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TWELFTH ITEM ON THE AGENDA

Report of the Working Party on the Functioning of the Governing Body and the International Labour Conference

Report of the Chairperson of the Working Party

1. The Working Party on the Functioning of the Governing Body and the International Labour Conference met in the afternoon of Friday, 16 March 2018, and on 20 March 2018. The Office had prepared four documents ¹ for the Working Party, in response to the decisions taken by the Governing Body at its 331st Session (November 2017). These dealt with the following issues: the progress made towards further ratifications of the 1986 constitutional amendment; the functioning of the International Labour Conference; the comprehensive review of the Standing Orders of the Conference; and the review of the role and functioning of Regional Meetings. As Chairperson of the Governing Body, I presided over the sitting. With regard to the Employer spokespersons, Mr Gill spoke on the first document, while Mr Barklamb spoke on the two documents on the International Labour Conference, and Ms Hornung-Draus spoke on the fourth document. The Worker spokesperson of the Governing Body, Ms Passchier, spoke on behalf of the Workers' group throughout. This is my report to the Governing Body on the work of the Working Party. It is not a summary verbatim report or minutes, but a synopsis of the main elements of the discussion, containing the Working Party's recommendations to the Governing Body as draft decisions.
2. The report of the informal tripartite consultations on the working methods of the Committee on the Application of Standards, which took place on Saturday, 17 March, is included at the end of this report.

¹ [GB.332/WP/GBC/1](#), [GB.332/WP/GBC/2](#), [GB.332/WP/GBC/3](#), and [GB.332/WP/GBC/4](#).

Composition of the Governing Body: Update on the status of ratification of the 1986 Instrument for the Amendment of the Constitution of the ILO

3. The Working Party first turned its attention to the question of the composition of the Governing Body – a matter of long-standing concern, since the category “Members of chief industrial importance” in the ILO Constitution did not include Members from all geographical regions and the current distribution of regular seats between the regions was deemed not fair. All three groups in the Working Party thanked the Office for its efforts to promote the ratification of the 1986 Instrument for the Amendment of the Constitution of the ILO and commended Brunei Darussalam and the Cook Islands on their recent acceptances of the Instrument.
4. Appreciation was expressed to the ten Members that had replied to the Director-General’s letter of 7 December 2017. However, the Africa group and the Workers’ group registered disappointment that 70 per cent of the countries contacted had not yet responded to the letter. Knowledge of the reasons that prevented or delayed Members’ ratification of the 1986 Amendment would enable the Governing Body to make an informed decision on the way forward and facilitate the Office’s task of providing the necessary support to constituents. The member States that had not yet responded to the letter were urged to do so.
5. The Workers’ group, mentioning the response received from Estonia, questioned the relevance of the outdated reference to “socialist States of Eastern Europe”, while the Employers’ group inquired about possible implications of the entry into force of the 1986 Amendment in the number of seats for the groups. In response to the first question, the Legal Adviser recalled that the matter had already been raised at the time the 1995 interim amendment to the Standing Orders of the Conference was being considered, with the view that the outdated reference had lapsed and there was accordingly no need to delete it to make it ineffective.² Concerning the number of Employers’ and Workers’ seats, the Legal Adviser indicated that if and when the 1986 constitutional amendment enters into force, the total membership of each of the two non-governmental groups will be increase from 33 (14 regular and 19 deputy members) at present to 38 (28 regular and ten deputy members). The Legal Adviser also recalled that preparatory work, including the revision of the 1995 Amendment to the Standing Orders of the International Labour Conference and the renegotiation of regional Protocols, would be required.
6. The Africa group stressed that the current arrangements regarding the composition of the Governing Body were unjust and undemocratic. This situation had to be urgently remedied, all the more so on the eve of the ILO Centenary and in the context of the ongoing process of United Nations reform. Supported by Lesotho, Namibia, Swaziland and Switzerland, the group put forward a proposed amendment to the draft decision paragraph contained in document GB.332/WP/GBC/1, calling on the Governing Body to: decide that the matter should become a standing item on the agenda of subsequent March and November Governing Body meetings until the Amendment entered into force; request the Director-General to continue promotional efforts for the ratification of the 1986 Instrument of Amendment, including through direct contacts with and visiting, particularly with member States of chief industrial importance; request the Office to organize promotional campaigns on the sidelines of Regional Meetings; and further request the Director-General to report at subsequent Governing Body sessions on the results obtained and the feedback from Members on the reasons which prevented or delayed their ratification. The Workers’ group agreed to those requests. The Employers’ group accepted them provided that the standing

² See [GB.259/14/4](#), paras 17–22.

item was only included in the agendas of the full Governing Body sessions in March and November.

