



ICLS/20/2018/Room document 21

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Room Document\*: **21**

## **Revision of the ICLS standing orders**

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\* This room document has not been formally edited

## **Revision of the ICLS standing orders**

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# 1. Proposed revised text of the ICLS Standing Orders

## *I. Introductory Note*

First held in 1923, the International Conference of Labour Statisticians (ICLS) is the standard-setting body in the area of labour statistics. It is convened by the Governing Body of the International Labour Office and hosted at the ILO approximately every five years. Formal invitations for the ICLS are sent to all member States of the ILO, primarily to the ministries of labour or other ministries designated by Members. The governments are expected to make every effort in coordinating with the national statistical systems or other concerned ministries in nominating their delegation to the ICLS. Outcomes of the ICLS adhere to the Fundamental Principles of Official Statistics approved by the UN General Assembly.

## *II. Standing Orders*

### **Standing Orders for international conferences of labour statisticians**

#### **Text adopted by the Governing Body on ... at its ... Session**

#### ARTICLE 1

##### *Scope*

1. These Standing Orders apply to all international conferences of labour statisticians convened by the Governing Body of the International Labour Office.

2. The Governing Body may, for any particular conference, suspend the application of all or part of the provisions of these Standing Orders, or modify them, taking into account the particular composition and agenda of the conference.

#### ARTICLE 2

##### *Date, length and place of conference*

The Governing Body shall determine the date, length and place of the conference.

### ARTICLE 3

#### *Agenda and expected outcome*

1. The Governing Body shall establish the agenda of the conference.
2. Unless the Governing Body decides otherwise, the results of the proceedings may take the form of resolutions adopted by conference or other documents, such as guidelines, on the matters covered by the agenda.
3. Subject to approval by the Governing Body, such resolutions or other documents may be published and disseminated by the International Labour Office.

### ARTICLE 4

#### *Composition*

1. The Governing Body shall determine the composition of the conference.
2. The conference shall be composed of:
  - (a) one delegate nominated by each interested government of an ILO Member and
  - (b) such number of Employer experts and Worker experts as determined by the Governing Body, nominated respectively by the Employers' and Workers' group of the Governing Body.

### ARTICLE 5

#### *Advisers; substitutes*

1. Each delegate to the conference may be accompanied by one or more advisers.
2. Any adviser who has been authorized to do so by the delegate to whom he or she is attached shall have the right to participate in the conference but not the right to vote or to appoint a substitute.
3. A delegate may, by notice in writing addressed to the Chairperson, appoint his or her adviser to act as substitute. The notice shall specify the sitting or sittings at which the substitute will act for the delegate. In that case, substitutes may take part in the debates and may vote under the same conditions as delegates.

### ARTICLE 6

#### *Officers of the conference*

The Officers shall consist of a Chairperson and up to two Vice-Chairpersons elected by the conference from among the delegates or their advisers, as well as the chairpersons of any committees set up by the conference.

## ARTICLE 7

### *Duties of the Officers*

1. The Chairperson shall preside over the sittings. A Vice-Chairperson shall preside over the sittings or parts of the sittings at which the Chairperson cannot be present and shall, while presiding, have the same powers as the Chairperson.
2. The Chairperson shall direct the debates, maintain order and ensure the observance of the present Standing Orders, put questions for decision by the conference, ascertain and announce consensus, or, in the absence thereof, put questions to the vote and announce the results.
3. The Chairperson may withdraw the right to speak from any speaker whose remarks are not relevant to the subject under discussion.
4. The Chairperson shall have the right to take part in the discussions and to vote, except when replaced in the conference by a substitute, but shall not have a casting vote. The Vice-Chairpersons, when replacing the Chairperson, shall retain their right to vote.
5. The Officers of the conference shall approve the programme of work of the conference, and fix the date and time of the sittings and any time limits for interventions; they shall also report to the conference on any other questions requiring a decision for the proper conduct of its business.

## ARTICLE 8

### *Admission to the sittings*

The sittings of the conference shall be public, unless otherwise decided.

