerk of the Conference. Any information concerning anticipated difficulties should also be communicated to the Clerk as well as the names of any speakers who have indicated their intention to intervene in plenary during the adoption of the report.

(e) Submission to the Conference in plenary sitting

The report and texts will then be issued in the *Provisional Record* and placed on the agenda of a plenary sitting of the Conference. As soon as the *Provisional Record* is published, and before discussion in plenary, a trilingual team in the committee secretariat should re-read the texts (proposed resolutions, conclusions, Conventions, Recommendations), so that any errors or omissions can be announced in plenary before the texts are submitted for adoption. Any special difficulties should be immediately reported to the Legal Adviser.

After the consideration in plenary of the committee's report and the texts of a proposed Convention and/or Recommendation, these texts are referred to the Conference Drafting Committee. The Conference Drafting Committee ensures agreement between the English and French versions of the texts, adds the final clauses of Conventions and makes any other correction needed to express the decisions of the Conference [SO, arts 6, 40.7–9 and 41]. The final text of the Convention and/or Recommendation is circulated to delegates, and a record vote is taken on the adoption of the text the following day [SO, art. 40.4]. A majority of two-thirds of the votes cast by the delegates present is necessary on the final vote for a Convention or Recommendation to be adopted [SO, art. 40.2].

(f) Translation of texts into Arabic, Chinese, German and Russian

Draft texts of Conventions and Recommendations adopted by the committee's drafting committees, the amendments to those texts adopted in the committees as well as changes introduced by the Conference Drafting Committee have to be translated at each stage into Arabic, Chinese, German and Russian.

Draft conclusions adopted by a committee dealing with an item for general discussion, as well as amendments to a text adopted by the committee, also have to be translated into the abovementioned languages.

The same applies to the merged texts of resolutions and the final texts adopted by the Resolutions Committee, as well as to any resolution adopted by any committee.

OFFDOC is responsible for the translations into these four languages. It is therefore very important that the committee secretariats keep OFFDOC informed of the timing of their work and transmit all the relevant texts to the branch as soon as they are ready in English or in French.

Instructions for drafting Conference committee reports are available in a separate note, for transmission to the officials responsible for this task.

Guidelines for experts and precis writers (committee secretaries): Preparation of the committee's report

Introduction

The secretariat of a Conference committee is responsible for producing in three languages (English, French and Spanish) a draft report of the committee's work. The committee's reporter submits the draft report first to the committee for adoption at its last sitting, then to the Conference in plenary sitting.

As the report is the sole record of the committee's work, its preparation requires precision and professionalism. All members of the committee secretariat are involved in producing the committee's report in one way or another and it is therefore essential that each team member has not only a clear idea of his or her own specific role, but also of those of the other team members.

The experts draft the report on the basis of notes they take during the sittings and the internal minutes (PVs) produced by the committee secretaries working in the language of the report (generally English). The deputy representative of the Secretary-General usually edits the draft report which must then be approved by the representative of the Secretary-General who submits it to the committee's reporter in instalments. The distribution of duties may vary, but two conditions must always be met: every official must know exactly what he or she is expected to do, when and within which deadline; overlapping, which wastes time, must be avoided at all costs.

The coordinator manages all phases of preparation of the draft report in the three languages, including the text processing. Given the difficulty of this task, all team members are asked to do all they can to facilitate it as, by doing so, they will contribute to the smooth running of the work and will reduce tensions and time wasting. The representatives of the Secretary-General and their deputies will provide the coordinator with all the information he or she needs to coordinate the preparation of the report properly. The experts, the committee secretaries and the clerks must comply with the timetables, deadlines and working procedures decided by the coordinator.

During this short period of time, team spirit and availability are absolutely imperative: grades, family responsibilities, social life and individuality must be set aside. Working for a committee is like working on a production line: if one person misses a beat the work of the whole team is disrupted. Try to be cooperative at all times!

Form and content of the draft report

To have a clear idea of the form of the draft report that a given committee is required to prepare, a relevant precedent should be consulted prior to starting work. This could be a report of a committee dealing with an item for general discussion, a report of a committee that has examined a draft Convention and/or Recommendation at its first or second discussion, or, less often, under the single-discussion procedure. It is therefore advisable for one of the experts to consult the *Record of Proceedings* of previous sessions of the Conference to find a report to use as a model, and to provide all persons involved with copies of that report, in particular the committee secretaries, so that they have a concrete example of the final product to be drawn up using their PVs. However, committee

secretariats responsible for examining drafts of standard-setting instruments are advised to consult JUR as to the appropriateness of the report model they have selected as the quality of committee reports can vary, they should make sure that the best model is chosen.

The following general advice is useful for the preparation of brief and precise draft reports.

Accounts of the general discussion should be as brief as possible. The views expressed by the speakers should be summed up and presented collectively, as far as possible. Thus several similar speeches can be presented in the following manner: “Several Government members expressed the view that ...”, “The Committee noted with interest ...”, “Some Worker members believed that ...”, etc.

Speakers should be clearly identified by their title (Government, Employer or Worker member of Ruritania). If a Government member states that he or she is speaking on behalf of other governments also (for example on behalf of the committee Member States of the European Union), this must be stated in the report.

When a committee vice-chairperson takes the floor, this can be expressed by reporting, for example, “the Worker Vice-Chairperson considered that ...”. When speaking in a personal capacity, however (when there is no consensus within his or her group on the point at issue), he or she is referred to as “The Worker Vice-Chairperson, speaking in his or her capacity as the Worker member of Ruritania ...”.

When the representative of the Secretary-General or the Legal Adviser speaks before the committee, his or her name and title are indicated in the report the first time (Mr/Ms ..., the representative of the Secretary-General), and thereafter his or her title only.

All superfluous formulas, together with any adjectives that might suggest a value judgement on the part of the report writer should be left out of the report.

Discussions on points of procedure should be summed up in a few words, for example, “After an exchange of views on such and such a point of procedure, the Committee decided that ...”.

Concerning the part of the report dealing with the examination of proposed texts (conclusions, Conventions and/or Recommendations, resolutions), the report must clearly reflect how each Point or Article was dealt with and in particular must reflect the statements which will help to clarify issues at subsequent stages (in the case of the double-discussion procedure) and to throw light on substantive or procedural issues if ever the Office were requested to interpret the text of a Convention or Recommendation.

The committee report should follow the same order of presentation as the Office report, questionnaire, proposed conclusions or draft instruments. It must include headings and subheadings corresponding to the structure and subdivisions of the text under discussion (see Appendix). If new Points or Articles are added by the committee, this must be clearly indicated in order to avoid any confusion.

It is not necessary to reproduce the texts of all the amendments submitted. On the other hand, a close record should be kept of the fate of each amendment (withdrawal, adoption) with an indication of any votes (vote by a show of hands, record of vote).

The result of a vote should be reported as follows: “*The amendment was adopted (or rejected) by x votes in favour, x against, with x abstentions.*”

The discussions of any subcommittees or working parties which may be set up to draft compromise texts to be submitted to the committee must be recorded in the draft

report. In this connection, it should be recalled that some secretariat members, and in any event one expert, must attend the meetings of these subcommittees or working parties.

Once they have been examined and before their final adoption by the committee, draft standard-setting instruments are referred to the committee's drafting committee to enable it to verify that the draft texts correctly reflect the committee's decisions and that the English and French versions correspond and have been drafted in conformity with other international labour standards. The committee may also refer certain specific points to its drafting committee, in which case the report must explain the Points that were referred and for what reason. This information is necessary to understand why the final text adopted by the committee, after review by its drafting committee, may differ from the text submitted to the committee. The committee reporter usually provides the committee with the relevant information during the sitting when the report is adopted, and it is this information that should appear in the report.

The duties of committee secretaries (precis writers and translators)

Precis writers working in the language of the report take notes in turn during sittings of the committee to prepare internal minutes (PVs) to be used by the experts when drafting the report. The committee secretaries working in the two other languages also translate any amendments submitted to the committee as well as the draft report.

In preparation for their work, committee secretaries should first read the Office report being used as the basis for discussion by the committee. They should also familiarize themselves with the terminology relating to the item on the committee's agenda, in the three languages if possible. Ideally, the committee secretariat will have prepared a trilingual glossary of the terms which will be frequently used during the discussions.

(a) *Note taking during sittings*

Taking notes during sittings is the first task of precis writers (committee secretaries). It is the coordinator who determines the rotation and allocates the note-taking periods for the English team, which is made up of four or more committee secretaries. Different arrangements are possible, the following is given by way of example. Two committee secretaries take notes for 60 to 90 minutes, dividing the time or speakers up during that period as they wish. The "off-duty" precis writer should nevertheless still be taking backup notes, i.e. less detailed, but focusing on the substance. This method allows him or her to continue to follow the discussions without feeling under pressure. It also allows the two secretaries concerned to compare notes should there be any doubt as to a specific point.

If a statement is made in Arabic, Chinese, German or Russian, any committee secretary with a working knowledge of those languages should also, where possible, take notes directly from the original. Otherwise, the precis writers on duty should take detailed notes simultaneously, one from the English interpretation and the other from the French interpretation, and compare their notes.

There are no cut and dried rules for taking notes, but the best thing is to make a mental summary of the speaker's statement and jot it down immediately. It is therefore important to know the different positions and interests of the various members and groups with regard to the subject at hand so as to be able virtually to anticipate the substance of their statements. This method should be used with caution and only when one has a good knowledge of the subject.

A distinction should be made between substantive statements and statements made for the purposes of the occasion. The former are the main points or concrete proposals that the speaker is trying to make, and attention should be focused on these.

During the general discussion, many speakers read written statements. These texts will be collected by the committee clerks who will make a number of copies, one of which will be given to the precis writer who was taking notes at the time. Texts submitted in languages other than English, French or Spanish should also be collected as, if the precis writer and the experts both have real doubts as to the interpretation they heard, an OFFDOC translator could be approached for clarification should this be absolutely necessary.

