

# Memorandum

International Labour Organization

## 90th Session of the International Labour Conference

Geneva  
3 - 20 June 2002



International Labour Office  
Geneva  
<http://www.ilo.org/ilc>

## A. Conference Programme

The Conference will meet at the *Palais des Nations* and the Headquarters of the International Labour Office, Geneva.

- **Registration for the Conference:** *In the Palais des Nations, at the Information Desk. Registration will be possible from **Saturday, 1 June at 10 a.m.***
- **Registration in committees:** *this is undertaken at the preliminary group meetings, or by obtaining registration forms from the Conference secretariat.*

### Monday, 3 June From 9 a.m.:

Preliminary Meetings for Government, Employer and Worker members;

### 5.30 p.m.:

Opening sitting in the Assembly Hall of the *Palais des Nations*. At the opening sitting, the delegations will be called on to elect the Officers of the Conference, and to set up the various Committees.

The Selection Committee will meet immediately after the opening sitting of the Conference.

### Tuesday, 4 June 10 a.m.:

Second plenary sitting:

### 11 a.m.:

Committees start their work (tripartite and group meetings). Committee sittings continue until adoption of their reports at the end of the second, or beginning of the third week.

### Monday, 10 June 10 a.m.:

Discussion in plenary of the reports of the Chairperson of the Governing Body and of the Director-General;

- *Please note that the speakers' list for this discussion closes on **Wednesday, 12 June at 6 p.m.***

### 3 p.m.:

Governing Body Elections. Since the three-year mandate (1999-2002) of the Governing Body of the International Labour Office expires at this 90th Session, the electoral colleges will meet to renew the Governing Body for another period of three years (2002-2005).

### Thursday, 20 June

Closing sitting of the Conference.

### Resolutions

The Conference will also be called on to consider resolutions not related to items on the agenda. The closing date for submission of the texts of such resolutions to the Director-General is **Monday, 20 May 2002.**

## B. Agenda of the Conference

### Standing items

- I.(a) Reports of the Chairperson of the Governing Body and of the Director-General.
- I.(b) Global report under the Follow-up to the ILO Declaration on Fundamental Principles and Rights at Work.
- II. Programme and budget and other questions.
- III. Information and reports on the application of Conventions and Recommendations.

### Items placed on the agenda by the Conference or the Governing Body

- IV. Promotion of cooperatives (*second discussion*).
- V. Recording and notification of occupational accidents and diseases, including the possible revision of the list of occupational diseases, Schedule I to the Employment Injury Benefits Convention, 1964 (No. 121), including a mechanism for future updating of the list of occupational diseases (*standard setting, single discussion, with a view to the adoption of a Protocol and a Recommendation*).
- VI. The informal economy (*general discussion*).
- VII. Withdrawal of 20 Recommendations.

A brief description of the Standing and Technical Committees and their duties and functions is given below.

## C. Committees

### Standing Committees

#### Finance Committee

*(ILC Standing Orders, article 7bis and Section H, article 55 (3))*

This Committee is set up to deal with **agenda item II - Programme and budget and other questions**. It will examine administrative matters brought to the Conference's attention by the Governing Body, including matters related to the Organization's programme and budget, and report to the Conference on them.

## Committee on the Application of Conventions and Recommendations

*(ILC Standing Orders, article 7 and Section H)*

This Committee is set up to deal with **agenda item III - Information and reports on the application of Conventions and Recommendations**. It will consider information and reports supplied by governments under articles 19, 22 and 35 of the Constitution on the effect given to Conventions and Recommendations, together with the report of the Committee of Experts (Report III (1A), International Labour Conference, 90th Session, 2002), and submit a report on its work to the Conference.

At the 90th Session the General Survey of reports submitted under article 19 (Report III (1B)) will deal with the Dock Work Convention (No. 137) and Recommendation (No. 145), 1973.

Pursuant to the Resolution concerning the measures recommended by the Governing Body under article 33 of the ILO Constitution on the subject of Myanmar, adopted by the Conference at its 88th Session (May-June 2000), the Committee will also hold a special sitting to discuss the effect given by the Government of Myanmar to the recommendations of the Commission of Inquiry set up to examine the observance of the Forced Labour Convention, 1930 (No. 29).