## ARTICLE 9

### *Right to take part in the work of the conference*

1. No delegate or adviser shall address the conference without having asked and obtained the permission of the Chairperson, who shall normally call upon speakers in the order in which they have signalled their desire to speak.
2. Employer and Worker experts may, with the permission of the Chairperson, address the conference and move motions or amendments but may not vote.
3. Persons representing public international organizations which have been invited by the Governing Body to be represented at the conference as observers may, with the permission of the Chairperson, address the conference but not vote or move motions or amendments.
4. Persons representing non-governmental international organizations with which the International Labour Organization has established consultative relationships, and with which standing agreements for such representation have been made, and persons representing other non-governmental international organizations which have been invited by the Governing Body to be represented at the conference may attend it as observers. The Chairperson may, in agreement with the Vice-Chairpersons, permit such observers to make or circulate statements for the information of the conference on matters included in its agenda. If agreement cannot be reached, the Chairperson shall refer the matter to the conference for decision.

5. The Officers of the Governing Body are entitled to attend the conference and to intervene in the debates.

6. The conference may invite external persons to address the conference, for example during any panel discussions or round tables that may be organized within the framework of the conference.

## ARTICLE 10

### *Motions, resolutions and amendments*

1. No motion, resolution or amendment shall be discussed unless it has been seconded, except as provided for in paragraph 2.

2. Motions as to procedure may be moved verbally, without previous notice and without having been seconded.

3. The Chairperson, after consultation with the Vice-Chairpersons and the secretariat of the conference, may set time limits for the submission of resolutions or amendments.

4. Any amendment may be withdrawn by the delegate or expert who moved it unless an amendment to it is under discussion or has been adopted. Any amendment so withdrawn may be moved without previous notice by any other delegate or expert.

5. Any delegate or expert may at any time draw attention to the fact that the Standing Orders are not being observed, and the Chairperson shall give an immediate ruling on any question so raised.

## ARTICLE 11

### *Adoption of decisions*

1. The conference shall make every effort to take its decisions by consensus. Consensus is characterized by the absence of any objection presented by a delegate as an impediment to the adoption of the decision in question.

2. In the absence of consensus duly ascertained and announced by the Chairperson, decisions shall be taken by a simple majority of the votes cast, normally by show of hands, by the delegates present at the sitting.

3. A vote is not valid if the number of votes cast for and against is less than half the total number of delegates entitled to vote.

4. Where there is doubt as to the result of a vote by a show of hands, the Chairperson may immediately take a record vote. The Chairperson shall proceed to a record vote when the quorum has not been obtained in a vote by a show of hands.

## ARTICLE 12

### *Committees*

1. The conference may set up committees to consider and report on any matter covered by the agenda.

3. These Standing Orders shall apply in so far as they are relevant and with the necessary adaptations to committees.

### ARTICLE 13

#### *Secretariat*

1. The secretariat of the conference shall be appointed by the Director-General of the International Labour Office.

2. The secretariat shall provide the necessary administrative and substantive support to facilitate the discussions. The Secretary-General of the conference represents the Director-General, is the chief of the secretariat and may, with the permission of the Chairman, address the Conference and committees.

### ARTICLE 14

#### *Languages*

1. Unless the Governing Body decides otherwise, the official languages of the conference shall be English, French and Spanish.

2. If the conference decides to make use of screens to visualize text to be adopted, the International Labour Office shall make its best efforts to show the text in all the official languages. Where this is not possible due to practical limitations, the text may appear in only one language.

3. The International Labour Office shall make arrangements for interpretation into and from other working languages, taking into account the composition of the conference.

### ARTICLE 15

#### *Record of proceedings*

1. A summary record of proceedings of the conference reflecting the views expressed by the participants shall be prepared by the secretariat of the conference. The draft record of proceedings shall be made available to all participants after the conference, giving them the opportunity to ask for corrections to statements made by or attributed to them, before it is finalized and submitted to the Governing Body.

2. If the conference fails to reach the result specified by the Governing Body in accordance with article 3, the record of proceedings shall contain any recommendations which the conference may wish to address to the Governing Body regarding possible future action on the matters covered by the agenda.