Draft decision

7. *The Working Party recommends to the Governing Body that it:*

- (a) decide that this matter become a standing item on the agenda of subsequent March and November Governing Body sessions until the amendment enters into force;*
- (b) request the Director-General to continue promotional efforts for the ratification of the 1986 Instrument of Amendment, including through direct contacts with and visits, particularly, to member States of chief industrial importance;*
- (c) request the Office to organize promotional campaigns on the sidelines of Regional Meetings; and*
- (d) request the Director-General to report at the future Governing Body sessions on the results obtained and the feedback from Members concerned on the reasons which prevent or delay ratification.*

Functioning of the International Labour Conference: Arrangements for the 107th Session (2018)

8. The Working Party then turned its attention to the second document before it. The Africa group, the Group of Latin American and Caribbean Countries (GRULAC), the group of industrialized market economy countries (IMEC), the Workers' and the Employers' groups took the floor to comment on this document.

Conference logistics and preparation

9. While some speakers viewed the shift to a reduced two-week Conference format as positive in terms of efficiency and effectiveness, others reiterated the concerns expressed previously with regards to the toll the two-week format takes on Conference participants. The 107th Session of the Conference in 2018 would be the first time that the adoption of a Convention supplemented by a Recommendation would be scheduled to take place over a two-week period. Therefore, the Working Party would be paying close attention to how the Conference functioned this year so it could make informed recommendations to the Governing Body in the near future. All three groups reiterated the importance of early preparation for the Conference. In this regard, particular appreciation was expressed for the *Advance information* and *Conference guide* documents, as well as the web pages of Conference committees. The importance of the early nomination of committee officers was reiterated. This not only enabled the Office to better brief them, but it granted the officers the opportunity to begin establishing that rapport which often proved invaluable to the work of the committees.
10. All groups welcomed the use of technology to facilitate the work of Conference delegates. The ILO Events app was a useful tool, and GRULAC requested the Office to organize

consultations with constituents in order to further improve it. Likewise, the Office was praised for the usefulness of the online accreditation system and the system for registration in Conference committees. Most speakers agreed to the Office proposal to implement, on a trial basis, a simplified system for registration of governments in committees. Nevertheless, the Workers warned that the social partners appreciated seeing a certain stability in the composition of committees and the possibility to identify speakers. The usefulness of this measure would remain to be evaluated after this year's Conference.

11. It was hoped that the proposal of a differentiated badging system and the broadcast of well-attended sittings in overflow rooms would help to address room capacity difficulties. IMEC and the Workers' group welcomed the reintroduction of provisional records of speeches on the reports of the Chairperson of the Governing Body and the Director-General. The request for side and parallel events to be limited to a minimum was reiterated. The Africa group requested that they should not coincide with any votes or Committee sittings during which reports were amended. The Employers' group also spoke in strong terms against the organization of parallel, side or information events on items which were not on the Conference agenda, be they organized by parties other than ILO constituents or by constituents themselves. In order to keep them to the strict minimum, they requested that requests for those events be submitted for approval one month in advance. The proposed arrangements for the event in 2018 concerning the elimination of child labour were favoured by all speakers. The Employers' group warned against the significant increase in Conference participants each year, particularly of attendees with no apparent role in the Conference, and requested that further consideration be given to this issue.

Conference workplan

12. The Working Party approved the theme set for this year's World of Work Summit (employment and decent work for peace and resilience), following last year's adoption of Recommendation No. 205. However, all speakers requested the Office to provide further information on the arrangements for the 2018 Summit and undertake further consultations with all groups with a view to establishing the theme of future summits and the way the event is run, which should be as dynamic and interactive as possible.
13. The Workers' group expressed concern at the proposal of a *Provisional Record* containing all the formalities necessary to set the Conference in motion (including some carried out by the Selection Committee) being made available before the opening of the Conference. The Office recalled that this practice had been followed successfully in recent years and reassured the Worker spokesperson that the formalities would be clearly presented as proposals and subject to endorsement by the Conference at its opening.
14. GRULAC made detailed remarks about the working methods of the Committee on the Application of Standards (CAS). The group reaffirmed the importance of the CAS in the framework of the standards supervisory system, reason for which its procedures ought to be more transparent, predictable and effective. They called for the early transmission of the Committee's conclusions to the governments concerned. This would allow, in turn, for their timely relay to country capitals, allowing Government representatives at the Conference to prepare their responses. The same was true of the General Survey, which should be subject to preparatory tripartite discussions. Likewise, the conclusions of the CAS on the General Survey could feed into recurrent discussions, the standards review mechanism and the setting of the Conference agenda. Parliamentary language and behaviour during the adoption of conclusions was imperative. The Office was called on to reinforce Government group participation in consultations regarding the CAS working methods. The Employers' group commended the CAS for its exemplary time management and outputs. The Workers' group recalled that, as agreed during the last meeting of the Working Party, in November 2017,

informal tripartite consultations on the working methods of the CAS would take place during the current session of the Governing Body in order to discuss possible further suggestions for improvement.

15. In relation to the Credentials Committee, the Workers' group recalled the reasons behind the difficulties that the deadlines being imposed for the early submission of complaints posed to their members. With regard to the work of other technical committees, the Working Party welcomed the proposed introduction in all technical committees of a time-monitoring tool similar to those already in use in the CAS, with the Employers suggesting specific measures to make the best use of the time available. The Employers' group asked the Office to better reflect constituents' views in the reports underpinning committee discussions, and put forward the idea of the social partners drafting appendices to the Office reports in order to facilitate the debates by providing the governments with an insight into the social partners' priorities. The Workers were unfavourable to this option and the Office observed that this could go against the practice of making reports available to all three groups at the same time, but encouraged the social partners to provide pre-Conference advice to governments once the Office reports were made available. The Office was thanked for food and transportation arrangements made last year in view of late night sittings and it was hoped they would be in place again this year.

