

TIPS TO ASSIST MEMBERS IN FILLING OUT AMENDMENT FORMS

WHO IS SUBMITTING THE AMENDMENT

Please tick the appropriate box.

When an amendment is submitted by a number of governments, please indicate clearly THE NAMES OF ALL GOVERNMENTS who have agreed to sponsor the amendment.

HOW TO FORMULATE AN AMENDMENT

An amendment is a proposal to change the wording of the text. Please use one of the following verbs:

Delete, Insert, Replace, Add or Move.

HOW TO REFER TO PARTS OF THE DOCUMENT

The text is divided successively into:

1. **points**, which are preceded by a number in Arabic figures, such as **1., 2., 3.**;
 (a) clauses, which are preceded by a lower-case letter in brackets, such as (a), (b), (c);
 and, if required
 (i) sub-clauses, which are numbered (i), (ii), (iii)...

EXAMPLES

1. HOW TO INSERT OR DELETE A WORD OR STRING OF WORDS

Do not propose to replace an entire sentence or paragraph, if you wish only to insert or delete a single word or string of words. Simply indicate the word or words to be inserted or deleted.

*In the second line, after the words “there are”, **INSERT** the word “many”.*

*In the second line, **DELETE** the words “in accordance with local customs”.*

2. HOW TO PROPOSE THE ADDITION OF NEW TEXT

What is most important here is (a) to indicate clearly where the new text goes, and (b) to indicate if the new text is a heading, a point, a paragraph, a clause or a sub-clause.

*After clause (h), **ADD** the following new clause: “conditions of work”*

3. HOW TO PROPOSE MOVING TEXT FROM ONE PLACE TO ANOTHER

What is most important here is to indicate clearly what text is to be moved and where the text is to be moved to. It should not be used for parts of a sentence, but only for entire points, paragraphs, clauses, sub-clauses or sentences.

***MOVE** point 7 to Part D., “Other elements”, and **INSERT** it after point 30.*

4. HOW TO PROPOSE RELATED CHANGES IN DIFFERENT PARTS OF THE TEXT

It may happen that one amendment logically requires the amendment of another part of the draft text. Where that is the case, you must prepare two amendment forms, each one identifying the changes concerned.

5. HOW TO PROPOSE WORDING THAT IS TAKEN FROM OTHER INTERNATIONAL INSTRUMENTS

Lastly, if the wording proposed in your amendment has been taken or copied from another international labour standard or from an international treaty or instrument, please bring this to the Secretariat's attention. This will help us avoid retranslating something that already exists in an authoritative document, and will ensure that we retain the same authoritative wording in all languages.