The following are some practical tips which may facilitate note taking. Committee secretaries should consider in advance abbreviations that will be frequently used, such as “SME” for “small and medium-sized enterprise”, etc. An exercise book should be used for notes. Loose sheets of paper are more easily lost and if care has not been taken to number them, when it comes to drafting the PVs, time can be wasted putting the statements into the correct order. Committee secretaries should always have a copy of the list of delegations to check the exact spelling of the names of committee members and to be able to identify them.

(b) Drafting PVs

Once the committee secretaries (precis writers) have finished taking notes, they immediately prepare their PVs working directly on computer. These committee secretaries will receive clear instructions from the coordinator as to when to deliver their PVs. This should, of course, be done as soon as possible after the period covered by each committee secretary. On average, a PV should be completed two to three hours after the end of the period covered.

Since the minutes are for internal use only, no particular form is prescribed. However, if they are prepared in a style and form consistent with the draft report, the experts will be able to use them more easily and fewer changes will be required. In any case, the experts responsible for the report should let the committee secretaries concerned know how they wish the information to be presented.

It is not necessary to include in the minutes details of matters which will not be reflected in the report, for example particulars of the proposals for the appointment of the officers, discussions on the times of meetings, deadlines for amendments. However, while speakers’ names do not appear in the report, these should be indicated in the PVs in addition to the titles of the speakers. It is rare to mistake both the title and the name of a speaker, so by indicating both it is easier to detect possible mistakes and to clarify the identity of the speaker. To facilitate the chronological sequence of the PVs prepared by the various teams attending the sittings, the new team should note at the beginning of its PV the name of the last speaker to have been covered by the previous team. This presupposes of course that the new team is in the room ten minutes before the beginning of its note-taking period. Finally, the subject of discussion should be clearly indicated in a heading or subheading, for example “General discussion”, “Point 15”, “Article 3”, “Amendment 24”.

(c) Translation of amendments

This task requires considerable precision and is part of a complex procedure managed by the coordinator. This procedure is fully described in the “Guidelines for processing and consideration of amendments” which committee secretaries should consult prior to the beginning of the committee’s deliberations.

(d) *Translation of the report*

As the instalments of the draft report are prepared in one language, revised, visaed by the representative of the Secretary-General, or his or her deputy, the coordinator conveys them to the committee secretaries working in the two other languages for translation.

The committee secretaries may work on computer or dictate their translation directly to a text processing operator seconded to the committee. They are strongly advised not to dictate on to cassettes because this procedure is more time-consuming and some taped cassettes may be inaudible. Whichever method they choose, the translation must be completed within the deadlines set by the coordinator.

(e) *Trilingual checking of the draft report*

The final trilingual checking takes place when the whole draft report has been prepared, revised, approved and typed.

Once the checking has been completed, all three versions (English, French and Spanish) are delivered to the coordinator. The three versions are then finalized by the TRAITEXT operators seconded to the committee secretariat in the three languages.

If necessary, in the case of a draft standard-setting instrument visaed by the committee's drafting committee, TRAITEXT will transmit the proposed instrument received from the drafting committee so that it can be appended to the draft report by the operators seconded to the committees. Once the proposed instrument discussed by the committee (conclusions, Convention, Recommendation) has been appended to the draft report, the document will be sent to REPRO to be printed.

(f) *Adoption by the committee of its report*

The draft report, with any appended texts, is circulated in the three languages sufficiently early to allow committee members and groups enough time to examine it. The committee then meets to adopt the report and its annexes. At this stage, committee members can make corrections to the draft report. Immediately after this last sitting, the committee secretariat inserts the final paragraphs corresponding to the sitting when the report is adopted, as well as any corrections requested by committee members, into the three versions of the report so that they can be sent to TRAITEXT as quickly as possible.

(g) *Submission of the report to the Conference*

The report adopted by the committee and appended texts are published in the *Provisional Record* and placed on the agenda of one of the plenary sittings of the Conference. As soon as they are published, and before discussion in plenary, a team of three committee secretaries should carry out a trilingual re-reading (one reading out loud while the other two follow) of the texts (proposed resolutions, conclusions, Conventions, Recommendations) so that any mistake or omission can be announced in plenary before the texts are submitted for adoption. Any special difficulties should immediately be reported to the Legal Adviser or to the Clerk of the Conference, as the case may be.

After the consideration in plenary of the committee's report and the texts of a draft Convention and/or Recommendation, these texts are referred to the Conference Drafting Committee. This Committee ensures agreement between the English and French versions of the texts, adds the final clauses of Conventions and makes any other correction needed to express the decisions of the Conference. The final text of the draft Convention and/or Recommendation is then circulated to delegates, and a record vote is taken on the adoption

of the text the following day. A majority of two-thirds of the votes cast is necessary for a Convention or Recommendation to be adopted.

Appendix

Divisions and subdivisions of texts

Conclusions		Convention		Recommendation	
<i>Point</i> (point) [punto]	Preceded by a number in Arabic figures	<i>Article</i> (article) [artículo]	With the title in the middle of the page and the appropriate number (e.g. Article 1)	<i>Paragraph</i> (paragraphe) [párrafo]	Preceded by a number in Arabic figures
<i>Paragraph</i> (paragraphe) [párrafo]	A division of the point, preceded by a number in Arabic figures in brackets	<i>Paragraph</i> (paragraphe) [párrafo]	A division of the Article numbered in Arabic figures	<i>Subparagraph</i> (sous-paragraphe) [sub-párrafo]	A division of the Paragraph, preceded by a number in Arabic figures in brackets
<i>Clause</i> (alinéa) [apartado]	A division of the paragraph or of the point where this is not divided into paragraphs, lettered in small letters, such as (a), (b), (c), etc.	<i>Subparagraph</i> (alinéa) [apartado]	A division of the paragraph, or of the Article where this is not divided into paragraphs, lettered in small letters, such as (a), (b), (c), etc.	<i>Clause</i> (alinéa) [apartado]	A division of the subparagraph or of the Paragraph where this is not divided into subparagraphs, lettered in small letters, such as (a), (b), (c), etc.
<i>Sub-clause</i> (sous-alinéa) [inciso]	A division of the clause, numbered (i), (ii), (iii), etc.	<i>Clause</i> (sous-alinéa) [inciso]	A division of the subparagraph, numbered (i), (ii), (iii), etc.	<i>Sub-clause</i> (sous-alinéa) [inciso]	A division of the clause, numbered (i), (ii), (iii), etc.

Note: The major divisions of Conventions and Recommendations are “Parts”; in Conventions, but not in Recommendations, the word “Part” precedes the Roman numeral in the centre title introducing the division.

Guidelines for clerks of Conference committees

Introduction

Behind every successful Conference committee there is an effective committee secretariat which functions as a team in a mutually supportive way. The team may be composed of ILO staff from various departments or field offices and persons from outside the ILO. Intensive collaboration with such a diverse group of persons is always a challenge and requires from all of its members an open mind, good will, readiness to cope with stress and mutual respect. In a team no task is secondary, and every one of its members is of equal importance.

Clerks, as other members of the secretariat, are perceived by delegates as representing the Office. Their attitude towards the delegates should be the same as that of the entire team, namely readiness to provide information or help and always demonstrating a neutral and unbiased attitude. This is of particular importance during the committee's sittings, where any sign of approval or disapproval of a statement would be inappropriate.

The clerks are responsible for recording, registering, classifying, filing and processing committee documents, in particular amendments, and typing texts needed by the committee. They distribute documents to the delegates, collect written statements from them if available and copies of any subamendments that may be submitted in writing during the meeting. They help to count votes by show of hands. They ensure that the secretariat has copies of all relevant texts and reference documents and an adequate supply of stationery. Their work is supervised and coordinated by the coordinator, so the other members of the secretariat should avoid giving work to the clerks without the latter's knowledge.

Since every committee is different and every coordinator has his or her particular way of carrying out the work, the following notes should only be seen as guidelines which may be modified. This is valid for both the preparatory activities prior to the commencement of the committee's sittings and the tasks to be accomplished during its proceedings.

The representative of the Secretary-General usually calls one or two preparatory meetings before the opening of the Conference. This permits the members of the team to get to know each other and to be acquainted with their responsibilities. As an important part of the clerks' activities should be accomplished prior to the commencement of the committee sittings, it would be useful for them to meet separately with the coordinator to become acquainted with their assignments.

Preparatory activities

1. *Building up a knowledge base*

In order to contribute to the effective functioning of the committee secretariat, and to be able to reply to delegates' inquiries, committee clerks are advised to become as familiar as possible with the following before the Conference:

-
- (a) the functioning and the programme of work of the committee, including the timetable for the issuing of documents;
 - (b) the physical facilities of the Conference;
 - (c) their own responsibilities.

2. Ensuring the availability of registry files

Clerks are responsible for ensuring that all relevant registry files are at the disposal of the committee secretariat in the three working languages before the committee starts its work. This involves recalling from Registry all related files from former years, and opening new ones (Appendix I).

3. Supplying documents

Certain basic documents are a must for every committee, but each committee has its own specific requirements. It is therefore important to establish, in good time, a complete list of documents needed in consultation with the chief committee secretary and the technical department responsible.

The basic documents required for each committee include the following (in English, French and Spanish):

- Constitution of the ILO and Standing Orders of the Conference;
- ILO Conventions and Recommendations;
- *Record of Proceedings* of recent sessions of the Conference;
- all documents relevant to the agenda item and related issues. These may include, among others, the report on the first discussion of the same item, Governing Body papers on the subject and reports of related Meetings of Experts or sectoral committees;
- *Human rights: A compilation of international instruments* (a publication of the United Nations Centre for Human Rights which contains all major human rights instruments) if applicable;
- *Conference guide* on the particular session of the Conference;
- *ILO House Style Manual*;
- *Financial Rules and Regulations* (if applicable).