Draft decision

16. *The Working Party, having examined the proposed arrangements contained in document GB.332/WP/GBC/2 and the tentative plan of work for the 107th Session (2018) of the Conference, recommends that the Governing Body propose to the Conference that it implement these arrangements, including the suspensions of provisions of the Standing Orders detailed in Appendix I, for the Conference session in June 2018.*

Comprehensive review of the Standing Orders of the Conference: Progress report of the intersessional consultations

17. All the speakers who took the floor expressed support for the ongoing consultation process, which was proving efficient and cost-effective. The Africa group expressed satisfaction that the review of the Standing Orders of the Conference appeared to be on pace, and urged the Office to maintain the momentum. IMEC and the Employers' group stressed that the consultation period should not coincide with Governing Body or Conference sessions, when the experts concerned would be unable to give their full attention to the matter at hand.
18. In relation to the deletion of obsolete provisions, IMEC trusted that the Office would take the questions it had raised in relation to articles 23(4), 24, 34, 36 and 72 of the Standing Orders into account when preparing the final draft. The Worker spokesperson felt that her group's questions in respect of article 73 should have been included in the document prepared by the Office. She encouraged more governments and regional groups to provide their views on the proposed amendments to the Standing Orders during the next round of consultations. Both the Africa group and the Workers' group noted that no amendment would be conclusively decided upon until such time as the Governing Body took a decision on the comprehensive set of amendments.

Draft decision

19. *The Working Party recommends that the Governing Body take note of the progress report on the intersessional consultations concerning the comprehensive review of the Standing Orders and provide guidance on the next stages.*

Review of the role and functioning of the Regional Meetings: Consolidated version of the Rules for Regional Meetings and the Introductory Note

20. The Deputy Director-General for Management and Reform provided the Working Party with an overview of the changes introduced to the consolidated version of the Rules for Regional Meetings and the Introductory Note. He also recalled that document GB.332/WP/GBC/4 was the result of consultations held since the last session of the Governing Body.
21. The Working Party overall recognized the value of Regional Meetings, while the Employers' group pointed to a few areas which needed further improvement, such as: time management, better responding to regional constituents' expectations, the impact of conclusions, and timely preparations with tripartite constituents on the format, theme and working methods.
22. The Africa group and Brazil, Russian Federation, India, China and South Africa (BRICS) expressed discontent with the delayed publication of the document, as this had affected pre-meeting consultations. The Africa group stated that in the text of the last Governing Body decision, observers were not qualified nor given the right to address the meeting. However, the fifth paragraph of section 3 of the revised introductory note³ and article 1.4⁴ of the revised Rules introduced a new element on the rights of observers through a third category of participants that was never contemplated in the original decision. Therefore, the Africa group felt that the document under examination did not comply with the request that the Governing Body had made to the Office at its last session. Instead, it reflected the status quo before that decision was adopted. In light of this, the Africa group unequivocally rejected the additional category of observer proposed in the revised Rules for Regional Meetings and the Introductory Note. The group's expectation was that the revised text would express and faithfully reflect the decision as adopted, without any qualification or interpretation that introduced new categories of participants. BRICS seconded the Africa group's call for the Office to respect the Governing Body's decision. The Africa group was favourable to the Office's proposal for the Governing Body to invite any Member of another region to participate as an observer in another Regional Meeting, by means of a tripartite delegation, provided they were not granted the automatic right to address the meeting. It requested the deletion of the paragraph making reference to Members whose territory extended to more

³ "In the case of member States whose territory extends over more than one region, or which is responsible for the external relations of a territory situated in another region, the Governing Body may invite them to attend that other Regional Meeting by means of a tripartite delegation that includes representatives from that region. These delegations will have the right to address the Meeting." (GB.332/WP/GBC/4.)

⁴ "A Member the territory of which extends over more than one region, or which is responsible for the external relations of a territory or territories situated in another region, may be invited to attend that other Regional Meeting by means of a tripartite delegation that includes representatives from that region." (GB.332/WP/GBC/4.)

than one region and any reference to the right of observers to address the meeting. Nigeria, Uganda and Ethiopia echoed this request.

