



Time management during the 346th Session of the Governing Body

► Time allotment by item on the agenda

Sitting	Item (or group of items)	Time allotment (in minutes)
1	Opening sitting	60
2	INS/1 (Approval of minutes of the 344th and 345th Sessions)	5
2	PFA/1 (Preview of the Programme and Budget proposals for 2024–25)	175
3	PFA/4 (ILO knowledge and innovation strategy progress report)	50
3	PFA/6 (Annual evaluation report)	50
3	PFA/8 (Evaluation of the evaluation function)	50
4	PFA/7 (High-level evaluations)	50
4	PFA/10 (Staff Union statement)	15
4	PFA/11 (Amendments to the Staff Regulations)	45
4	PFA/13 (Recent developments on revised ICSC post adjustment)	75
5	INS/17/3 (Report of the Meeting of Experts on biological hazards)	75
5	INS/6 (Report of the working group on decent work in supply chains)	75
6	LILS/1 (Report of the 7th meeting of the SRM TWG)	75
6	LILS/2 (Choice of Conventions and Recommendations for the 2024 General Survey)	60
6	LILS/3 (Report of the 4th meeting (Part II) of the STCMLC)	45
7	POL/1 (Temporary labour migration)	75
7	POL/2 (Report Meeting of Experts on the platform economy)	75
8	POL/3 (Sectoral meetings)	60
8	POL/4 (Development cooperation programme for the occupied Arab territories)	60
8	POL/5 (Taking stock five years after revision of the MNE Declaration)	60
9	INS/3/3 (Follow-up to the resolution on the inclusion of a safe and healthy working environment in the framework of fundamental principles and rights at work)	90

Sitting	Item (or group of items)	Time allotment (in minutes)
10	INS/17/1 (A Global Coalition for Social Justice)	90
10	INS/5 (ILO strategy to reduce inequalities in the world of work)	90
10	INS/8 (Update on the UN reform)	60
10	PFA/2/1 (Building renovation)	50 in total
10	PFA/2/2 (Africa region premises)	
10	PFA/3 (Cybersecurity Framework)	
10	PFA/9 (JIU reports)	
10	INS/17 (DG regular report)	
10	INS/17/2 (Follow-up to decisions)	
10	INS/17/4 (Documents for information)	10
11	INS/9 (Productivity ecosystems for decent work)	60
11	INS/2 (Agenda of future sessions of the Conference)	90
12	INS/12 (Progress report Venezuela)	90 (including 10 minutes by Government concerned)
12	INS/13 (Belarus)	90 (including 10 minutes by Government concerned)
13	INS/3/1 (Follow-up to the third recurrent discussion on employment)	75
13	INS/3/4 (Analysis of the functioning of the 110th Session of the Conference)	75
14	INS/11 (Progress report Bangladesh)	90 (including 10 minutes by Government concerned)
14	INS/14 (Resolution concerning the Russian Federation's aggression against Ukraine)	90 (including 10 minutes by Government concerned)
14	PFA/12 (UN common system jurisdictional system)	60
15	INS/3/2 (Follow-up to the resolution on social and solidarity economy)	60
15	INS/15 (Report of the CFA)	75 (45 minutes for the CFA Officers presentations – 30 minutes for discussion and adoption)
15	Private sitting (Representations under article 24 of the ILO Constitution)	15
16	INS/10 (Annual report Guatemala)	90 (including 10 minutes by Government concerned)
16	INS/4 (ILO strategy on skills and lifelong learning)	60
16	INS/18 (Reports of the Officers of the Governing Body)	30
17	INS/16 (Report of the Board of the Turin Centre)	45
17	INS/19 (Composition, agenda and programme of meetings)	30
18	Resumption of pending discussions	

► Recommended speaking time (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 *
45-50	5	5	4	2	10
60	7	7	4	2	16
75	8	8	5	2	24
90	10	10	5	3	30
175	15 to 20	15 to 20	7 to 10	4 to 6	35

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