Committee clerks ensure that all the necessary documents are in adequate supply, as this is essential for the smooth functioning of the committee.

4. Supplying stationery

Before the meeting begins, it is useful to ensure that the supply of stationery available in the office of the secretariat will cover the needs of all members of the team for the entire period.

5. *Preparation of standard forms*

Certain forms can only be prepared when the composition of the committee is known. However, the following should be prepared and reproduced in adequate quantities at an early stage or even before the Conference begins, and kept in the secretariat office for use as required:

- forms for submission of amendments to the committee secretariat (see Appendix II which contains a sample form);
- forms for votes by show of hands (Appendix III);
- forms for establishing a speakers' list (see Appendix IV which contains a sample form).

6. *Preparing various ring binders*

The advance preparation of separate ring binders for filing written interventions, PVs, sections of the report, amendments, correspondence and voting lists facilitates the work during the Conference.

7. *Preparing working files for the amendments*

When assigned to a committee which is to elaborate draft conclusions, Conventions, Recommendations or resolutions, clerks are requested to prepare ring binders for the officers of the committee and for the following members of the secretariat: the representative of the Secretary-General, his or her deputy, the experts and the committee secretaries. These binders should contain the draft texts subdivided by Points (for conclusions), by Articles (for a Convention) or by Paragraphs (for a Recommendation) in such a way as to insert a numbered dividing page after each Point, Article or Paragraph in three languages. When the file is open, the text of the particular Point, Article or Paragraph should appear on the left hand side, leaving the right hand side free for the owner of the file to insert all amendments submitted to the Point, Article or Paragraph in question in the order in which the chairperson will put them to the floor (for an example see Appendix V). As the preparation of these files is time consuming, it is recommended to have them ready a week before the opening of the Conference.

8. *Setting up the secretariat*

Finally, committee clerks ensure that the physical facilities of the secretariat are set up and ready to function before the committee begins its work. This includes checking the communication systems, preparing a list of secretariat staff, including their office and home telephone numbers, marking the names of the team's members on their office doors, and ensuring that all needed documentation, stationery and other equipment are readily available.

Activities during the work of the committee

1. *Preparation of the voting lists*

Within the half-hour preceding each sitting, a clerk generates a complete set of voting lists for the use of the coordinator. These lists are available on the network and are updated regularly. They include: a list for the weighting of votes and a list for a record vote.

The clerk also ensures that any notification from the Credentials Committee regarding eligibility to vote be transmitted immediately to the coordinator.

2. *Keeping control of all documents of the committee*

This task is essential for the smooth functioning of the committee and can save the secretariat time or additional stress. It entails the following activities:

- keeping registers in which all documents produced by the committee are recorded;
- keeping all documents in order and ensuring that they are readily available in all languages at all times;
- keeping files of all written communications received by, and sent from, the committee secretariat; and
- preparing complete sets of all documents for the Registry files.

3. *Processing committee documents*

During the meeting, the clerks are asked to type various papers, make photocopies and take up other clerical tasks as requested by the coordinator.

4. *Providing assistance during the session of the committee*

Prior to each sitting it should be ensured that:

- all documents are available in the room, as well as a list of delegations, a telephone list and small note pads;
- interpreters have a copy of all the texts to be examined by the committee, especially the amendments and any glossaries of terminology that may have been prepared.

During the sitting committee clerks are responsible for the following tasks:

- distributing documents at the sittings of the committee starting by the podium and always remembering the interpreters whenever they cannot be distributed before the sitting;
- requesting the text from a member of the committee when he or she speaks from a written text, noting the name, country and group of the delegate on the text, photocopying it for the file and for the committee secretaries taking notes and returning the original (if requested) to the delegate as soon as possible;
- counting votes when the committee votes by show of hands;
- when necessary, ascertaining the name and country of a member who has taken the floor and informing the coordinator.

Immediately *after the sitting* the clerks should ask the coordinator for the list of speakers, photocopy it for the file and for those who write the PVs.

5. *Sending completed files to their correct destination*

At the end of the committee's meeting when the files are complete, the clerks mark them either "PA" (for the archives) or direct them to the responsible unit for further action.

Appendices

Appendix I.	Files for the committee
Appendix II.	Sample forms for submission of amendments to the committee secretariat
Appendix III.	Forms for votes by show of hands
Appendix IV.	Sample form for speakers' list
Appendix V.	Example of the trilingual subdivision of Articles of draft Conventions for the amendments working file

Appendix I

Files for the committee

The clerk should ask the Registry, in advance of the opening of the session, to open the following standard files:

- (a) *Documents* – A documents file entitled “International Labour Conference, ..th Session, Geneva, 20.. – Committee on – Documents (English)” should be opened for each language. The following documents should be placed in this file:
 - (i) any issues of the *Provisional Record* placed before the committee (e.g. for the Resolutions Committee, the *Provisional Record* containing the resolutions submitted in accordance with article 17 of the Standing Orders of the Conference);
 - (ii) any texts or amendments submitted in the course of the committee’s proceedings;
 - (iii) the draft report(s) of the committee.
- (b) *Minutes and reports file* – A minutes file entitled “International Labour Conference, ..th Session, Geneva, 20.. – Committee on – Minutes and Reports (English)” should be opened for each language. The following documents should be placed in this file:
 - (i) a complete set of the minutes (with any necessary corrections made therein);
 - (ii) the committee’s report(s) as approved for submission to the Conference, signed by the chairperson and the reporter;
 - (iii) any record votes forms used during the proceedings;
 - (iv) any amendments to the texts approved by the committee, submitted in plenary sitting, together with a copy of the *Provisional Record* containing the discussion and voting of such amendments.

Appendix II

Sample form for submission of amendments to the committee secretariat

Committee on ...
Commission de ...
Comisión de ...

DRAFT ...

PROJET DE ...

PROYECTO DE ...

I. Amendment submitted by/Amendement présenté par/Enmienda presentada por:

- ☐ Government member(s)/Membre(s) gouvernemental(aux)/Miembro(s) gubernamental(es)
- ☐ Employer members/Membres employeurs/Miembros empleadores
- ☐ Worker members/Membres travailleurs/Miembros trabajadores

II. Text of the amendment/Texte de l'amendement/Texto de la enmienda

Appendix III

Form for vote by show of hands

INTERNATIONAL LABOUR CONFERENCE

97th Session – Geneva – June 2008

Date:

Sitting No.:

Committee on

Members:

Governments:

Employers:

Workers:

Maximum number of votes: _____

Quorum: _____

Subject of vote:

	Coefficient	For		Against		Abstention	
		a	b	a	b	a	b
Governments	X						
Employers	X						
Workers	X						

Column a: Votes cast

Column b: Number of weighted votes (votes cast multiplied by coefficient)

Results of the vote: For: _____ Against: _____ Abstentions: _____

For:	
Against:	
Total:	
Quorum:	

Appendix V

Example of the trilingual subdivision of Articles of draft Conventions for the amendments working file

Article 1

1. For the purpose of this Convention:
 - (a) the term “competent authority” means the minister, official, government department or other authority having power to issue regulations, orders or other instructions having the force of law in respect of the recruitment and placement of seafarers;

Article 1

1. Aux fins de la présente convention:
 - a) l’expression “autorité compétente” désigne le ministre, le fonctionnaire, le service gouvernemental ou tout autre autorité habilitée à édicter règlements, arrêtés ou autres instructions ayant force obligatoire en matière de recrutement et de placement des gens de mer;

Artículo 1

1. A efectos del presente Convenio:
 - a) la expresión “autoridad competente” designa al ministro, funcionario, departamento gubernamental u otra autoridad facultada para dictar reglamentos, ordenanzas u otras instrucciones de obligado cumplimiento en materia de contratación y colocación de la gente de mar;

Notes on Standing Orders questions

1. Points of order and motions as to procedure

Confusion often arises between points of order and motions as to procedure. The essential distinction between the two is the following:

Points of order [SO, art. 63.9]

Committee members may interrupt a speaker at any time to raise a *point of order* (Fr: question d'ordre; Sp: cuestión de orden) – i.e. drawing the chairperson's attention to the fact that the Standing Orders are not being observed. Normally this means that they consider that the speaker has deviated from the subject, but it can also be to indicate that some previous decision of the committee is not being observed or to maintain order in the room. The usual sign made by a member making a point of order is the "time out" sign (forming a "T" with the hands). The chairperson is required to make an immediate ruling on such a point, which may be to request the interrupted speaker to refrain from raising certain subjects.

Motions as to procedure [SO, art. 63.2]

Members may also move *motions as to procedure* (Fr: motion d'ordre; Sp: moción de orden), but not while another member is speaking. Note the possible confusion in French and Spanish with points of order. These are designed to have the committee proceed to do something other than what it is doing at present. Motions as to procedure have to be seconded and put to the committee for decision.

The most common type is a motion for the *closure* of the discussion [SO, art. 64], proposed by a member who considers that discussion on a particular point has lasted too long. Where a motion for closure is proposed, the chairperson must first ensure that it is supported by at least one fifth of the committee members present at the sitting. This is normally done by show of hands (weighting coefficients do not apply). Once this is ascertained, then the chairperson:

- (a) reads out the list of members who have put down their names to speak (they will be allowed to speak after the closure, if voted);
- (b) on request, allows one speaker per group to oppose the closure;
- (c) puts the motion for closure to the vote.

If the closure is voted, the members who have put their names down may speak on the substance of the question. In addition, one member of any group may also speak if no member of that group has put their name down. This procedure is slightly different in the Resolutions Committee, where only the sponsor of the amendment under discussion may speak at this stage on the substance of the question [SO, art. 64.4].