### Resolutions Committee

*(ILC Standing Orders, article 17 and Section H, article 55 (3))*

This Committee is set up to deal with resolutions that are not related to items on the agenda. It sits every other year, at sessions not preceding the financial biennium, and will therefore be convened at the 90th Session. Texts of draft resolutions should be submitted to the Director-General of the International Labour Office by a delegate to the Conference at least 15 days before the opening of the Session, that is by **Monday, 20 May 2002 at the latest**.

### Standing Orders Committee

*(ILC Standing Orders, Section H)*

The Governing Body has proposed a number of amendments to the Conference Standing Orders. A Standing Orders Committee may therefore be established at the 90th Session of the Conference to consider these modifications.

## Selection Committee

*(ILC Standing Orders, article 4 and Section H, article 55(2))*

The Selection Committee is composed of 28 members appointed by the Government group, 14 members appointed by the Employers', and 14 by the Workers' groups. Its responsibilities include arranging the programme of the Conference, fixing the time and agenda of the plenary sittings and reporting to the Conference on any other question requiring a decision for the proper conduct of its business. Since the 1996 reforms to the Conference, most of these tasks have been delegated to the Officers of the Committee. Therefore, except where the Selection Committee is called on to consider specific issues, it normally holds only one sitting at the beginning of the Conference.

## Credentials Committee

*(ILC Standing Orders, article 5 and Section B)*

The Credentials Committee is composed of one Government, one Employers' and one Workers' delegate. It meets in private. Its responsibilities include:

- Examining the credentials of national delegations and other participants to the Conference (ILC Standing Orders, article 5(2));
- Determining the quorum required for the validity of votes taken by the Conference (ILC Standing Orders, article 20(1));
- Considering objections concerning the conformity of nominations of delegates and advisers with the provisions of article 3 of the Constitution (ILC Standing Orders, article 26(3) to (8));
- Considering complaints alleging non-compliance with article 13, paragraph 2 (a) of the Constitution (payment of expenses of tripartite delegations) (ILC Standing Orders, article 26(9) to (11)).

## Technical Committees

The Conference will be called on to set up committees to deal with the following technical items on the agenda:

### IV. Promotion of cooperatives (*second discussion*)

At its 89th Session, the Conference decided to include this item on the agenda of the 90th Session, for a second discussion with a view to the adoption of a Recommendation.

In accordance with article 39, paragraph 6, of the Standing Orders of the Conference, the Office communicated the text of a proposed Recommendation to governments, asking them, after consulting the most representative employers' and workers' organizations, to make amendments to, or suggestions or comments on the text (Report IV (1), International Labour Conference, 90th Session, 2002). The final report consists of two volumes: Report IV (2A) includes summaries of replies received and Office commentaries and Report IV (2B) contains the proposed Recommendation to be submitted to the 90th Session as a basis for discussion.

**V. Recording and notification of occupational accidents and diseases, including the possible revision of the list of occupational diseases, Schedule I to the Employment Injury Benefits Convention, 1964 (No. 121), including a mechanism for future updating of the list of occupational diseases (*standard setting, single discussion, with a view to the adoption of a Protocol and a Recommendation*).**

The absence of reliable information on the incidence of occupational accidents and diseases and on dangerous occurrences and incidents is a major obstacle to reducing work-related deaths and injuries worldwide, and to taking preventive action at enterprise and national level. Some countries have notification requirements, but their scope and contents are often limited. Few countries provide for recording at enterprise level. In other countries, the situation is worse still. For such data to be internationally comparable, recording and notification systems must be harmonized. The list of occupational diseases, Schedule I to the Employment Injury Benefits Convention, 1964 (No. 121) also requires revision, and a mechanism for regularly updating this list is needed.

The Office has prepared two reports as a basis for this item, which will be dealt with under the single discussion procedure. The first report (*Recording and notification of occupational accidents and diseases and ILO list of occupational diseases*, Report V (1), International Labour Conference, 90th Session, 2002) was accompanied by a questionnaire to which governments were asked to reply, stating reasons in each case. The second report consists of two volumes: Report V (2A) includes summaries of replies received and Office commentaries and Report V (2B) contains the proposed Protocol and Recommendation to be submitted for discussion.

**VI. The informal economy (*general discussion*)**

The informal economy has expanded with unanticipated rapidity throughout the world. In developing countries structural adjustment programmes, economic reform and demographic growth lie behind this expansion. In developed countries it is encouraged by the use of such cost efficient strategies as outsourcing and subcontracting.