## 2. Draft resolution text

### **Resolution concerning the updating of the Standing Orders of the International Conference of Labour Statisticians**

The 20th International Conference of Labour Statisticians (ICLS),

Recognizing the desirability to revise the Standing Orders of the International Conference of Labour Statisticians, adopted by the Governing Body of the International Labour Office at its 219th Session (November 1982);

Recalling Resolution V adopted at the 19<sup>th</sup> ICLS (October 2013), recommending that the Governing Body of the International Labour Office consider amending the ICLS Standing Orders, including to reflect the practice of inviting Employer and Worker experts, and to update its text and bring it in line with the Standing Orders of other ILO meetings, such as on the inclusion of an introductory note outlining the nature, purpose and operation of the ICLS, the use of appropriate language to reflect gender equality, and the participation of additional observers;

Taking note of the discussions and the work already carried out by the Governing Body under its agenda item on the review and possible revision of formats and Standing Orders for meetings;

Taking into account the Resolution concerning gender equality and the use of language in legal texts of the ILO, adopted by the International Labour Conference at its 100th Session (2011),

Recommends that the Governing Body decide:

1. to adopt the revised ICLS Standing Orders;
2. that the revised ICLS Standing Orders replace, with immediate effect, the Standing Orders of the International Conference of Labour Statisticians, adopted by the Governing Body at its 219th Session (November 1982);
3. to request the International Labour Office to make the necessary arrangements to give effect to the revised Standing Orders at the 21st ICLS.



### 3. Annex: Text of the existing ICLS Standing Orders from 1982

INTERNATIONAL LABOUR ORGANISATION

STANDING ORDERS FOR INTERNATIONAL CONFERENCES  
OF LABOUR STATISTICIANS



GENEVA

International Labour Office

1982

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# INTERNATIONAL LABOUR ORGANISATION

## STANDING ORDERS FOR INTERNATIONAL CONFERENCES OF LABOUR STATISTICIANS<sup>1</sup>

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### PART I

#### *General provisions*

#### ARTICLE 1

1. The composition, date, place and agenda of the International Conferences of Labour Statisticians shall be as determined by the Governing Body of the International Labour Office.
2. The report and conclusions of each Conference shall be submitted to the Governing Body of the International Labour Office.
3. Each delegate to the Conference may be accompanied by one or more advisers.

#### ARTICLE 2

The Office shall prepare for each International Conference of Labour Statisticians reports adequate to facilitate an exchange of views on all the questions referred to the Conference.

#### ARTICLE 3

#### *Secretariat*

1. The secretariat of the Conference shall be appointed by the Director-General of the International Labour Office.
2. The Secretary-General of the Conference, or his representative, shall present the reports and documents prepared by the Office, assist the Chairman and the Vice-Chairmen in the exercise of their duties and may, with the permission of the Chairman, address the Conference and committees.

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<sup>1</sup> Adopted by the Governing Body on 19 November 1981 at its 218th Session.

## PART II

*Procedure of the Conference*

## ARTICLE 4

*Officers of the Conference*

The Officers of the Conference shall consist of a Chairman, up to three Vice-Chairmen, and the chairmen of committees set up by the Conference.

## ARTICLE 5

*Duties of the Chairman*

1. The Chairman shall declare the opening and close of the sittings. After consulting the Officers of the Conference, he shall fix the time of the sittings. Before proceeding with the agenda, he shall bring before the Conference any communication which may concern it. He shall direct the debates, maintain order, ensure the observance of the Standing Orders, accord or withdraw the right to address the Conference in accordance with the provisions of the present Standing Orders, put questions to the vote and announce the result of the vote.

2. He shall have the right to take part in the discussions and to vote, except when replaced in the Conference by a substitute, but he shall not have a casting vote.

3. The Vice-Chairmen shall preside alternately over the sittings or parts of sittings at which the Chairman cannot be present.

## ARTICLE 6

*Committees*

1. The Conference shall have power to set up committees.

2. The Conference shall have a Steering Committee, consisting of the Officers of the Conference.

3. The present Standing Orders of the Conference shall apply, where appropriate, to the committees set up by the Conference.

## ARTICLE 7

*Admission to the sittings*

The sittings of the Conference shall be public, unless otherwise decided. The sittings of the Steering Committee shall be private.

## ARTICLE 8

*Substitutes*

1. A delegate may, by notice in writing addressed to the Chairman, appoint one of his advisers to act as his substitute.

2. Substitutes may take part in the debates and may vote under the same conditions as delegates.

## ARTICLE 9

*Right to participate in the work of the Conference*

1. Any adviser who has received a written authorisation for the purpose from the delegate to whom he is attached shall have the right to participate in the proceedings of the Conference but not the right to vote.

