

# Standard-Setting Committee on Apprenticeships

Date: 23 May 2023

## ► Information note

### Participation

1. In accordance with the [Arrangements for the 111th Session \(2023\) of the Conference](#), approved by the Governing Body, the committee will be conducted fully in person. Only passive online access will be available upon request at [cn-apprenticeships@ilo.org](mailto:cn-apprenticeships@ilo.org).

### Opening sitting

#### Requests for the floor

2. To ensure efficient time management of the opening statements, it is proposed that all speakers register in advance. A [form](#) is available on the [Committee's webpage](#), to facilitate this process.
3. Completed forms should reach the Secretariat at [cn-apprenticeships@ilo.org](mailto:cn-apprenticeships@ilo.org) **at least 24 hours before the sitting**. All requests will be acknowledged.

#### Speaking time limits for the first and last sittings

4. The following time limits have been agreed by the Officers of the Committee for the opening statements during the first sitting and the closing statements during the last sitting:
  - Vice-Chairpersons: **10 minutes** for initial statements and **3 minutes** at the end of the sitting;
  - Members speaking on behalf of regional groups and on behalf of several Committee members: **5 minutes**;
  - Individual Government members: **3 minutes**;
  - Spokespersons of international organizations: **3 minutes**;
  - Spokespersons of international non-governmental organizations upon approval of the Officers of the Committee (see paragraphs 21-22 below): **2 minutes**.

**To guarantee accurate and faithful interpretation, all statements should reach [cn-interpret@ilo.org](mailto:cn-interpret@ilo.org) by 14:30 before the sitting.**

## Reporter of the Committee

5. Nominations for the Reporter of the Committee should reach the Secretariat **by noon on Wednesday, 7 June**. The Reporter will present the results of the Committee deliberations to the Conference plenary on its behalf. The Reporter may be either a delegate or an adviser, from the Government group (in accordance with general practice).

## Receipt and publication of amendments

6. The online tool used to submit amendments to the proposed Recommendation will be available for use as of **11:00 on 5 June** and it will be possible to submit amendments on 5, 6 and 8 June – each day to a different Part of the text, as indicated in the [tentative plan of work](#).
7. Submission of amendments will close at **17:00 on 5 June for the preamble and Part I, at 15:00 on 6 June for Part II and 15:00 8 June for Parts III to VI**. The tool will remain open for submitting amendments concerning the parts to be considered the subsequent day(s) and be definitively closed on 8 June at 15.00. The Secretariat will be available to provide guidance.
8. In the Cybercafé in building E, delegates will have at their disposal computers for the submission of amendments and members of the Secretariat will be available to provide support in the use of the tool.
9. Clear instructions on the submission of amendments are available on the [Conference website](#).
10. Amendments may only be submitted in English, French or Spanish. The validated amendments will be published in the three languages on the Committee's webpage at the end of each day (5, 6 and 8 June).

## Discussion of amendments

11. The Committee will work through all amendments.
12. During the discussion, delegates may submit subamendments to the amendment under discussion **only**. It is not possible to introduce new amendments.
13. Once all amendments and subamendments to a paragraph or clause have been considered, the Committee adopts the paragraph or clause.
14. Once all the paragraphs and clauses have been considered and the Drafting Committee has prepared the final text, the Committee adopts the Recommendation normally at its final sitting.
15. Decisions on the fate of amendments are taken by consensus.<sup>1</sup> Should it prove impossible to reach consensus on a specific amendment, it might be necessary to carry out a vote.
16. Any voting needed will normally be carried out by a physical show of hands. In the event that a record vote is required under article 42(5) of the Standing Orders, it would be taken by roll call.

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<sup>1</sup> [Standing Orders of the International Labour Conference](#), article 42: Adoption of decisions - 1. Unless otherwise provided for in these Standing Orders, the committee shall make every effort to take its decisions by consensus, which is characterized by the absence of any objection presented by a member as an impediment to the adoption of the decision in question. 2. In the absence of consensus duly ascertained by the Chairperson in agreement with the Vice-Chairpersons, decisions shall be taken by a simple majority of the votes cast by the members of the committee present at the sitting.

## Drafting Committee

17. The Drafting Committee will review the text of the draft instrument and ensure consistency between the three official languages. It will also examine drafting questions which may be referred to it by the Committee.
18. The Drafting Committee is composed of up to three delegates or advisers from each of the three constituent groups – governments, employers and workers - as well as the Reporter of the Committee and the Legal Adviser of the Conference. Members of the Drafting Committee shall, to the extent possible, be conversant with the official languages of the Conference and shall be assisted by officials of the Secretariat.<sup>2</sup> **Please note that no remote connection will be available for Drafting Committee members.**
19. Nominations for members of the Drafting Committee should reach the Secretariat **by noon on Wednesday, 7 June.**
20. As indicated in the tentative plan of work, the Drafting Committee will meet at dates and time to be determined depending on progress made by the Committee in the consideration of the proposed Recommendation.

## Requests to take the floor by international non-governmental organizations

21. Any requests from international non-governmental organizations must reach the Secretariat by **Friday, 2 June noon**. These requests will be shared with the Chairperson and Vice-Chairpersons of the Committee for approval on Monday, 5 June.
22. Subject to approval of the Chairperson and Vice-Chairpersons, and time permitting, a maximum of **10 minutes** will be dedicated to statements by these organizations, immediately following the end of the opening statements **during the first sitting on Monday, 5 June.**

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<sup>2</sup> Article 9 of [Standing Orders of the Conference](#).