Globalization has reduced the relevance of national boundaries in the search for cheap and flexible labour. It is therefore crucial for the ILO, governments and the social partners to work together to contain the adverse impacts of this process.

In the context of a general discussion, the Conference will have before it a report, (*Decent work and the informal economy*, Report VI, International Labour Conference, 90th Session, 2002), clarifying the concepts of the informal sector, informal economy and informal employment. The lack of legal and social protection, representation and rights at work which characterize informal employment are prevalent in many countries and, far from being residual or temporary phenomena, are an inherent part of the current path of globalization, dynamic production systems and changing work organization. The report stresses that unless the root causes of informality are addressed, there can be no sustainable move towards recognized, protected, decent work, and it sets out an integrated strategy to deal with these causes.

A set of suggested points for discussion will be included in the report.

## VII. Withdrawal of 20 Recommendations

Under Article 45 *bis* of its Standing Orders, adopted in June 1997, the Conference may be called to consider the withdrawal of obsolete Recommendations. The Governing Body, at its 277th Session (March 2000), decided to place on the agenda of the 90th Session of the Conference an item concerning the withdrawal of twenty Recommendations, which it considered outdated and no longer pertinent. They include: the Unemployment Recommendation 1919 (No. 1); the Labour Inspection (Health Services) Recommendation, 1919 (No. 5); the Unemployment (Agriculture) Recommendation, 1921 (No. 11); the Vocational Education (Agriculture) Recommendation, 1921 (No. 15); the Hours of Work (Hotels, etc.) Recommendation, 1930 (No. 37); the Hours of Work (Theatres, etc.) Recommendation, 1930 (No. 38); the Hours of Work (Hospitals, etc.) Recommendation, 1930 (No. 39); the Employment Agencies Recommendation, 1933 (No. 42); the Unemployment (Young Persons) Recommendation, 1935 (No. 45); the Public Works (International Co-operation) Recommendation, 1937 (No. 50); the Public Works (National Planning) Recommendation, 1937 (No. 51); the Inspection (Building) Recommendation, 1937 (No. 54); the Vocational Education (Building) Recommendation, 1937 (No. 56); the Labour Inspectorates (Indigenous Workers) Recommendation, 1939 (No. 59); the Control Books (Road Transport) Recommendation, 1939 (No. 63); the Night Work (Road Transport) Recommendation, 1939 (No. 64); the Methods of Regulating Hours (Road Transport) Recommendation, 1939 (No. 65); the Rest Periods (Private Chauffeurs) Recommendation, 1939 (No. 66); the Employment Service Recommendation, 1944 (No. 72); and the Public Works (National Planning) Recommendation, 1944 (No. 73).

The Office has prepared two reports on the withdrawal of these instruments. The first Report (VII (1), International Labour Conference, 90th Session (2002)), contains a questionnaire to which governments were asked to reply, stating reasons in each case. These replies are summarized in the second report (VII (2)), which contains the final proposal submitted to the Conference on the subject.

Under paragraph 3 of article 45 *bis* mentioned above, the Conference may either decide to examine this report and the proposal it contains directly in plenary sitting, or refer it to its Selection Committee.

## D. Plenary sitting

After its second sitting on Tuesday, 4 June the Conference will not meet in plenary until the second week of its work. The third plenary sitting will therefore be held on **Monday, 10 June at 10 a.m.** Plenary sittings will be held throughout the second week and part of the third week, as required, for the discussion of the reports of the Chairperson of the Governing Body and of the Director-General, **item I (a) of the agenda.**

### I. (a) Reports of the Chairperson of the Governing Body and of the Director-General

Discussion of these documents will begin in plenary sitting on **Monday, 10 June at 10 a.m.** The Chairperson of the Governing Body will submit a report to the Conference on the work carried out by the Governing Body from June 2001 to June 2002.

The Conference will also examine a Report of the Director-General of the International Labour Office, which this year will cover programme implementation and the activities of the Organization in 2000-2001.