23. GRULAC supported the request to delete any reference to a new category of observers from paragraph 5 of section 3 of the revised Introductory Note and from article 1(4) of the revised Rules, since it conferred a special right to those member States whose territory extended over more than one region. GRULAC welcomed the overall proposed amendments to the Introductory Note and the fact that the revised Rules did not refer to voting in the drafting committee, as GRULAC had previously requested. The group welcomed the inclusion of Portuguese as a working language of the American Regional Meetings. In that respect, Canada questioned why French was not included as a working language of the American Regional Meetings.
24. The Worker spokesperson made specific remarks regarding paragraphs 1, 4, 6 and 7, of which the Office took due note. The Workers' group could not accept the request of certain Working Party members to delete parts of the consolidated version of Rules relating to observers. The text prepared by the Office appropriately recognized and acknowledged the multifaceted and diverse reality of the so-called non-metropolitan territories. The Workers' group asked for clarification from the Office as to whether their understanding of the text as making reference to only two categories of participants (full members and observers), not three, was accurate. The Employers' group agreed that the text was unclear on this point. Furthermore, both social partners felt that if it was recognized that there was a logic in observers attending certain Regional Meetings, they should be allowed to ask the Chairperson for permission to speak. The Workers' group recalled that this procedure constituted a basic principle of all ILO meetings.
25. The Worker spokesperson felt the language on gender equality should be stronger, while the Employer spokesperson considered it preferable to set gender parity as a target, rather than a quota. The Employer spokesperson requested that the setting of the theme for the Director-General's Report follow a bottom-up approach, involving constituents' participation, guaranteeing more ownership of the meeting.
26. France and the United Kingdom expressed gratitude for the consultations that the Office had undertaken in view of the preparation of the document. France stated that the proposed text allowed representatives of local Workers' and Employers' organizations to take part in the Regional Meetings relevant to them, which in turn would enhance the relevance of Regional Meetings. France was respectful of the diverging views expressed on the matter and recalled the country's strong attachment to multilateralism, the virtues of social dialogue, mutual respect and the search for consensus. The United Kingdom was willing to support the draft decision point as contained in the document.
27. The Deputy Director-General for Management and Reform clarified that the text was not meant to establish two different categories of observers in article 1(3) and (4). The provision had been drafted in response to the concerns expressed by the social partners regarding the participation in Regional Meetings of representatives of local unions and employers' organizations in the case of observers from member States whose territory extended over more than one region, or which were responsible for the external relations of a territory situated in another region. This requirement to include local tripartite representatives was the only difference, and introduced to reflect the benefit for local constituents to be engaged in Regional Meetings when their member State had been invited to observe at a Regional Meeting. Any observer would need to be invited to attend the Regional Meeting by the Governing Body, and there was no distinction in the right of observers to address Regional Meetings, which in all cases remained subject to the permission of the Chairperson. The Office would come back with a revised text for the Rules and the Introductory Note making it perfectly clear that there was only one category of observer.

28. The Director-General confirmed that the Office certainly had no mandate to change or overturn a decision taken by the Governing Body. The majority of Working Party members had recognized that the consolidated text represented an effort by the Office to reflect and build upon the decision taken in November, taking into account the issues raised in that discussion.
29. Upon resumption of the discussion of the item, the Deputy Director-General for Management and Reform, explained the changes that had been introduced to the first version of the consolidated *Rules for Regional Meetings* and suggested that the Working Party concentrate its discussion on the text of the revised *Rules* so that they could be submitted to the 107th Session (June 2018) of the Conference for confirmation. The revised Introductory Note could be approved by the Governing Body at a later date.
30. The Africa group, GRULAC, Argentina, Lesotho, Namibia, Swaziland and Uganda requested that article 1.3 of the revised *Rules* should read as follows: “The Governing Body may invite any Member from another region to attend the Regional Meeting as an observer”. The second sentence, referring to Members “the territory of which extends over more than one region, or which is responsible for the external relations of a territory or territories situated in another region”, should be deleted. This would be in keeping with the decision taken by the Governing Body at its 331st Session (October–November 2017) and would make it clear that there were only two categories of Members which could be invited to attend a Regional Meeting: full Members and observers. Furthermore, any reference to Members with territories extending over more than one region or responsible for the external relations of territories situated in another region should be removed from the Introductory Note.
31. IMEC, France and the United Kingdom thanked the Office for its efforts to achieve consensus and considered that the new text proposed by the Office provided the clarity requested and balanced the views expressed at the first sitting of the Working Party. The United Kingdom recalled that it had expressed disagreement with the decision taken at the previous session of the Governing Body, as it hindered its participation in forums in which it had legitimate interests, which ran counter to ILO values.
32. The Government representative of France asked that his intervention be recorded in the report of the Working Party. He quoted article 1 of the French Constitution, according to which France was an indivisible, secular, democratic and social Republic and the equality of all citizens was ensured before the law. Although the revised text proposed by the Office was not without problems for his country, in the spirit of consensus, France was willing to accept it.
33. The Employers stated that for the sake of consistency, their group had to align itself with the request expressed by the Africa group and GRULAC to delete the second sentence of article 1.3 of the revised proposed text in the *Rules*.
34. The Worker spokesperson, recalling the social partners’ earlier pragmatic approach regarding the representation of their constituents at Regional Meetings, considered that the revised text proposed by the Office did justice to the current geopolitical reality in the different regions.
35. Having regard to the majority views, it was decided that article 1, paragraph 3, of the *Rules* should make reference only to the discretion of the Governing Body to invite observers to Regional Meetings.

