



Governing Body

320th Session, Geneva, 13–27 March 2014

GB.320/WP/GBC/1

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

WP/GBC

Date: 27 February 2014

Original: English

FIRST ITEM ON THE AGENDA

Improving the functioning of the International Labour Conference

Context

1. At its 319th Session in October 2013, the Governing Body, on the recommendation of the Working Party on the Functioning of the Governing Body and the International Labour Conference:

requested the Office to prepare for its 320th Session (March 2014):

- (a) a detailed proposal for a two-week Conference, which would take into account the concerns and requirements expressed during the present discussion, and elaborate on the areas of consensus reached;
- (b) a detailed plan of work for the 103rd Session, which would take into account the abovementioned reforms which could be further improved and/or trialled at the 103rd Session of the International Labour Conference;
- (c) additional information on pending issues requiring further consultations and discussion.

Proposed arrangements for the 103rd Session of the International Labour Conference (28 May–12 June)

2. At the 319th Session (October 2013) of the Governing Body, the Working Party examined the lessons learned from the 102nd Session of the International Labour Conference (ILC), in particular the reforms trialled during that session. The Working Party decided to retain for 2014 most of the measures trialled in June 2013 and to request the Office to propose further improvements which would also take into account the need to facilitate the preparatory processes.

3. Since the beginning of the year, the following measures have been taken to provide member States with the information they need during the initial phase of preparation:

- The information contained in the Conference guide sent in January with the convocation letter has been reviewed to provide member States with the general information they need to start the preparatory process. The new guide containing advance information about the 103rd Session of the ILC provides key information about the agenda of the Conference, the mandates of the committees and the participation requirements (credentials, visas, registration procedures, accommodation, etc.).
- New arrangements have also been put in place for delegates wishing to participate in committees to complete registration forms in advance and send them to the International Labour Office. This new arrangement is aimed at facilitating the work of the Conference and the groups' secretariats at the opening of the Conference.
- The general and advance information provided to member States in this first guide will be complemented by the Conference guide to be sent in April 2014. This second guide will provide information on the practical arrangements arising from possible Governing Body endorsement of reform proposals in the present paper.
- As requested by the Working Party, contacts have also been established with the Government group and the Regional Coordinators to encourage an early selection, before the March Governing Body session, of the committee chairpersons. This initiative should enable the Office to provide appropriate pre-Conference briefings to the chairpersons.
- A tentative plan of work¹ of the Conference has been established which takes into account the proposals for trials on which agreement was reached in October 2013. It is however important to note that this version is only indicative at this stage and is subject to adoption by the Selection Committee on the opening day of the Conference.
- The main components of the proposed programme can be summarized as follows:

Group meetings

- The preparatory group meetings will be held on **Tuesday 27 May**, in the afternoon.

Plenary

- Opening sitting: **Wednesday, 28 May, at 10 a.m.** in the Assembly Hall of the *Palais des Nations*. The Selection Committee will meet immediately after to take decisions on the programme of the Conference.
- Discussion of the Reports of the Chairperson of the Governing Body and of the Director-General: **Wednesday, 4 June–Thursday, 12 June**.
- World of Work Summit: **Monday, 9 June**.
- Adoption of committee reports and possible votes: **Tuesday, 10 June–Thursday, 12 June**.

¹ See Appendix I.

Committees

- The technical committees and the Committee on the Application of Standards (CAS) will meet from **Wednesday, 28 May, afternoon, to Friday, 6 June, including Saturday, 31 May**. Due to the Governing Body elections, committees may have to reschedule their afternoon sittings on **Monday, 2 June**. The final meeting of the Committee Drafting Committee established to review a possible instrument to complement the Forced Labour Convention, 1930 (No. 29), is tentatively scheduled for **Saturday, 7 June**.