### Registration of speakers for the discussion of the reports of the Chairperson of the Governing Body and of the Director-General

- *This may be done in advance, by telephone (+41 22/799 77 30), facsimile (+41 22/799 89 44), or e-mail (<adamo@ilo.org>). It may also be done during the Conference, as early as possible, at the Office of the Clerk of the Conference. The list of speakers closes on **Wednesday, 12 June at 6 p.m.** subject to the decision of the Selection Committee.*

### Time limit for speeches

To allow as many speakers as possible to take the floor, the time limit for speeches is set at a maximum of **five minutes**. Visiting ministers, delegates, observers and representatives of international organizations will wish to bear this in mind when preparing their speeches.

## Principles governing the discussion in Plenary

The following principles, set out in paragraphs 54 to 58 of the Fourth Report of the Working Party of the Governing Body of the International Labour Office on the Programme and Structure of the ILO (1967), form a useful background to the discussion of the two reports in plenary:

- Freedom of speech is a pillar of the ILO: neither governments, nor employers or workers are immune from criticism within its walls;
- Freedom of speech includes freedom to reply – one point of view may be parried by another;
- Social justice contributes to lasting peace; all human beings have the right to pursue their material well-being and spiritual development in freedom and dignity. The breadth of these fundamental principles of the ILO makes it impossible to circumscribe debate in the International Labour Conference, and the ILO must focus on the objectives that derive from these principles, irrespective of political considerations.
- Nevertheless, the purpose and scope of debate in the International Labour Conference must not encroach on discussions proper to the United Nations Security Council and General Assembly, bodies entrusted by the Charter with responsibility for political decisions in the UN system.
- To uphold the values of human freedom and dignity enshrined in the ILO Constitution, in periods of acute political tension the Conference must strive towards the fullest possible continued cooperation in pursuit of the Organization's objectives. Every delegate has an obligation to keep these considerations in mind, and the President of the Conference to ensure they are preserved.

### 1. (b) Global report under the Follow-up to the ILO Declaration on Fundamental Principles and Rights at Work

The Follow-up to the Declaration on Fundamental Principles and rights at Work, adopted by the International Labour Conference at its 86th Session (1998), calls on the Director-General to issue an annual report providing a dynamic global picture relating to the implementation of one of the four categories of fundamental principles and rights. The Governing Body has decided that the third global report will be on **the effective abolition of child labour**.

The global report, drawn up under the responsibility of the Director-General, will portray worldwide trends in relation to the chosen category of principles and rights, for both States that have and have not yet ratified the relevant fundamental ILO Conventions. The report is to serve as a basis for (a) an assessment of the effectiveness of the

assistance provided by the Organization, and (b) a subsequent determination by the Governing Body of priorities and plans of action for technical cooperation in the area concerned for the next four-year period.

**The precise arrangements to be followed by the Conference in discussing the global report are to be decided by the Governing Body at its 283rd Session (March 2002), and will be communicated in due course.**

## E. Election of members of the Governing Body of the International Labour Office

### Elections

Article 7, paragraph 5, of the Constitution stipulates that the Governing Body's period of office is three years. As the last elections were held during the 87th Session (1999), elections will be held at the 90th Session to select the Governments represented in the Governing Body and the Employer and Worker members of the Governing Body. The electoral colleges will meet for this purpose on the **afternoon of Monday 10 June**.

Article 48 of the ILC Standing Orders establishes that the period of office of the Governing Body commences at the close of the session of the Conference at which the elections are held. Article 52 sets out the voting procedure. Some brief details on the composition of the Governing Body and its electoral procedure follow.

### Composition of the Governing Body

The composition of the Governing Body is regulated by article 7 of the Constitution and Section G of the Conference Standing Orders. It consists of 56 Governments (28 regular members and 28 deputy members), 33 Employer members (14 regular members and 19 deputy members), and 33 Worker members (14 regular members and 19 deputy members).

### Electoral colleges

The Government electoral college is composed of the government delegates of all Members of the Organization, except those from the ten Members of chief industrial importance<sup>1</sup> and from governments disqualified from voting. It elects 18 regular and 28 deputy Government members on the basis of geographical distribution (ILC Standing Orders, article 49).

The Employers' and Workers' electoral colleges consist of the Employers' and Workers' delegates to the Conference respectively, excluding the delegates of States disqualified from voting. They elect by name 14 persons as regular members and 19 as deputy members of the Governing Body (ILC Standing Orders, article 50).

<sup>1</sup> Brazil, China, France, Germany, India, Italy, Japan, Russian Federation, United Kingdom and United States.