2. Representatives of official international organisations which have been invited by the Governing Body of the International Labour Office to be represented at the Conference shall have the right to participate in its proceedings but not the right to vote.

3. The Chairman may, in agreement with the Vice-Chairmen, permit representatives of non-governmental international organisations with which the ILO has established consultative relationships to make or circulate statements for the information of the Conference on questions which are being considered by it.

## ARTICLE 10

*Languages*

1. The working languages of the Conference shall be English, French and Spanish.

2. The International Labour Office shall make such arrangements for the interpretation of speeches in other languages as are necessary to meet the convenience of delegates and practicable with the facilities and staff available.

## ARTICLE 11

*Right to address the Conference*

1. No participant shall have the right to speak without having asked and obtained permission of the Chairman, who shall call upon speakers in the order in which they have signified their desire to speak.

2. The Chairman may withdraw the right to speak from any speaker whose remarks are not relevant to the subject under discussion.

## ARTICLE 12

*Motions, resolutions and amendments*

1. No motion, resolution or amendment shall be discussed unless it has been seconded.

2. (1) Motions as to procedure may be moved verbally and without previous notice. They may be moved at any time except after the Chairman has called upon a speaker and before the speaker has terminated his speech.

(2) Motions as to procedure include the following:

- (a) a motion to refer the matter back;
- (b) a motion to postpone consideration of the question;
- (c) a motion to adjourn the sitting;
- (d) a motion to adjourn the debate on a particular question;

- (e) a motion that the Conference proceed with the next item on the agenda for the sitting;
- (f) a motion to ask for the opinion of the Chairman or the secretariat of the Conference;
- (g) a motion for the closure of the discussion.

3. All resolutions and amendments other than motions as to procedure shall be submitted in writing by delegates in one of the working languages.

4. Resolutions and amendments shall be handed in to the secretariat of the Conference before 5 p.m. to enable the resolution or amendment to be discussed at a meeting to be held on the following morning, or before 11 a.m. to enable the resolution or amendment to be discussed at a meeting to be held in the afternoon of the same day.

5. The texts of resolutions and amendments shall be translated into the other working languages and distributed before discussion to all members of the Conference present at the sitting.

6. Only amendments to amendments already submitted under the conditions referred to above may be submitted during a sitting of the Conference for discussion at that sitting.

7. (1) Amendments shall be voted on before the text to which they refer.

(2) If there are several amendments to a motion or resolution, the Chairman shall determine the order in which they shall be discussed and put to the vote. If a text is amended as the result of a vote, that text as amended shall be put to the meeting for a final vote.

8. Any amendment may be withdrawn by the delegate who moved it unless an amendment to it is under discussion or has been adopted. Any amendment so withdrawn may be moved without previous notice by any other delegate entitled to take part in the discussions of the Conference.

9. Any participant may at any time draw attention to the fact that the Standing Orders are not being observed, and the Chairman shall give an immediate ruling on any question so raised.

#### ARTICLE 13

##### *Examination of resolutions by the Steering Committee*

The receivability of any resolution shall be determined in the first instance by the Steering Committee composed of the Officers of the Conference.

#### ARTICLE 14

##### *Closure*

1. Any delegate may move the closure either on a particular amendment or on the general question.

2. The Chairman shall put a motion for the closure if it is supported by at least one-fifth of the delegates present at the sitting. Before putting it to the vote, however, he shall read out the names of those persons who have already signified their wish to speak and they shall still have the right to speak after the closure has been voted.

## ARTICLE 15

*Voting*

1. Decisions shall be taken by a simple majority of the votes cast by the delegates present at the sitting.
2. The Conference shall vote by a show of hands or by a record vote.
3. If the result of a vote by a show of hands is challenged, the Chairman shall cause a record vote to be taken.
4. A record vote shall also be taken if a request to that effect is made by not less than 30 delegates present at the sitting.
5. The vote shall be recorded by the secretariat and announced by the Chairman.
6. No resolution, amendment or motion shall be adopted if an equal number of votes is cast for and against.

## ARTICLE 16

*Quorum*

1. A vote is not valid if the number of votes cast for and against is less than half the total number of delegates entitled to vote.
2. Where a quorum has not been obtained in a vote by a show of hands, the Chairman may immediately take a record vote. He shall be obliged to do so if a record vote is called for by not less than 30 delegates.