Elections

- The elections of the Governing Body will take place on **Monday, 2 June**, in the afternoon. The three electoral colleges would meet one after the other **from 2.30 p.m. to 6.30 p.m.**

Other matters

- The World Day against Child Labour would take place on **Tuesday, 10 June**, with the IPEC Steering Committee holding its annual meeting on the same day.
 - An additional item² relating to the approval of the proposed amendments to the Code of the Maritime Labour Convention, 2006 (MLC, 2006), may be placed on the agenda of the 103rd Session of the Conference subject to the submission of any amendments adopted by the Special Tripartite Committee in April 2014. An additional report containing the proposed amendments would then be submitted to the Conference for adoption during the period IV of the plenary, probably on **Tuesday, 10 June**.
 - In addition to the possible vote on a draft instrument to supplement Convention No. 29, which is tentatively scheduled for the **Wednesday, 11 June**, a second vote might therefore take place on the same day regarding possible amendments to the MLC, 2006.³
 - On **Wednesday, 28 May, afternoon**, the Board of the International Training Centre of the ILO in Turin will be holding a one-hour meeting immediately before the meeting of the PFA Section of the Governing Body. The 321st Session of the Governing Body will be held after the closure of the Conference session, on **Friday, 13 June, in the morning**.
4. In the light of the improvements requested by the members of the Working Party for trials for June 2014, the following measures are proposed:
- **Side events:** The general policy which is to keep side events as well as information sessions to a minimum will be pursued. Side events and information sessions during the ILC should be initiatives of strong tripartite interest to our constituents. All formal and informal events will take place outside normal hours of work, that is, during lunchtime or in the evening. In the case of side events, representatives of the tripartite constituents participating at the Conference are usually involved in the event as guest speakers or panellists. As recommended by the Working Party, the list of those formal side events should be approved by the Director-General in consultation with the

² Subject to the approval by the Governing Body of the relevant proposed decision, GB.320/INS/2, para. 32.

³ See GB.319/LILS/5.

Officers of the Governing Body before the Conference starts. Advance notice will be made available for both side events and information sessions to allow delegates to arrange their schedules accordingly. The Office will also continue to make presentations to individual groups upon request.

- ***Opening sitting of the plenary:*** The opening sitting will be kept as short as possible, by focussing the administrative part on the essential rules governing ILC meetings and discussions. Further to the experience of last year, the Director-General will make his introductory statement during the opening sitting. The Chairperson of the Governing Body will also briefly introduce her report. Her statement will be followed by opening addresses by the Vice-Chairpersons of the Workers' and Employers' groups.
- ***Programme implementation report:*** It was agreed that, during the first year of a biennial financial period, the programme implementation report would be integrated in the report of the Chairperson of the Governing Body.⁴ This proposal, which received tripartite support, will allow the report of the Director-General to "be devoted to a social policy theme of current interest chosen by the Director-General".⁵
- ***World of Work Summit:*** As recommended by the Working Party, the World of Work Summit will be scheduled for one day following the work of the technical committees on **Monday, 9 June**. Further information about this Summit is provided in Appendix III.
- ***Technical committees:*** As indicated on the tentative plan of work, the standard-setting committees, the recurrent discussion committee and the Committee on the Application of Standards will have **nine working days (28 May–6 June)** to complete their work.
 - As regards the **recurrent discussion committee**, the tentative plan of work of the 103rd Session reflects the current practice consisting of dividing the time devoted to the committee in to four major parts: (1) general discussion in plenary of the committee; (2) drafting group; (3) submission of amendments; and (4) discussion of the amendments in plenary of the committee. This practice could however be revised at any time by the committee itself. Several options could be explored in order to improve the working processes. One of them would, for example, consist of abolishing the formal submission of amendments to the draft conclusions prepared by the drafting group. In accordance with the procedure followed during other meetings, such as Regional Meetings, the draft text as agreed by the tripartite drafting group would be submitted directly to the plenary of the committee which would adopt this text as such or amend it, if need be. This would provide the committee with at least one additional plenary session, on Wednesday, 4 June, afternoon, to review the proposed text of conclusions. Group meetings could be organized on Wednesday, 4 June, morning. If required, the committee could also decide to reconvene the drafting group at the end of the discussion in plenary, to adjust and finalize the text of the draft conclusions before its adoption by the committee. Based on the membership agreed for all drafting groups during the 102nd Session (2013),⁶

⁴ See GB.319/WP/GBC/1, Table 1, Section B.13.2.1.

⁵ Standing Orders of the International Labour Conference, art.12.

⁶ See GB.319/WP/GBC/1, Table 1, Section C.15.

the 8–8–8 composition formula would be retained for the drafting group to be established by the recurrent discussion committee.