## F. Communication of documents prepared for the Conference

Every effort will be made to ensure that the documents submitted to the Conference are communicated to member States well in advance of the session. As soon as the documents are available, they will also be placed on the ILO's website at the following address: <<http://www.ilo.org>>. Governments are urged to distribute the reports sent to them in good time to government delegates, as well as to those representing the employers and workers. This will enable all participants to prepare fully for the discussions.

## G. Publication of the Provisional Records

During the session the proceedings of the Conference will be published in Provisional Records in English, French and Spanish, which may also be consulted on the ILO's website.

- *To facilitate this publication, delegates are requested wherever possible to supply copies of their speeches on diskette in a format that is compatible with the Word text processing system.*

## H. Composition of delegations

Delegations to the International Labour Conference are composed of **four** delegates: **two** Government delegates, **one** delegate representing the employers and **one** delegate representing the workers (Constitution, article 3 (1)).

Up to two advisers may accompany each delegate for each technical item placed on the agenda (Constitution, article 3 (2)). At the present session, this concerns items III, IV, V, VI and VII. **Therefore, each Government, Employers' and Workers' delegate to the 90th Session may be accompanied by up to ten advisers.** To guarantee an equal representation of employers and workers, governments should do their utmost to ensure that an equal number of advisers accompanying Employers and Workers should be appointed in each delegation. **It should be noted that the travelling and living expenses of delegates and their advisers are borne by their respective member States.**

Governments are requested, when composing their delegations, to consider making arrangements for representation at the plenary sittings when these sittings coincide with the sittings of committees. They are also requested to make certain that their delegations are fully tripartite, and that the delegates are able to act in full independence of one another.

Under the Constitution, member States undertake to nominate non-Government delegates chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of employers or workpeople in their respective countries (Constitution, article 3 (5)).

Governments are also asked to bear in mind the resolution adopted at the 78th Session of the Conference (1991), which calls on governments, employers' and workers' organizations to include more women in their delegations to the International Labour Conference.

## I. Credentials

It is imperative for the smooth organization of the Conference that the credentials of delegates and their advisers are deposited with the International Labour Office, in line with article 26, paragraph 1, of the ILC Standing Orders, **at least 15 days** before the date fixed for the opening sitting. The closing date for deposit of the credentials of all delegates and advisers is therefore **Monday, 20 May 2002**.

The form for the submission of credentials is attached to this Memorandum, together with an explanatory note. This note explains the importance of depositing credentials with the secretariat, gives details on the various categories of participants at the Conference, and outlines the roles that they are called on to play.

*Credentials may be deposited by facsimile (+41 22/799 85 70), or by post, at the following address:*

**Office of the Legal Adviser  
International Labour Office  
CH-1211 Geneva 22**

This year, on a trial basis, an electronic form for the submission of credentials will be available to the Permanent Missions in Geneva.

## J. Delegates with a disability

The Conference premises are fully accessible to **disabled persons**.

## K. Accommodation for delegations in Geneva

**The International Labour Office does not have a hotel reservation service.** It is therefore suggested that delegations to the Conference request the diplomatic representations of member States in Geneva or, where applicable, in Berne, to make the necessary reservations with hotels in the Geneva area as early as possible. Reservations may also be made through the:

Office du tourisme de Genève

18, rue du Mont Blanc

P.O. Box 1602

CH-1211 Genève 1

Telephone: +41 22 / 909 70 00 - Facsimile: +41 22 / 909 70 11

Internet site: <[www.geneve-tourisme.ch](http://www.geneve-tourisme.ch)>

*It is highly advisable to reserve hotel accommodation well in advance.*

## L. Entry visas for Switzerland and France

Entry visas for Switzerland are issued primarily by Swiss diplomatic representations abroad. Delegates to the Conference who require an entry visa should submit a personal request to the Swiss embassy or consulate in their country of residence. Delegates may wish to note that visas are issued upon arrival at the airport in Geneva only in exceptional circumstances.

The French Consulate in Geneva is not authorized to issue entry visas for France to temporary visitors to Switzerland without first referring the application to the French embassy or consulate in the applicant's home country. Consequently, members of the delegations wishing to visit or stay in France during the session of the Conference should obtain the necessary single or multiple entry visas for France in their own country before leaving for Switzerland.