2. Entitlements of members of committees and of other participants

Right to speak

Statements are limited to ten minutes at all times [SO, art. 62.3].

In the case of the Resolutions Committee the Chairperson may, after consultation with the two Vice-Chairpersons, submit to the Committee for decision without debate a proposal to reduce the time-limit for speeches on a specific topic to five minutes [SO, art. 62.4].

A. All *members* of the committee have the right to speak: they need only give in their names to the chairperson.

The committee comprises *Government members*, *Employer members* and *Worker members* [SO, art. 56]. Note that they are not called delegates.

The Government members are referred to by the name of their country, e.g. it is “Ruritania” that is appointed a member of the committee. This means that it will not always necessarily be the same individual who speaks for an individual government. The government is free to send any of its delegates or their advisers to represent it on the committee, but it is required [SO, art. 56.2] to communicate to the secretariat the name of its regular representative and that of any substitute. This applies also where the representative or substitute is replaced. They should be referred to in the report as “the Government member of Ruritania”.

The Employer and Worker members are nominated by the Employers’ and Workers’ groups of the Conference. If their group so decides, they are free to nominate *personal* substitutes [SO, art. 56.3], although in practice only the Employers’ group makes use of this possibility. They should be referred to in the report as “the Employer member of Ruritania” or “the Worker member of Ruritania”.

A distinction should be made between *regular* members, *deputy* members and *substitute* members.

Regular members are full members of the committee with the right to speak and to vote.

Deputy members have the right to speak, but may vote only in replacement of a regular member and in certain conditions (see “right to vote” below).

Substitute members, more accurately called personal substitutes, only have the rights of the members for whom they are substitutes.

B. Representatives of official intergovernmental organizations (e.g. the United Nations, WHO, etc.) who have been invited to attend the Conference have the right to speak [SO, art. 56.7].

C. Observers from States invited to attend the Conference may speak only with the chairperson’s permission [SO, art. 56.8].

D. Representatives of non-governmental international organizations may be present if their organization has consultative status with the ILO or if they have been invited by the Conference, on the recommendation of the Selection Committee, to be represented in the committee. They may also make or circulate statements, if authorized to do so by the

chairperson and vice-chairpersons or, if the latter cannot agree, by decision of the committee itself [SO, art. 56.9].

E. Representatives of national liberation movements invited to attend the Conference and to be represented in the committee also have the right to speak [SO, art. 56.10].

Right to move amendments [SO, arts 15 and 63]

All *members* of the committee are entitled to submit amendments, as are also, in theory, all delegates to the Conference, whether members of the committee or not. As stated above, all delegates to the Conference have the same rights as members of the committee except the right to vote. In practice, any delegate sufficiently interested in the work of the committee to submit amendments will normally have become at least a deputy member of the committee. The disqualification of voting does not affect the right of the committee members concerned to put forward amendments.

Right to vote [SO, arts 56 and 65]

A committee in which there is a positive atmosphere of cooperation can normally avoid voting. A vote is taken only when a decision cannot be taken by any other means in the time available. Votes are most frequent in the Resolutions Committee and in committees considering draft standards.

Disputes over the right to vote are therefore best avoided if a positive atmosphere is to be achieved in the committee. Votes by show of hands are relatively informal, but it is always difficult to ascertain accurately that nobody voted illegally. A challenge to a vote by show of hands – where the result is very close or where a member states that some irregularity has occurred, such as someone voting who is not entitled to vote – can lead to a record vote.

Only regular members are entitled to vote. Government deputy members may only vote if the government for which their government is deputizing has authorized them to do so *in writing* [SO, art. 56.5(a)] and the written authorization has been given in to the secretariat. In practice, however, this does not happen.

In the Employers' and Workers' groups, deputy members only have the right to vote where a regular member is absent. In the Employers' group, this does not often happen, as there are normally large numbers of designated personal substitutes who are entitled to vote in place of non-voting regular members.

In the Workers' group it nearly always happens, and the Workers' group will give instructions to the secretariat as to the way in which deputy members are to be called to vote in place of non-voting regular members. **The full voting procedure is described in the "Guidelines on voting procedures in committees".**

3. Suspension of the right to vote [SO, art. 29 – C,¹ art. 4.2]

Some regular members of the committee, or deputy members acting in the place of a regular member, may be deprived of the right to vote in either of the following cases:

¹ ILO Constitution.

Arrears of contributions

under article 13(4) of the Constitution, if their country is more than two years in arrears in the payment of its financial contribution to the Organization. This information is supplied by the secretariat of the Credentials Committee.

Incomplete delegations

under article 4(2) of the Constitution, an Employer member is not allowed to vote if his country has not designated a Workers' delegate, and vice versa. This information is supplied by the secretariat of the Credentials Committee.

Problems of arrears of contributions are often resolved during the course of the Conference by a prompt payment from the government concerned or under financial arrangements approved by the Conference. The problem of incomplete delegations is less likely to change.

The computer-generated list of committee members, which is updated continually, indicates whether each member has the right to vote or not. As soon as a country has recovered the right to vote, this information is entered into the database and communicated to each committee by the secretariat of the Credentials Committee.

Disqualification from voting has the following practical effects in Conference committees:

- The provision concerning the *quorum* in Conference committees **[SO, art. 66]** lays down that a vote is not valid if the number of votes cast for and against is less than two-fifths of the total voting power. In this connection, the view has been taken that the total voting power of a committee is not affected by the fact that one of its regular members is not entitled to vote. This conclusion is based on the provisions of article 56, paragraph 5, of the Standing Orders, defining the circumstances in which deputy members of committees are entitled to vote. A Government member who is not entitled to vote can authorize a deputy member to vote by written notification to the secretariat, while the Employers' and Workers' groups may authorize deputy members to vote in place of regular members whose right to vote is suspended. In these circumstances, the quorum of Conference committees must be fixed on the basis of the full regular membership irrespective of whether or not a regular member is disqualified from voting.
- A special rule in this respect must, however, be applied to the Finance Committee of Government Representatives. That Committee consists of one Government delegate from each Member of the Organization represented at the Conference. There it is accordingly not possible for the full voting strength to be made up by deputy members. The quorum of the Finance Committee must therefore be calculated on a basis which leaves out of account the delegates of Members disqualified from voting under article 13, paragraph 4, of the Constitution.
- In *votes by show of hands* in committees, the secretariat must leave out of account votes cast by members of the committee who are disqualified from voting or by their personal substitutes. The secretariat may, in the conditions laid down in article 56, paragraph 5, of the Standing Orders take into account instead votes cast by deputy members of the committee.
- In *record votes*, the secretariat should not call the name of any regular member who is disqualified from voting: it may, on the conditions laid down in article 56, paragraph 5, of the Standing Orders, call instead the name of a deputy member.

4. Order of taking amendments [SO, art. 63.7]

The only provisions in the order in which amendments are to be taken are contained in article 63, paragraph 7, of the Standing Orders, which reads as follows:

7. (1) Amendments shall be voted on before the resolution to which they refer.
- (2) If there are several amendments to a motion or resolution the Chairman shall determine the order in which they shall be discussed and put to the vote, subject to the following provisions:
 - (a) every motion, resolution or amendment shall be put to the vote;
 - (b) amendments may be voted on either individually or against other amendments according as the Chairman may decide, but if amendments are voted on against other amendments, the motion or resolution shall be deemed to be amended only after the amendment receiving the largest number of affirmative votes has been voted on individually and adopted;
 - (c) if a motion or resolution is amended as the result of a vote, that motion or resolution as amended shall be put to the meeting for a final vote.

In deciding on the order in which amendments are to be taken, the basic principle which is generally followed is that the most radical amendment, i.e. that which is furthest removed in substance from the text, is to be taken first. It is the application of this principle which can give rise to problems.

It is for the chairperson of the committee, with the advice of the representative of the Secretary-General, to decide on the order in the light of the above principles. The following indications of practice at the Conference may be of assistance in providing guidance on this matter.

Amendment to delete a paragraph

In the ILO, amendments to delete a paragraph are usually considered the most radical and acted on first.

The reason for the ILO procedure is essentially practical. If a paragraph is to be deleted in the end it is a waste of time to discuss and vote on all the amendments to it beforehand. On the other hand, it may be that some of the amendments would render the proposal acceptable to a majority of the committee who would have voted against it in its original form. The practice of taking first an amendment to delete should not therefore be taken as an absolute rule. Depending on the nature of the amendments proposed to the text (and possibly following consultations with the authors) it may in certain cases be appropriate to suggest to the chairperson that he or she might wish to take the other amendments first before deciding on whether to retain the paragraph.

Amendments to delete and to replace the same paragraph

Where there are two amendments, one to delete a paragraph and another to replace that paragraph by a different text, the question of whether a vote to delete the paragraph (if this amendment is taken first) precludes a subsequent vote on the insertion of the paragraph submitted to replace it has given rise to controversy in committees. In order to avoid this, when there are two such amendments, *the amendment to delete should not be taken first*. There are two possible courses of action:

-
- (a) The two amendments can be voted against each other, the committee then proceeding to a vote on the one which received the highest number of votes **[SO, art. 63.7(2)(b)]**.
 - (b) The amendment to replace can be taken first. If it is adopted, the amendment to delete falls. If the amendment to replace fails, the amendment to delete is then put to the vote because rejection of the replacement does not necessarily imply acceptance of the original text.

***Amendments to delete words within a paragraph and
amendments to replace words within a paragraph***

The same procedure should be followed as in the case of amendments to delete and replace a whole paragraph.

Whatever order is adopted in the above cases, clear explanations about the order in which amendments will be examined should be given to the committee before the voting on amendments starts, so that the members know exactly what is being decided at each stage and the implications of this order for the amendments that have not yet been taken.

Full details on the processing and consideration of amendments are given in a separate note.