Draft decision**36. *The Working Party recommends that the Governing Body:***

- (a) adopt the consolidated version of the Rules for Regional Meetings as amended during the discussions in the Working Party;*
- (b) submit the consolidated version of the Rules for Regional Meetings contained in the appendix of document GB.332/INS/12 to the Conference for confirmation at its 107th Session (June 2018); and*
- (c) request the Office to prepare for its 334th Session a revised version of the Introductory Note, taking into account the discussions in the Working Party.*

Informal tripartite consultations on the working methods of the CAS

- 37. The informal tripartite consultations on the working methods of the CAS took place on Saturday, 17 March 2018. A summary of the meeting's discussions and decisions is provided here below, while a more detailed report will be prepared as background for the next informal tripartite consultations.
- 38. The meeting continued discussion of proposals to further improve the functioning of the CAS and examined in particular how the CAS discussion of the General Survey and that of cases of serious failure by member States could be enhanced.
- 39. The meeting acknowledged that insufficient time was allocated to the discussion of General Surveys during the CAS and agreed to reducing the time allocated to opening items at the CAS to permit additional time for discussion of the General Survey. With regard to the proposal of inviting experts to contribute the discussion on the General Survey, the meeting considered that the necessary expertise to support the General Survey discussion resided with the Office and the Conference, and that recourse to external experts would be appropriate only in exceptional circumstances. The Office clarified that the proposal was intended to allow for the appointment of complementary experts only where useful due to the highly technical nature of certain instruments. It was agreed that the Office would provide further information at the next meeting to clarify the possible role and function of such experts.
- 40. With respect to cases of serious failure by member States to respect their reporting obligations, the meeting noted the need for coordinated sustained measures. The introduction of electronic reporting, longer reporting intervals and simplified report forms had been helpful, and it was expected that the work of the Tripartite Working Group of the Standards Review Mechanism would also help ease the reporting burden. The meeting supported the Committee of Experts' decision to institute a procedure for "urgent appeals" in certain cases. It was important to increase visibility of this process and inform Governments that the Committee of Experts may proceed to examine the substance of a matter even in the event of continued failure to report. The meeting encouraged the Office to continue in its efforts to support Governments, including through provision of technical assistance to the countries concerned. It also emphasised the added value of engaging the social partners in preparing reports.
- 41. The meeting further recalled its November 2017 discussion on the adoption of the CAS conclusions during which all agreed that the Government representative concerned should

not wait until all conclusions were adopted to have the right to take the floor and that it was decided that the Government representative concerned would have the right to take the floor after the Chairperson adopted the conclusions.

42. Regarding the participation in the informal tripartite consultations on the working methods of the CAS, a proposal to increase government participation to 16 members and to reduce employers and workers participants to eight members each to allow greater regional diversity was discussed and not retained. Governments were invited to further reflect on how to maximize their contribution to these informal tripartite consultations through their nine members and the observers attending these meetings.
43. The meeting also raised the issue of insufficient seating at the CAS. Recalling that Room II was available for delegates to follow the proceedings on a screen when there was not sufficient seating in the room, the meeting decided that a set number of seats (two–three) could be allocated to each delegation in advance, and that additional members of the delegation not contributing directly to the deliberations could follow the meeting from the adjacent room. The Office clarified that this limitation would not apply to the delegation of the country concerned by the discussion of an individual case.
44. In concluding the meeting, participants agreed that the informal tripartite consultations on the working methods of the CAS should be held once a year and that the next meeting would be held during the 334th Session of the Governing Body (October–November 2018). It also requested that provision be made for an extended meeting if necessary.

Appendix

Rules for Regional Meetings¹

ARTICLE 1

Composition of Regional Meetings

1. Regional Meetings shall be convened from time to time in each of the regions: Asia and the Pacific, the Americas, Africa and Europe. For the purposes of these Rules, the Governing Body shall establish the list of Members of each region.

~~1.2.~~ Each member State shall be invited by the Governing Body as a full member to the Regional Meetings of only one region. Each Regional Meeting shall be composed of two Government delegates, one Employers' delegate, and one Workers' delegate for each State or territory full member of the Regional Meeting.

3. The Governing Body may invite any Member from another region to attend the Regional Meeting as an observer.

4. Acceptance by a State or territory Member of an invitation to be represented at a Regional Meeting implies that it assumes responsibility for the travel and subsistence expenses of its tripartite delegation.

~~2.5.~~ Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers² as the case may be in the Member State or territory concerned.

6. Members shall make every effort to promote the equal representation of women and men in their delegations.

~~3.7.~~ The credentials of delegates and their advisers at Regional Meetings shall be deposited with the International Labour Office at least ~~fifteen (15)~~ twenty one (21) days before the date fixed for the opening of the Meeting.

~~4.-(1)~~ 8. Delegates may be accompanied by advisers who can participate in the Meeting in the following conditions: and by such additional advisers as may be appointed by a State as representatives of non-metropolitan territories for whose international relations the State is responsible.

(a) Advisers may speak only on a request made by the delegate whom they accompany and may not vote.

~~(2)~~ (b) Any delegate may by notice in writing addressed to the Chairperson appoint one of his or her advisers to act as his or her substitute.

