



Time management and registration to take the floor during the 343rd Session of the Governing Body

► Time management

In accordance with paragraph 18 of the *Special arrangements and rules of procedure for virtual sessions of the Governing Body of the ILO*, the following are the proposed approximate duration for the discussion of each item and corresponding time limits for group and individual statements as indicated in the tables below. These measures have been consulted with the tripartite Screening Group and are subject to confirmation by the Officers of the Governing Body.

► Time allotment by item on the agenda (in minutes)

Sitting	Items	Time allotment
1	Opening sitting	45
	INS/13 – Regular report of the Director-General	
1	PFA/9 – Annual Evaluation report	60
1	PFA/10 – High-level evaluations	60
2	PFA/4 – IT strategy	75
2	PFA/12 – ILO Staff Union Statement	15
2	PFA/14 – HR strategy	90
3	LILS/1 – Report sixth meeting SRM TWG	90
3	LILS/3 – Appointment CEACR members	90
4	POL/1 – Update on OSH	60
4	POL/3 – DC programme in the occupied Arab territories	60
4	LILS/2 – Instruments for the 2023 General Survey	60
5	INS/6 – OSH as a fundamental principle and right at work	90
5	INS/2 – Agenda of future ILC sessions	90
6	INS/10 – Bangladesh	90 (including 10 minutes by Government concerned)
6	INS/9 – Venezuela	90 (including 10 minutes by Government concerned)
7	INS/8 – Myanmar	90 (including 10 minutes by Government concerned – if credentials issue solved)
7	INS/7 – Guatemala	90 (including 10 minutes by Government concerned)

Sitting	Items	Time allotment
8	INS/3/1 – Follow-up to the recurrent discussion on social security	90
8	INS/3/2 – Follow-up to the resolution on COVID-19 recovery	90
9	INS/12 – Turin Board reports	60
9	INS/11 – CFA reports	75 (45 minutes for the CFA Officers presentations – 30 minutes for discussion and adoption)
9	INS/13 and 14 – Private sitting on art.24 representations	45
10	INS/4 – Report TWGD	60
10	INS/14/1 – Calendar interviews DG candidates	60

► Time limits for taking the floor (in minutes)

Total duration of agenda item discussion	Employer spokesperson	Worker spokesperson	Regional groups	Individual Governments	Approximate time available for floor administration, Office responses and conclusion *
60	7	7	4	2	16
75	8	8	5	2	24
90	10	10	5	3	30

* Based on 5 group interventions and 5 individual interventions on average.

► Registration to take the floor

Governing Body members may register in the list of speakers for any of the above items by sending an email to governingbody@ilo.org with the name of the speaker, and the country or regional group they represent. You may register any time, but not later than one hour before the start of the sitting at which the agenda item is scheduled for discussion (see [Programme and tentative order of business](#)). For any request for the floor once the sitting of the Governing Body has started, please raise your hand in Zoom, or send a request to the Governing Body Clerk using the chat function, specifying the item to which you want to speak, or indicating if your request is related to a point of order or a request for a right of reply.

In preparing your statement, please observe the applicable time-limit. At normal speaking speed, one minute corresponds to 150 words. Please do not forget to share your statement with interpreterspeeches@ilo.org. This will greatly facilitate the accurate interpretation of your intervention in the other six languages.