Guidelines for processing and consideration of amendments

[SO, art. 63]

Any change in a proposed text is an amendment. An amendment may propose to add or delete one or more words or an entire sentence or paragraph, or otherwise modify the text. Amendments must be submitted to the committee secretariat in writing in English, French or Spanish **[SO, art. 63.3]**.

All members of the committee (including those who have lost the right to vote) are entitled to submit amendments, as are also, in theory, all delegates to the Conference, whether members of the committee or not. As noted elsewhere, all delegates to the Conference have the same rights as members of the committee, except for the right to vote. In practice, any delegate sufficiently interested in the work of the committee to submit amendments will normally have become at least a deputy member of the committee.

Deadline for submission of amendments

A committee will normally divide its text into sections, and set a deadline for the submission of amendments to each section. (In the case of a resolution, the entire text is generally covered by a single deadline.) This approach enables the secretariat to translate the amendments and have all three language versions of each amendment printed on a single sheet, in advance of the sitting at which they are to be discussed.

There is in fact a legal time-limit for the submission of amendments **[SO, art. 63.4]**: according to the Standing Orders, no amendment can be examined at a morning sitting unless it was submitted by 5 p.m. the previous day, or at an afternoon sitting unless it was submitted by 11 a.m. the same day.

In practice, these deadlines may not suit the schedule of committee sittings and group meetings. For example, the 5 p.m. deadline is likely to fall during the committee's afternoon sitting, in other words, at a time when the members of the secretariat are unavailable to receive them. The 11 a.m. deadline may not allow sufficient time for the production of amendments and their prior examination by members of the committee, and especially by the Employers' and Workers' groups. For this reason, the committee may decide to set deadlines which are more consistent with its own schedule.

One common practice is to set a time-frame of, for example, 1 to 3 p.m. for the receipt of *all* amendments which are to be considered the following day. This makes it possible for the secretariat to translate the amendments and to have them printed and distributed in time for the group meetings which generally precede each sitting of the committee.

Once the chairperson and vice-chairpersons have agreed on a tentative schedule for the committee's work, including the sections of the text to be considered at each sitting and the deadlines for the submission of amendments to the various sections, the coordinator should prepare a text to be read out loud in committee by the chairperson or the representative of the Secretary-General, reminding members of the committee of the basic requirements for submitting amendments and informing them of: (i) the hours during which amendments will be receivable; (ii) the name of the official authorized to receive amendments; and (iii) the office in which amendments will be received. Copies of this text

should be given to the vice-chairpersons, and made available in the meeting room for other members of the committee.

Receipt of amendments

Amendments should be received by a member of the secretariat who is familiar with the subject matter under discussion (for example, the deputy representative of the Secretary-General, or an expert), and only by this person. This person should review the amendment with its author to ensure that its intent is clear and that it is presented in proper form, and to point out any obvious mistakes or consequential amendments.

For example, the amendment may propose to “rewrite paragraph 1 to read as follows”, when in fact it entails only one or two minor changes to the proposed text. In such cases, the member of the secretariat may suggest a simpler wording of the amendment which more clearly shows its intent and impact (e.g. “Add a comma after the word ‘workers’”).

In other cases it may be advisable to break down an amendment into several amendments.

The review of amendments by a member of the secretariat also provides an opportunity to identify potential problems which should be brought to the attention of the representative of the Secretary-General, the chairperson or the Legal Adviser.

Registration of amendment

After receipt of the amendments, as above, they must be transmitted to the person responsible for entering them into the amendments management system. They are automatically numbered on entry in the system.

Editing of amendments

It is useful to assign to one of the committee secretaries or to an expert the task of editing amendments before they are translated, to ensure consistency in presentation. Close attention should be given to terminology, as the various sections of texts have different names in Conventions, Recommendations and conclusions (see Appendix I). In a standard-setting exercise with a double discussion, draft conclusions divided into “Points” are examined during the first discussion. The second discussion will deal with “Articles” of draft Conventions and “Paragraphs” of Recommendations. Committee members are often unaware of these fine points, and their amendments may need alteration in this respect. Otherwise, no editorial changes other than minor points of grammar should be made to proposed amendments.

Some amendments may be identical or have the same effect. In this case they should be issued and printed separately. They should not be combined and submitted as a single co-sponsored amendment without the authors’ permission.

Translation of amendments

Translating amendments is a major task of committee secretaries. It is important, before translating, to determine the full force of the amendment in the original language, and then find the simplest formula for rendering it in the target language. This means that the amendment may have a different form in different languages but, while respecting the

individuality of each language, translators should aim to keep as close as possible to the original. They should also bear in mind the draft texts as a whole when translating.

Text processing of amendments

A new computer programme now allows committee secretaries to enter their translations directly into the amendments management system. Training in the use of this programme is given to the translators concerned before the arrival of the first amendments.

Once the amendments are translated and entered in the system, the coordinator checks that the English, French and Spanish texts correspond, and gives his or her visa to transmit them to the Reprography Unit (REPRO).

Each amendment is then reproduced in the three languages, correctly numbered, on a single sheet of paper, or sheaf of papers.

Order of taking amendments

When all amendments for the section in question have been received, it is necessary to determine the order in which the committee should consider them.

Since the committee proceeds paragraph by paragraph of the instrument, resolution or other text before the committee, the basic rule is to take amendments in that order.

The order in which the amendments are to be considered is determined by the chairperson with the assistance of the representative of the Secretary-General [SO, art. 63.7(2)], and communicated in advance to the two vice-chairpersons.

The only provisions in the order in which amendments are to be taken are contained in article 63, paragraph 7, of the Standing Orders, which reads as follows:

7. (1) Amendments shall be voted on before the resolution to which they refer.
- (2) If there are several amendments to a motion or resolution the Chairman shall determine the order in which they shall be discussed and put to the vote, subject to the following provisions:
 - (a) every motion, resolution or amendment shall be put to the vote;
 - (b) amendments may be voted on either individually or against other amendments according as the Chairman may decide, but if amendments are voted on against other amendments, the motion or resolution shall be deemed to be amended only after the amendment receiving the largest number of affirmative votes has been voted on individually and adopted;
 - (c) if a motion or resolution is amended as the result of a vote, that motion or resolution as amended shall be put to the meeting for a final vote.

In deciding on the order in which amendments are to be taken, the basic principle which is generally followed is that the most radical amendment, i.e. that which is furthest removed in substance from the text, is to be taken first. It is the application of this principle which can give rise to problems.

The following indications of practice at the Conference may be of assistance in providing guidance on this matter.

Amendment to delete a paragraph

In the ILO, amendments to delete a paragraph have usually been considered the most radical and acted on first.

The reason for the ILO procedure is essentially practical. If a paragraph is to be deleted in the end it is a waste of time to discuss and vote on all the amendments to it beforehand. On the other hand, it may be that some of the amendments would render the proposal acceptable to a majority of the committee who would have voted against it in its original form. The practice of taking first an amendment to delete should not therefore be taken as an absolute rule. Depending on the nature of the amendments proposed to the text (and possibly following consultations with the authors) it may in certain cases be appropriate to take the other amendments first before deciding on whether to retain the paragraph.

Amendments to delete and to replace the same paragraph

Where there are two amendments, one to delete a paragraph and another to replace that paragraph by a different text, the question of whether a vote to delete the paragraph (if this amendment is taken first) precludes a subsequent vote on the insertion of the paragraph submitted to replace it has given rise to controversy in committees. In order to avoid this, when there are two such amendments, the *amendment to delete should not be taken first*. There are two possible courses of action:

- (a) The two amendments can be voted against each other, the committee then proceeding to a vote on the one which received the highest number of votes [SO, art. 63.7(2)(b)].
- (b) The amendments to replace can be taken first. If it is adopted, the amendment to delete falls. If the amendment to replace fails, the amendment to delete is then put to the vote because rejection of the replacements does not necessarily imply acceptance of the original text.

Amendments to delete words within a paragraph and amendments to replace words within a paragraph

The same procedure should be followed as in the case of amendments to delete and replace a whole paragraph.

The order in which amendments will be taken is entered into the Amendments Application and communicated electronically to REPRO, enabling it to print and to collate the amendments in the order indicated. All members of the committee receive the amendments in the order in which they are to be considered.

Consideration of amendments by the committee

The committee has to decide whether to adopt or reject every amendment not withdrawn by its author, by vote if necessary. Unless it is moved by two or more delegates (or a group), an amendment cannot be discussed until it has been seconded by another member of the committee [SO, art. 63.1]. The author or authors (also called sponsors) of the amendment then speak briefly to justify the amendment.

At this stage the authors may often withdraw their proposals [SO, art. 63.8(1)] because they have been won over by their colleagues' arguments or because they decide to

support other amendments instead. However, they cannot withdraw their amendment once it has been adopted, or when it has been subamended by the committee. If withdrawn, however, amendments may be resubmitted by another delegate **[SO, art 63.8(2)]**.

Subamendments (i.e. amendments to amendments) can be moved at any time, but according to the Standing Orders must be submitted in writing **[SO, art. 63.6]**, in English, French or Spanish. In practice this rule is often overlooked. In recent years, a system to project subamendments onto a screen, known as SAMM,¹ has allowed committee members to see immediately the impact, in the three languages, that a subamendment proposed in the room would have on the initial amendment if it were adopted. This system requires the committee secretariat to appoint three committee secretaries, one per language, to operate the system in the room. Subamendments must be seconded before they can be considered. They are read out slowly by the chairperson after their submission, and must be decided on before any decision is taken on the amendment as a whole.

One problem that may arise is that amendments are adopted without it being clear whether or not, or in what form (sub-subamendments are also possible), a subamendment was adopted. When necessary, the representative of the Secretary-General should remind the chairperson to state the decision that has been taken by the committee.