~~(3)~~ (c) An adviser who is acting as substitute for his/her delegate may speak and vote under the same conditions as the delegate who is being replaced.

5.9. Eminent public figures, including ministers from Members attending the Regional Meeting as full members States or territories represented at the Meeting or from constituent States or provinces thereof whose departments deal with the questions discussed by the Meeting and who are not delegates or advisers may also attend the Meeting.

¹The ILO is committed to promoting gender equality. Amendments to this effect were adopted at the 97th Session of the International Labour Conference (Geneva, 2008).

²As used in these Rules, the term "workers" is interpreted consistently with the meaning of "workpeople" in article 3 of the Constitution of the International Labour Organization.

~~6.10.~~ Any Member of the International Labour Organization from a different region and any State which is not a Member of the International Labour Organization which has been invited by the Governing Body of the International Labour Office may be represented at the Meeting by an observer delegation.

~~7.11.~~ Liberation movements recognized by the African Union or the League of Arab States which have been invited by the Governing Body may be represented at the Meeting by an observer delegation.

~~8.12.~~ Representatives of official universal or regional international organizations and of non-governmental universal or regional international organizations which have been invited by the Governing Body, either individually or as a result of a standing arrangement, to be represented at the Meeting may attend it as observers.

~~9.13.~~ Officers of the Governing Body who are not delegates accredited to the Regional Meeting may attend the Meeting.

ARTICLE 2

Agenda and venue of Regional Meetings

1. The Governing Body shall establish the agenda for a Regional Meeting.

2. The Governing Body shall decide upon the date and the venue of a Regional Meeting. A member State which offers to host a Regional Meeting shall guarantee – prior to the Governing Body deciding on the venue – at least the level of protection afforded under the Convention on the Privileges and Immunities of the Specialized Agencies, 1947, including its Annex I concerning the International Labour Organization. It shall conclude an agreement with the International Labour Office incorporating the standard clauses set out in the annex to these Rules.

ARTICLE 3

Form of decisions of Regional Meetings

Subject to any specific indication by the Governing Body to the contrary, the decisions of Regional Meetings shall take the form of ~~resolutions~~conclusions on matters relating to the item(s) on the agenda, ~~conclusions or resolutions or reports~~ addressed to the Governing Body. These decisions are recorded in a report of the meeting submitted to the Governing Body.

ARTICLE 4

Reports for Regional Meetings

1. The International Labour Office shall prepare a report on the item(s) on the agenda ~~designed to facilitate an exchange of views on the issues referred to the Meeting.~~

2. The report shall be dispatched by the Office so as to reach governments at least two months before the opening of the Meeting. The Officers of the Governing Body may approve shorter intervals if exceptional circumstances so require.

ARTICLE 5

Officers of the Meeting

1. Each Regional Meeting shall elect as Officers a Chairperson and three Vice-Chairpersons from among Members attending the Regional Meeting as full members. ~~For the election of the Chairperson, account should be taken of the need to afford all Members and groups the opportunity to hold office.~~

2. The three Vice-Chairpersons shall be elected by the Meeting on the nomination of the Government, Employers' and Workers' delegates respectively.

ARTICLE 6

Duties of the Officers

1. It shall be the duty of the Chairperson to declare the opening and closing of the sittings, to bring before the Meeting any communication which may concern it, direct the debates, maintain order, ensure the observance of the present Rules, put questions for decision and announce the results of any voting.

2. The Chairperson shall not take part in the debates and shall not vote, but may appoint a substitute in accordance with article 1, paragraph ~~9(b)4(2)~~, of these Rules.

3. If the Chairperson is absent during any sitting or part of a sitting he or she shall be replaced by one of the Vice-Chairpersons, who shall act in rotation.

4. A Vice-Chairperson acting as Chairperson shall have the same rights and duties as the Chairperson.

5. The Officers of the Meeting shall arrange its programme of work, organize the discussions, determine, where appropriate, a time limit for speeches and fix the date and time of the sittings of the Meeting and of its subsidiary bodies, if any; they shall report to the Meeting on any controversial matter requiring a decision for the proper conduct of its business.

ARTICLE 7

Secretariat

The Director-General of the International Labour Office, being charged with the organization of the Meeting, is responsible for the secretariat-general of the Meeting and the secretariat services under its control, either directly or through a deputy appointed by the Director-General.

ARTICLE 8

Committees

Each Regional Meeting shall appoint a Credentials Committee and any other subsidiary body as the Meeting may consider appropriate. Any such subsidiary body shall operate mutatis mutandis under these Rules ~~applicable to the Meeting~~, unless the Meeting decides otherwise.

ARTICLE 9

Credentials

1. The Credentials Committee shall consist of one Government delegate, one Employers' delegate and one Workers' delegate, all from Members attending the Regional Meeting as full members.

2. The Credentials Committee shall examine the credentials of delegates and their advisers and any objection alleging that an Employers' or Workers' delegate or adviser has not been nominated in accordance with the provisions of ~~paragraph 2 of article 1, paragraph 6~~, of these Rules. The Committee may also, time permitting, consider any complaint alleging that a Member has failed to carry out its responsibility in accordance with article 1, paragraph ~~5~~4, to pay travel and subsistence expenses of the tripartite delegation. The Committee may also receive and examine communications.

