

Procedures for the preparation of different kinds of documents to be produced by Conference Committees

In General:

- All documents that are translated and formatted by the committee's secretariat team need to be sent for printing and distribution (and webposting if appropriate) directly to REPRO and DISTR following the attached guidance by PRODOC.
- Documents that require translation and/or formatting in OFFDOC need to be sent to the Document Coordination and Translation Support Unit (DCU) at rodiss@ilo.org. The DCU will then liaise with REPRO and DISTR for their final delivery.

As soon as there is a final version of the tentative plan of work of the Committee, please send it to the contacts in PRODOC and OFFDOC so that they can include in their planning the documents to be processed for the Committees.

To the extent possible, please provide the following information in advance:

- date and time on which you will be sending the document(s),
- expected delivery date and time,
- estimated number of pages.

1. Amendments and any other in-session committee documents (D1, D2....)

Pdf files to be sent the directly to REPRO and DISTR following PRODOC's guidance.

2. Draft conclusions or instrument(s)

To be sent to OFFDOC's DCU (rodiss@ilo.org) for translation into GRAC:

a) Recurrent discussion

- by Monday 2 June, noon (normally at the same time they are sent to drafting group)
- final corrections to be sent by Friday 6 June, 18h00

b) Standard-setting committees

- by Friday 6 June, close of business - at the same time they are sent to Committee Drafting Committee (CDC)

The CDC, once it has concluded its work on Saturday 7 June:

- for English, French and Spanish, send the final version to the Committees' coordinators to be appended to the draft report of the Committee
- for GRAC, send the corrections clearly marked to OFFDOC DCU.

As regards the possible instrument(s) to be adopted by the CTF, the DCU will send at this stage the final texts in English and French to PRODOC/DTP so that they can start preparing the bilingual

Provisional Record (PR) to be published after adoption of the draft report on 10 June and before the vote to take place on 11 June.

3. Draft report of the committee to be adopted by the Conference Plenary

Deadline for webposting: Sunday 8 June afternoon

Formatting in PR template to be done by the text-processing operators in the Committees' secretariats. Once it is ready (hopefully) by 17h00, please send in the same email:

- the final word version to OFFDOC DCU
- pdf files to DISTR (for immediate webposting) and REPRO (for printing).

Please inform in advance of any delay foreseen.

4. After adoption: amendments to the draft report and possible instrument(s)

Please send the amendments to OFFDOC DCU for translation and introduction in relevant PRs. Revised (Rev.) versions will be published after the session of the Conference.

As regards the instrument(s) on forced labour, the Conference drafting committee (JUR) will need to indicate to OFFDOC DCU and PRODOC/DTP if any changes need to be introduced before the publication of the final texts in English, French and Spanish in separated PRs.