When a provision (Point, Article, Paragraph, etc.) has been changed through the adoption of an amendment, the provision thus amended is then adopted as a whole. Similarly, once all the amendments have been considered and a decision taken on all of them, the text as a whole must be adopted by the committee. This may not happen until the text is before the committee in the form of the appendix to its draft report.

The committee's report must describe the content of all the amendments and subamendments moved, together with the decisions taken on them.

Appendices

Appendix I. Divisions and subdivisions of texts

Appendix II. Sample form for submission of amendments to the committee secretariat

¹ Subamendment Management Module.

Appendix I

Divisions and subdivisions of text

Convention		Recommendation		Conclusions	
<i>Article</i> (article) [artículo]	With the title in the middle of the page and the appropriate number (e.g. Article 1)	<i>Paragraph</i> (paragraphe) [párrafo]	Preceded by a number in Arabic figures	<i>Point</i> (point) [punto]	Preceded by a number in Arabic figures
<i>Paragraph</i> (paragraphe) [párrafo]	A division of the Article numbered in Arabic figures	<i>Subparagraph</i> (sous-paragraphe) [sub-párrafo]	A division of the Paragraph, preceded by a number in Arabic figures in brackets	<i>Paragraph</i> (paragraphe) [párrafo]	A division of the point, preceded by a number in Arabic figures in brackets
<i>Subparagraph</i> (alinéa) [apartado]	A division of the paragraph, or of the Article where this is not divided into paragraphs, lettered in small letters, such as (a), (b), (c), etc.	<i>Clause</i> (alinéa) [apartado]	A division of the subparagraph or of the Paragraph where this is not divided into subparagraphs, lettered in small letters, such as (a), (b), (c), etc.	<i>Clause</i> (alinéa) [apartado]	A division of the paragraph or of the point where this is not divided into paragraphs, lettered in small letters, such as (a), (b), (c), etc.
<i>Clause</i> (sous-alinéa) [inciso]	A division of the subparagraph, numbered (i), (ii), (iii), etc.	<i>Sub-clause</i> (sous-alinéa) [inciso]	A division of the clause, numbered (i), (ii), (iii), etc.	<i>Sub-clause</i> (sous-alinéa) [inciso]	A division of the clause, numbered (i), (ii), (iii), etc.
Note: The major divisions of Conventions and Recommendations are "Parts"; in Conventions, but not in Recommendations, the word "Part" precedes the Roman numeral in the centre title introducing the division.					

Appendix II

Sample form for submission of amendments to the committee secretariat

Committee on ...
Commission de ...
Comisión de ...

DRAFT ...
PROJET DE ...
PROYECTO DE ...

I. Amendment submitted by/Amendement présenté par/Enmienda presentada por :

- ☐ Government member(s)/Membre(s) gouvernemental(aux)/Miembro(s) gubernamental(es)
- ☐ Employer members/Membres employeurs/Miembros empleadores
- ☐ Worker members/Membres travailleurs/Miembros trabajadores

II. Text of the amendment/Texte de l'amendement/Texto de la enmienda

Guidelines on voting procedures in committees

1. Relevant provisions of the Standing Orders of the International Labour Conference

A. *Right to vote*

Article 56(1) Regular members¹ of the committee have the right to vote, subject only to the indications in section B below. In the case of the Government group, it is the

(2) Government which is the regular member, and its right to vote may be exercised by

(3) any one of several alternate representatives of that government. In the case of the Employers' and Workers' groups, individuals are the regular members. At the same time, it is the practice in particular of the Employers' group to appoint personal substitutes as regular members; these personal substitutes are entitled to vote in place of the regular members to whom they are attached.

Article 56(5) The voting rights of deputy members differ according to the group to which they belong. A Government deputy member may vote **only** if so authorized by written notice to the secretariat of the committee from the representative of a regular member who is not voting and has not been replaced by an alternate representative of that Government. Employer and Worker deputy members may vote in place of regular members who are absent and who are not replaced by personal substitutes on the conditions defined by their respective groups; usually, but not invariably, this is in the order in which they appear in the committee lists.

Other categories of persons² who may attend meetings of committees and may, in different degrees, participate in their work do not, in any circumstances, have the right to vote.

B. *Suspension of the right to vote*

Members of committees may be deprived of the right to vote for two reasons. First, when a member State is in arrears of its contribution equalling or exceeding the amounts due from it for the preceding two full years, its entire delegation – Government, Employer and Worker representatives – is, under article 13, paragraph 4, of the Constitution, deprived of the right to vote in the Conference and its committees unless the Conference has decided by a two-thirds majority, to restore the voting rights. Second, when a member State appoints Employer representatives to its delegation but no Worker representatives, or vice versa, the non-governmental

¹ Delegates as well as advisers are eligible for appointment to regular membership. The Conference, on the basis of the recommendations of the Selection Committee or its Officers, appoints the regular members of the various committees. In the case of governments, the country is designated, and not its representative.

² Namely, delegates (and in certain conditions advisers) who are not members of the committee (art. 56(6)); representatives of official international organizations (art. 56(7)); observers of non-member States (art. 56(8)); representatives of non-governmental international organizations (art. 56(9)); and representatives of liberation movements (art. 56(10)).

representatives who have been appointed are, under article 4, paragraph 2, of the Constitution, deprived of the right to vote in the Conference and its committees.³

Deputy members of a committee may vote in place of regular members of that committee deprived of the right to vote on the conditions applicable in case of absence of regular members (see section A above). Disqualification from voting does not affect any of the other rights of the committee members concerned, such as the right to speak and to put forward motions or amendments.

C. Methods of voting

Article 65(5) The only case where a vote is taken by secret ballot is in the event of a contested election of the chairperson. This is however rare in practice.

Article 65 Normally votes are taken by a *show of hands*. Since the votes of the different groups are usually weighted,⁴ the groups are called on separately to vote. To avoid errors, regular and deputy members may also be called separately.

Article 66(2) In certain circumstances *record votes* may be taken at the chairperson's initiative. This is so in particular if the result was very close or if in a vote by show of hands the quorum has not been attained. That a vote is very close is not always obvious when the voting coefficients are high. The usual index is that of the coefficient for one Employers' vote, which is normally the largest. If the difference between the votes for and those against or abstaining is near to or smaller than this figure, then the vote was probably close.

Moreover, there are two possibilities under the Standing Orders enabling members to request a record vote.

Article 65(8) A request for a record vote may be made before or immediately after the vote by show of hands. The condition is that the request must be made by at least *one-fifth of the members present at the sitting* (as in the case of a motion for closure).

Article 65(7) A member may challenge the result of a vote by show of hands. The Standing Orders are silent on the conditions for this request, but the legal opinion is that, in view of the possibility afforded by article 65(8), this provision should be construed to mean that members challenging the vote by show of hands must corroborate their request by stating some valid reason to doubt the result of the vote by show of hands. In short, they must show that they speak in good faith. The reason might be that the majority is very narrow, that the subject of the vote was not quite clear that there was other confusion in the voting process or specific allegations of fraud. In such cases it is for the chairperson to decide whether the request for a record vote is acceptable, for he or she may overrule it. If this is done, then the member can still invoke article 65(8).

Article 65(1) Decisions are taken by a simple majority. When an equal number of votes is cast for and against a proposal, it is not adopted.

³ This disqualification applies only where no Employer or Worker representatives, as the case may be, have been *appointed*; it does not apply in cases in which such representatives have been properly appointed but fail to attend or leave the Conference prematurely.

⁴ The voting strength of each committee is calculated on the basis of its regular membership. See Part 2, section A, for more details on practical application of weighted voting.

D. Duties of the Chairperson with regard to voting

Article 61 The chairperson of the committee has a general responsibility to direct the debates, maintain order and ensure the observance of the Standing Orders. He or she puts questions to the vote.

The chairperson is entitled to vote, except when he or she is replaced on the committee by a substitute. However, he or she does not have a casting vote.

Article 65(9) The results of the votes are announced by the chairperson.

Article 63(9) At any time during the committee's proceedings any member may call the chairperson's attention to the fact that the Standing Orders are not being observed by raising a point or order. *Points of order are not voted upon* and the chairperson must give an immediate ruling on them.

E. Order of questions put to vote

Article 63(2) At any time during the discussion (although not while another speaker actually has the floor) any member may bring a motion as to procedure, e.g. for postponing consideration of a question or for adjournment of the sitting (other examples are contained in **article 63(2)(2)**). Such motions take precedence over the other matters under discussion and are voted on before anything else.

Article 63(7) As regards resolutions, motions, amendments and subamendments, subamendments have to be voted on first, then the amendments to which they refer and finally the wording of the motion or resolutions as a whole, including the subamendments and amendments adopted by the previous votes. When there are several amendments to the same motion or resolution, the chairperson decides on the order of putting them to the vote. Similarly, if there are a number of subamendments proposed, it is up to the chairperson to determine in what sequence they will be voted on.

Article 63(7)(2)(b) The chairperson may also at his/her discretion decide to put to the vote one amendment against another instead of voting on each amendment separately, particularly in cases where the amendments proposed are mutually contradictory or exclusive. In such cases members are called to vote only in favour of (and not against) one or the other amendment (the total number of votes for both amendments must equal or exceed the quorum). The amendment receiving the greatest number of votes is then voted on again in the formal fashion (for-against-abstentions).

F. Quorum

Article 66 Votes are subject to a quorum test. The number of affirmative and negative votes cast in a vote must total at least two-fifths of the total voting strength. If that quorum is not attained, the vote is not valid and the proposal on which it was taken is not adopted. Where the quorum is not attained in a vote by show of hands, the vote may be taken again immediately as a record vote on the initiative of the chairperson, and is obligatory if requested by at least one fifth of the members present.

2. Practical application

Unless the committee adopts a proposal by consensus, a vote must be held, and, except in certain specified cases (see Part 1, section C), the chairperson thereupon holds a vote by show of hands.