3. An objection or a complaint shall be receivable in the following cases:

- (a) it has been lodged with the secretariat of the Meeting within two hours after the scheduled time for the opening of the Meeting, unless the Committee considers that there were valid reasons why the time limit could not be respected;
- (b) the authors of the objection or the complaint do not remain anonymous;
- (c) the author of the objection is not serving as adviser to the delegate to whose nomination objection is taken;
- ~~(e)~~(d) the objection or the complaint is not based upon facts or allegations identical to those which the International Labour Conference or an earlier Regional Meeting has already discussed and recognized to be irrelevant or devoid of substance.

4. The Credentials Committee shall promptly submit its report to the Meeting, which shall request the Office to bring the report to the attention of the Governing Body.

ARTICLE 10

Right to address the Meeting

1. No person may address the Meeting without having asked and obtained the permission of the Chairperson, who shall normally call upon speakers in the order in which they have signified their desire to speak, while bearing in mind that priority should be given to delegates.

2. The Director-General of the International Labour Office or his or her representative may, with the permission of the Chairperson, address the Meeting.

3. Persons entitled to take part in the Meeting in accordance with article 1, paragraphs 3, 9, 10, 11 or 13 ~~5, 6, 7 or 9 of article 1~~, and representatives of official universal or regional international organizations may, with the permission of the Chairperson, address the Meeting during any discussion in plenary.

4. Representatives of non-governmental universal or regional international organizations entitled to take part in the Meeting in virtue of paragraph 12~~8~~ of article 1 may, with the permission of the Chairperson and Vice-Chairpersons, speak and make or circulate statements for information of the Meeting on matters included in its agenda. If agreement cannot be reached, the Chairperson shall refer the matter to the Meeting for decision without discussion.

5. With the permission of the Chairperson, an Officer of the Governing Body may address the Meeting.

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

7. Except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes.

8. When the meeting conducts discussions in the form of interactive debates, invited persons not belonging to one of the categories of persons listed in paragraphs 3 and 4 shall be allowed to participate in the discussion and the Chairperson may delegate to such persons the authority to direct the debates. Article 10, paragraph 7, does not apply to such debates.

ARTICLE 11

Motions, resolutions and amendments

1. Subject to the following rules, any delegate from a Member attending the Regional Meeting as a full member may move any motion, resolution or amendment.

2. No motion, resolution or amendment shall be discussed unless and until it has been seconded.

3. (1) Motions as to procedure may be moved without previous notice and without the handing of a copy to the secretariat of the Meeting. They may be moved at any time except after the Chairperson has called upon a speaker and before the speaker has finished speaking.

(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 for the closure of the discussion.

4. (1) No resolution shall be moved at any sitting of the Meeting unless a copy has been handed in to the secretariat of the Meeting on the previous day.

(2) Any resolution thus handed in shall be translated and circulated by the secretariat not later than during the sitting preceding that at which it is to be discussed.

(3) Amendments to a resolution may be moved without previous notice if a copy of the text of the amendment is handed in to the secretariat of the Meeting before the amendment is moved.

5. (1) Amendments shall be voted on before the resolution to which they refer.

(2) If there are several amendments to a motion or resolution, the Chairperson shall determine the order in which they shall be discussed and put to the vote, subject to the following provisions:

- (a) every motion, resolution or amendment shall be put to the vote;
- (b) amendments may be voted on either individually or against other amendments as the Chairperson may decide, but if amendments are voted on against other amendments, the motion or resolution shall be deemed to be amended only after the amendment receiving the largest number of affirmative votes has been voted on individually and adopted;
- (c) if a motion or resolution is amended as the result of a vote, that motion or resolution as amended shall be put to the Meeting for a final vote.

6. Any amendment may be withdrawn by the person 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.

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

ARTICLE 12

Voting and quorum

1. Subject to the provisions of article 13, paragraph 4, of the Constitution of the International Labour Organization,³ every delegate from a Member attending

³ Article 13, paragraph 4, reads as follows: "A Member of the Organization which is in arrears in the payment of its financial contribution to the Organization shall have no vote in the Conference, in the Governing Body, in any committee, or in the elections of members of the Governing Body, if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two full years: Provided that the Conference may by a two-thirds majority of the votes cast by the delegates present permit such a Member to

the Regional Meeting as a full member shall be entitled to vote individually on all matters which are under consideration by the Meeting.

2. If one of the Members represented fails to nominate one of the non-government delegates whom it is entitled to nominate, the other non-government delegate shall be allowed to sit and speak at the Meeting, but not to vote.

3. Decisions shall, whenever practicable, be taken by consensus. In the absence of consensus duly ascertained and announced by the Chairperson, decisions shall be taken by a simple majority of the votes cast by the delegates who are present at the sitting and entitled to vote.