A. Weighted voting

As the number of members in each group is different, in order to ensure that each group has the same voting strength – that is, that the total vote of the Workers' group is equal to that of the Employers' group, and at the same time to that of the Government group – a system of weighting is used [by extension of **SO art. 65.3** and footnote].

The voting strength of each committee is calculated on the basis of its regular membership. So as to ensure that, within the committee, the voting strength of each of the three groups is the same despite different numbers of regular members, the votes of the members of the committee belonging to the different groups are appropriately weighted. Data on voting strength and quorum to be reached can be printed before each sitting of the committee from the computer database available to the secretariat of each committee. No calculation is necessary as the computer programme automatically provides the coefficients for weighting the votes as well as the quorum required to give the vote validity. (Appendix I contains an example of a computer-generated table providing weighting coefficients and quorum.) Any change in the number of regular members in one group obviously alters the weighting coefficients of all three groups. As the membership changes nearly everyday, the data on voting strength is automatically adjusted when this change is entered into the computer programme.

B. Quorum

A decision by a committee is not valid if the number of votes cast for and against is less than two-fifths of the total voting strength of the members of the committee entitled to vote [**SO art. 66(1)**].

Abstentions do not count towards the quorum. This rule is due to be abolished when the Instrument of Amendment to the ILO Constitution adopted by the Conference in 1986 has obtained sufficient ratifications to come into force. For the time being it still applies, however, and committee secretaries witnessing their first vote in a committee may be surprised to see those members who were staunchly opposed to a proposal abstaining in the vote. This is because, if all those opposed to a proposal abstain, then only those voting in favour of it will be counted towards the quorum, placing the onus on those in favour of the proposal to have enough votes to reach the quorum.

In calculating the quorum, all regular Employer and Worker members are taken into account, including those who have been deprived of the right to vote, since the latter can be replaced by deputy members.

However, since Government members do not make use of the possibility of delegating their vote to a deputy Government member, the practice is to disregard any regular Government members deprived of the right to vote when calculating the quorum. This practice is reaffirmed each year by the Selection Committee in its first report, which also encourages Governments deprived of the right to vote to refrain from applying for regular membership of committees.

So that the quorum will be attained and, in general, so that votes give an accurate reflection of the composition and views of the committees, voting members should take care to be present when votes are taken or ensure that alternates, personal substitutes or deputy members are, in accordance with the rules, able to vote in their place.

C. Vote by show of hands

In preparation for votes by show of hands, the secretariat should decide beforehand which of the secretaries or clerks is to count votes for each group. First, the chairperson asks the Government members to raise their hands if they are in favour of the proposal. The secretaries/clerks responsible count the hands raised, write the result on a piece of paper, and hand this to the coordinator, who records it on a specially prepared form (see Appendix II). This is repeated for the Government members opposed to the proposal, and then again for those abstaining. The count should not be spoken aloud, as this may be overheard and can create great confusion. The coordinator should ensure that the total votes cast by the group is not greater than the number of regular members in the group *entitled to vote* (deputies are not normally authorized to vote).

The entire procedure – votes for, against and abstentions, and the checking – is then repeated for the Employers' group, and then again for the Workers' group. Here the final check is slightly different: the coordinator should ensure that the total votes cast by the group is not greater than the number of regular members in the group (as members deprived of the right to vote are replaced by deputies). The Employer and Worker members nearly always vote unanimously: if the total number of votes is greater, then the number should be marked down to the maximum permissible for the group.

The coordinator secretary uses the computer-generated table providing the information in weighting coefficients (see Appendix I) to obtain the result of the vote which is then handed to the chairperson who reads it out. The atmosphere in the committee can be quite tense at this point, especially if the subject of the vote was controversial.

D. Record vote

Record vote involves only the coordinator who will proceed to the vote by using the computer-generated voting lists (Appendix III contains an example of computer-generated voting lists).

The coordinator begins with the *Governments*, calling out the name of each *country* in French alphabetical order. The member for the Government will then call out "Yes", "No" or "Abstention". They can say this in any language of the Conference,⁵ so in the case of the less well-known languages the coordinator may have to rely on the interpreters. After the member has replied, the coordinator should repeat out loud how it is recorded so as to reduce further the possibility of error and tick the corresponding box.

Once the list of regular members is exhausted, the countries for which no vote was cast are repeated once. Depending on the case, their vote is recorded or a tick is

⁵ To reduce the possibility of error, the coordinator may ask the committee members to reply in one of the three working languages: English, French or Spanish.

placed in the “absent” box. *Countries which appear on the voting list under “Government deputy members” should not be called unless they have been authorized to vote by a written notification to the secretariat of the committee from a Government regular member of the committee who is not voting and has not been replaced by a substitute.*

This is then repeated for the Employers’ group, and then again for the Workers’ group. The rules governing the right to vote and the arrangements concerning personal substitutes and deputies (see Part 1, section A) should be borne in mind. Remember, however, that the groups are free to decide on their own internal procedures, and can therefore change their rules.

For the *Employer members*, the coordinator reads out the name of each regular member entitled to vote in the order it appears in the list (alphabetical). If there is no reply, he or she reads out the name of each of the personal substitutes for that member (there are often several) until a reply is received. Once the list of regular members is exhausted, the names of those for whom no vote was cast are repeated once. The coordinator then counts the total number of votes cast by the group, and if this is not the full quota for the group, then he or she calls out, in alphabetical order the names of the deputy Employer members (following the same procedure for personal substitutes, if there are any) until the full quota is made up.

In the case of the *Worker members*, the lack of personal substitutes and the role of deputies often creates confusion. It is always useful in this case to arrange with the Worker vice-chairperson beforehand how the Workers’ group wishes to proceed. In technical committees at recent sessions of the Conference, the Workers’ group proceeded simply, by having first the regular members called and then the deputies. In such a case, the coordinator proceeds in the same manner, as for the Employers’ group, the sole difference being that Worker members have no personal substitutes.

Once the voting is complete, then, as in the case of a vote by show of hands, the coordinator finds the weighted vote total corresponding to the vote for each group on the computer-generated table, writes the result on the computer-generated voting list and transmits it to the chairperson who reads it out.

The practice followed by the Workers’ group in the Resolutions Committee is slightly different. The Worker vice-chairperson reads out, before a record vote (or at least the first one), the following statement explaining the voting procedure:

This is how the Worker members vote in any record vote. The coordinator will call out, in alphabetical order, the names of the regular Worker members entitled to vote. If a regular Worker member fails to reply, the secretariat will immediately call, in alphabetical order, the names of any deputy Worker members from the same country. The first such deputy to reply will vote in place of the regular member. It is essential in such cases for the deputy member to wait until his own name is called. He should not vote in place of the regular member until he hears his own name called.

Once the list of regular Worker members has been gone through in this way, then, if the number of votes recorded is still below the total number of regular members of the Workers’ group, the coordinator will call names from the list of deputy members in alphabetical order until the full number of possible votes for the group is reached, but leaving out any deputy members who have already voted in place of a regular member from their country.

This means that the coordinator reads out the name of each regular member entitled to vote in the order it appears in the list (alphabetical). If a regular member fails to reply, the secretary immediately reads out, in alphabetical order, the names of *the deputy Worker members from the same country as the missing regular*

member until one of them replies. Where that deputy replies, his or her name must be deleted from the list of deputies so as to ensure that they do not vote twice.

Appendices

- Appendix I. Example of a computer-generated table providing weighting coefficients and quorum
- Appendix II. Form for vote by show of hands
- Appendix III. Example of computer-generated voting lists

Appendix I

Example of computer-generated table providing weighting coefficients and quorum

Coefficients de pondération des voix (9 mai 2003)

CONV 9

Total GOUV, titulaire: 57
Pays sans droit de vote: 2

Iraq

Zaire

	Nombre de votes	Pondération des votes
Gouvernement	55	21
Employeur	15	77
Travailleur	21	55
TOTAL	91	

MAXIMUM 3 465

QUORUM 1 386

Facteur	Gouvernement	Employeur	Travailleur
1	21	77	55
2	42	154	110
3	63	231	165
4	84	308	220
5	105	385	275
6	126	462	330
7	147	539	385
8	168	616	440
9	189	693	495
10	210	770	550
11	231	847	605
12	252	924	660
13	273	1 001	715
14	294	1 078	770
15	315	1 155	825

Facteur	Gouvernement	Employeur	Travailleur
16	336		880
17	357		935
18	378		990
19	399		1 045
20	420		1 100
21	441		1 155
22	462		
23	483		
24	504		
25	525		
26	546		
27	567		
28	588		
29	609		
30	630		
31	651		
32	672		
33	693		
34	714		
35	735		
36	756		
37	777		
38	798		
39	819		
40	840		
41	861		
42	882		
43	903		
44	924		
45	945		
46	966		
47	987		
48	1 008		
49	1 029		
50	1 050		
51	1 071		
52	1 092		
53	1 113		
54	1 134		
55	1 155		

Appendix II

Form for votes by show of hands

INTERNATIONAL LABOUR CONFERENCE

... Session – Geneva – June

Date:

Sitting No.:

Committee on

Members:

Governments:

Employers:

Workers:

Maximum number of votes:

Quorum:

Subject of vote:

	Coefficient	For		Against		Abstention	
		a	b	a	b	a	b
Governments	X						
Employers	X						
Workers	X						

Column a: Votes cast

Column b: Number of weighted votes (votes cast multiplied by coefficient)

Results of the vote: For: Against: Abstentions:

.....

For:	
Against:	
Total:	
Quorum:	

Appendix III

Example of computer-generated voting lists

(1 CONV 9: 05/05/97 – 16.11.13)

	Pour	Contre	Abstention	Absents
Membres gouvernementaux				
☒ Algérie (Algeria)				
M. Mohamed Said BELHOCINE				
M. Abdelaziz BOUTALEB				
☒ Allemagne (Germany)				
Mr. Werner RINGKAMP				
☒ Argentine (Argentina)				
Sr. Manuel Julio BENITEZ				
Srta. Maria Cristina TOSONOTTI				
☒ Australie (Australia)				
Mr. Christopher BLOWER				
Mr. David HOMES				
☒ Belgique(Belgium)				
M. Joseph CLOESEN				
M. Geert MUYLLE				
M. J.F. TEMPELS				
M. Roger VAN DEN HEULE				
☒ Bulgarie (Bulgaria)				
Mr. Bonoslav PAVLOV				
Mr. Gueorgui PETROV				
☒ Canada (Canada)				
Mr. Richard DAY				
Mr. T.S. CHUMAN				
☒ Chili (Chile)				
Sr. Federico ALLES ARRIAGADA				
Sr. José Miguel CAPDEVILA				
Sra. Maria Ester FERES NAZARALA				
Sr. Francisco RIVAS GOMEZ				
☒ Chine (China)				
Mr. Qihua FAN				
Mr. Chun FEI				

	Pour	Contre	Abstention	Absents
☒ République de Corée (Republic of Korea)				
Mr Ki Ho CHANG				
Mr. Jin Gwan JEONG				
Mr. Yong Dal KIM				
☒ Croatie (Croatia)				
Ms. Marina MUSULIN				
☒ Cuba (Cuba)				
Sr. Adrián DELGADO GONZALEZ				
Sr. Francisco GUILLEN LANDRIAN				
☒ Danemark (Denmark)				
Ms. Birgit SOLLING OLSEN				
☒ Egypte (Egypt)				
Mr. I. BOTCHAROV				
Mr. V. DEGTIAREV				
Mr. A. FROLOV				
☒ Singapour (Singapore)				
Mr. Eng Sin SAY				
☒ Slovaquie (Slovakia)				
Mr. Jura SYKORA				
☒ Slovénie (Slovenia)				
Ms. Vladka KOMEL				
☒ Suède (Sweden)				
Mr. Sven JULIUS				
Mr. Slig WIKSTRÖM				
☒ Suisse (Switzerland)				
M. Christophe BURGNER				
M. Jacques DUCREST				
M. Jean-Jacques ELMIGER				
M. Urs HAENGGI				
☒ République arabe syrienne (Syrian Arab Republic)				
M. Mohamad Salah Eddin AL-MOULKI				
M. Ahmad Mohammad Rida KHAMIS				
☒ Thaïlande (Thailand)				
Mr. Kamjom NAKCHUEN				
Mr. Panya WONGWIJARN R.T.N.				
☒ Tunisie (Tunisia)				
M. Kadhém BACCAR				
M. Sahbi KHADDAR				

	Pour	Contre	Abstention	Absents
☒ Turquie (Turkey)				
Mr. Naim KAVLAK				
Mr. Midhat SEREF				
☒ Ukraine (Ukraine)				
M. Leonid SUSHKIN				
☒ Uruguay (Uruguay)				
Sr. Jorge AGIUS				
Sr. Mario ARIZTI				
Sr. Washington LASA				
☒ Viet Nam (Viet Nam)				
M. BUI QUANG MINH				
Mme HOANG THI HOA BINH				
☐ Zaïre (Zaire)				
M. Kwele MINGA				
Membres gouvernementaux adjoints				
☒ Brésil (Brazil)				
Mr. Leonardo COELHO DE SOUYA				
Mr. Marco Antonio GONÇALVES BOMPET				
Mr. Luiz Francisco NUNES DE SOUYA				
Totaux partiels				

	Pour	Contre	Abstention	Absents
Employeurs				
<i>Membres titulaires</i>				
☒ Sr. Genovevo D. ALFONSO DOMINGUEZ (Cuba)				
☒ Mr. David BURKE (Royaume-Uni)				
☒ Sr. José CATALAN GONZALEZ (Chili) S: Sr. Henán MORALES VILLAMOR				
☒ M ^{me} Fadhila HAMMOUTENE (Algérie)				
☒ Sr. Ricardo E. ICAZA EPPERSON (Panama) S: Sr. Tomás Avila MANZANARES				
☒ Mr. Jan IFWARSSON (Suède) S: Ms. Lena ENGSTRJOM				
☒ Mr. Klaus KÖSTER (Allemagne) S: Mr. Henry BREUER				
☒ Mr. Nobuo MASUDA (Japon) S: Mr. Hitoshi HOSAKA S: Mr. Mikisaburo ATSUMI				
☒ Mr. K. MATSKIIVITCHUS (Fédération de Russie) S: Mr. I. KOLINITCHENKO S: Mr. B. METELEV S: Mr. V. ZAMARIANOV				
☒ Mr. Lachlan PAYNE (Australie)				
☒ Mr. Carlos SALINAS (Philippines)				
☒ Mrs. Astrid STEEN (Norvège) S: Mrs. Edith MIDELFART				
Totaux partiels				

	Pour	Contre	Abstention	Absents
Employeurs				
<i>Membres adjoints</i>				
☒ M. Roberto AGLIETA (Italie) S: M. Giuseppe RAVERA				
☒ Mr. Hans AHLSTRÖM (Finlande)				
☐ Sr. José Modesto APOLO (Equateur)				
☒ Mr. Prasert BHAKDIBADHANABANIJ (Thaïlande)				
☒ Sr. Juan Carlos CICCOCO (Uruguay)				
☐ M. Feliciano Diogo DOMINGOS (Angola) S: M. Franciso Sales CASIMIRO M'PITO				
☐ Mr. Najib Saman B. HRAQ (Iraq)				
☒ M. Hussein Khaled JUNDI (République arabe syrienne)				
☒ Mr. George KOLTSIDOPOULOS (Grèce)				
☒ Mr. Graham MILLER (Nouvelle-Zélande)				
☒ Ms. Susan MONK (Canada) S: Ms. Ewa CHUDECKI				
☒ M. Silviu OPRIS (Roumanie)				
☒ Mr. N.E. PARDIWALA (Inde)				
☒ Mr. Jieming QIN (Chine)				
☒ Mr. Johannes L. SCHOEMAN (Namibie)				
☒ M. Oleksandr SHUBOCHKIN (Ukraine)				
Totaux partiels				

	Pour	Contre	Abstention	Absents
Travailleurs				
☒ Mr. Andreas BAHN (Allemagne)				
☒ Mr. Leo BARNES (Inde)				
☒ Sr. Ediberto DEL CID RAMOS (Panama)				
☒ Mr. N. EREMenko (Fédération de Russie) A: Mr. Nikolai Yakovlevitch POPOV				
☐ M. Doudou FALL NIANG (Sénégal) A: M. Fadel DIOUF				
☒ M. Ali HOUMANI (Liban)				
☒ Mr. Hans Ola ISAKSEN (Norvège) A: Mr. Bjorn DEGERUD A: Ms. Anne-Beth SKREDE				
☒ M. Moustafa ISSA (République arabe syrienne)				
☒ Sr. Enrique VENTURINI (Argentine) A: Sr. Mario MORATO A: Sr. Carlos TOMADO				
☒ M. Raymond VERRIEUX (France) A: M. François D'ABANCOURT A: M. Charles NARELLI				
☒ M. Carlo WAGNER (Luxembourg) A: M. François D'ABANCOURT A: M. Charles NARELLI				
☒ Mr. Yimou WANG (Chine)				
☒ Mr. Michael WILLIAMS (Nouvelle-Zélande) A: Mr. John MCLEOD				
Totaux partiels				

	Pour	Contre	Abstention	Absents
Travailleurs				
<i>Membres adjoints</i>				
☒ Sr. Xavier ABOY (Espagne)				
☒ M. António ALEXANDRE DELGADO (Portugal)				
☒ Sr. Water Fernando ASTORGA LOBOS (Chili)				
☒ M. Eugène BAUSCH (Luxembourg)				
☒ Mr. Henrik BERLAU (Danemark)				
☒ M. René BLESER (Luxembourg)				
☒ Mr. Predrag BRAZZODURO (Croatie)				
☒ M. Eduardo CHAGAS (Portugal)				
☒ Mr. Gert CHRISTENSEN (Danemark)				
☒ M. François D'ABANCOURT (France)				
☒ Mr. Antonis DALAKOGIORGOS (Grèce)				
☒ M. Luis DE ALMEIDA (Portugal)				
☒ M. Jerónimo RODRIGUES (Portugal)				
☒ Sr. Jorge Norberto SILVA BERON (Chili)				
☒ Ms. Anne-Beth SKREDE (Norvège)				
☒ Mr. Soren SORENSEN (Danemark)				
☐ Mr. Naaman SOUSA DE FIGUEIREDO (Brésil)				
☒ M. Costica STICI (Roumanie)				
☒ Mr. Masahiko TAGUCHI (Japon)				
☒ Mr. Christer THERMNER (Suède)				
☒ Sr. Carlos TOMADA (Argentine)				
☒ Mr. G. Agapios TSELENTIS (Grèce)				
☒ Mr. Arie Leendert VERHOEF (Pays-Bas)				
☒ Mr. John Emil VRIESEN (Pays-Bas)				
☒ Ms. Susanne WILLEMO (Suède)				
☒ Mr. Andrzej WOJCIK (Pologne)				
☐ M. Sebastiao WUTA (Angola)				
☐ M. Musas ZAND (Zaïre)				
☒ M. Vasyl ZUBKOV (Ukraine)				
Totaux partiels				

TOTAUX GÉNÉRAUX

Membres gouvernementaux				
Membres employeurs				
Membres travailleurs				
TOTAL				
Résultat du vote:				

☒ Droit de vote. S: suppléant; substitute; suplente. A: adjoint du même pays.