4. Voting shall normally be by show of hands.

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

6. The vote shall be recorded by the secretariat and announced by the Chairperson.

7. No resolution, conclusion, report, amendment or motion shall be adopted if the number of votes cast for and the number of votes cast against it are equal.

ARTICLE 13

Languages

The Governing Body shall determine the working languages of the Meeting and may request the secretariat to make arrangements for interpretation and for translation of documents into and from other languages, taking into account the financial resources available.

ARTICLE 14

Autonomy of groups

Subject to these Rules each group shall control its own procedure.

vote if it is satisfied that the failure to pay is due to conditions beyond the control of the Member.”

Annex

Standard clauses of agreement for hosting a Regional Meeting

Organization

1. Except as specifically provided herein, the ILO shall have the full responsibility for organizing and conducting the Meeting in accordance with the ILO Rules for Regional Meetings and other applicable ILO regulations, rules and practices.
2. Without limitation to the preceding paragraph, the ILO shall in particular be solely responsible for:
 - (i) granting accreditation to participants in the Meeting under the applicable rules and practices of the ILO;
 - (ii) governing the preparation for, and conduct of, the Meeting in accordance with the ILO's Rules for Regional Meetings; and
 - (iii) preparing the Meeting programme.
3. The Government shall provide support to the ILO in protocol and security matters, including as regards the reception and due treatment of Heads of State, Heads of Government and Government Ministers attending the Meeting.

Privileges, immunities and facilities

4. The venue of the Meeting will be considered as premises of the ILO for the purpose of Article III, section 5, of the Convention on the Privileges and Immunities of the Specialized Agencies.
5. The Government shall apply to the ILO, its property, funds and assets, to its officials and experts, and to all representatives of member States, observers and eminent public figures invited to the Meeting, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies and Annex I relating to the ILO.
6. The Government shall ensure expeditious procedures to facilitate the travel to and from, and stay in [name of host country], for all persons enumerated in the preceding paragraph, as well as members of their families, throughout the duration of their functions, mission(s) or stay(s) in connection with, or incidental to, the Meeting.
7. All persons enumerated in paragraph [x] shall have the right to entry into and exit from [name of host country] and no impediment shall be imposed on their transit to and from the Meeting venue.
8. Government consular representatives abroad shall be given instruction to grant visas to ILO officials and representatives of member States invited to the Meeting without delay or waiting period, without requiring the personal attendance of the applicant or the payment of charges. The ILO shall make the names of the ILO officials and eminent public figures available to the Government, as well as the official list of delegations published by the ILO which can serve as the basis for verification of delegations of member States. All other persons enumerated in paragraph [x] shall be issued visas in an expeditious procedure.

9. The Government shall take every necessary and appropriate measure towards providing adequate security throughout the Meeting in close cooperation with the ILO and, in particular, in full respect of the privileges and immunities of the ILO.
10. The Government shall make appropriate administrative arrangements for the remission or return of the amount of consumption tax or other tax or duty which may be chargeable on the purchase by the ILO of goods or services for official use in connection with the Meeting.

Logo and name

11. The Parties agree that the sole logo of the Meeting shall be the logo created by the ILO. The ILO owns all intellectual property rights contained in the logo.
12. The ILO grants to the Government, and the Government accepts, an exclusive worldwide non-transferable licence to use the Meeting logo only for purposes relating to the hosting and successful accomplishment of the Meeting.
13. Except as expressly provided in this Agreement, neither the Government, nor any other entity acting on its behalf, shall use the name or the emblem of the ILO, in any form or for any purpose, without the prior written authorization of the ILO.
14. Except as expressly provided herein, neither the Government, nor any other entity acting on its behalf, shall use the title of the Meeting, namely "...” or any acronym thereof, without the prior written approval of the ILO.

Liability

15. The Government shall indemnify and hold harmless the ILO in respect of any action, claim or demand for any injury or damage that might occur to the persons or facilities provided by the Government except where such injury or damage is caused by the gross negligence or wilful misconduct of the ILO or its officials.

Amendment

16. The Parties may modify any of the terms of this Agreement, except the provisions concerning the privileges and immunities of the ILO and its intellectual property, by mutual written agreement signed by their authorized representatives.

Settlement of disputes

17. The Parties shall use their best efforts to settle amicably all disputes, controversies or claims arising out of, or in connection with, this Agreement or the interpretation thereof. Any disputes, controversy or claim arising out of or relating to this Agreement shall be resolved through direct negotiations between the Parties.

Cancellation, postponement or termination

18. The ILO, as an intergovernmental organization, may be called upon by its Governing Body to postpone, cancel or move the Meeting. In

such an event, the ILO will accordingly inform the Government of such a decision. The Agreement shall immediately terminate and each Party shall be responsible for its own costs.

19. If the Meeting is cancelled or postponed by mutual decision of the Government and the ILO, including in the event of force majeure, this Agreement shall immediately terminate and each Party shall be responsible for its own costs.
20. In the event of cancellation, interruption, postponement or change of venue of the Meeting by either Party, the other Party shall have the right to terminate this Agreement. The Parties shall consult each other at least thirty (30) days prior to such termination. In case of any such termination, each Party shall be responsible for its own costs.