- **Adoption of technical committee reports (Plenary period IV):** Based on the procedure applied until March 2011 in the Governing Body for the adoption of the committee reports, it is proposed that the reports of the three technical committees be submitted directly to the plenary for adoption following their adoption by the Officers of the committee on behalf of the committee. However, according to the established practice, the proposed conclusions or instrument would continue to be adopted paragraph by paragraph during discussions in the committees. The draft report of each of the technical committees, once approved by their respective reporters and officers, would be posted on the web On the afternoon of **Sunday, 8 June**. The members of each of the technical committees would have 24 hours to submit their corrections to the Office. These corrections would be announced during the adoption ceremony in the plenary and would be integrated in to the final version of the report which would be posted on the web after its adoption by the plenary.
- **Committee Drafting Committee:** As mentioned above,⁷ the final meeting of the Committee Drafting Committee for the proposed text supplementing Convention No. 29 is scheduled for **Saturday, 7 June**. Subject to the decision of the relevant committee and to the progress made in the examination of the proposed text, the Committee Drafting Committee could commence its work earlier (for example on Saturday, 31 May), with the full text to be agreed at its final meeting.
- **Transparency, predictability and objectivity:** Every effort will be made to improve communication, in particular regarding tentative plans of work, discussion points, programme changes and voting procedures. The tentative plans of work of the different committees will be made available well in advance.
- **Time management:** The attention of the Conference or committee officers should be drawn to the importance of maximizing the use of time available. Considering the ever-increasing number of speakers in plenary, the time limit (five minutes) for interventions in plenary will be strictly enforced. Time limits could also be established⁸ for the presentation of the committees' reports to the plenary (for example, eight minutes for the Reporter and five minutes for each of the Officers).
- **Provisional Record:** During the last session of the Conference, in June 2013, the translation and production of the *Provisional Record* (for plenary statements on the Reports of the Director-General and the Chairperson of the Governing Body only) was deferred until after the Conference, however each intervention made in plenary was web-posted. The *Provisional Record* containing these statements was published on the web in July, with a two-week deadline for submission of amendments. Only two corrections were received. Members of the Working Party expressed their satisfaction with the new system and requested further information with regard to the savings incurred.

It should be underlined in that regard that the transition process which has allowed the trial of this particular reform started before the June 2012 session of the Conference with the introduction of the digital recording of speeches in plenary. This was a

⁷ See p. 3 above.

⁸ See GB. 319/WP/GBC/1.

prerequisite for the introduction of the web-based application allowing delegates to listen to speeches in all languages in 2013. As a result, the Office had already readjusted and streamlined the working methods and recruitment planning of the *Provisional Record* teams for the June 2012 session. Comparison of the overall recruitment costs linked to the *Provisional Record* between the 2011 and 2013 sessions of the ILC show a decrease of **30 per cent** while the overtime has decreased by **90 per cent**.

These changes also resulted in a reduction of printing of over 500,000 pages contributing towards a more “paper-smart” Conference (corresponding to more than 10 per cent of the total number of copies printed in-session during the Conference). In addition to savings in the direct printing costs, this has wider effects such as reducing the volume of wasted paper that needs to be recycled at the end of the Conference.

It is therefore proposed to repeat the experience of last year – taking into account the request made by the secretariats of the Employers’ and Workers’ groups and the Regional Coordinators to be better informed of the timing of the publication on the web of the final *Provisional Record* during the second half of July, and of the deadlines for submission of corrections to the individual statements.

A possible two-week scenario for the ILC

5. As indicated above, the Office was requested to prepare for the 320th Session (March 2014) of the Governing Body a detailed proposal for a two-week Conference, which took into account the concerns and requirements expressed during the present discussion, and elaborate on the areas of consensus reached.
6. Further to the first meeting of the Working Party on the Functioning of the Governing Body and International Labour Conference, a reworked scenario was submitted to the second meeting, which took into account the following elements:
 - The duration of ILC sessions, of two calendar weeks, would be extended to the Saturday, second week, to give more time to the ILC committees.
 - Consequently, the official pre-ILC group meetings⁹ would be held on the Sunday preceding the opening of the ILC session as well as on the morning of its opening day.
 - The structure of the ILC would comprise a technical first week, and a more political second week, on the understanding that the plenary would have to be run in parallel with the committees’ work for parts of each week.
 - The post-ILC Governing Body would normally take place on Monday morning following the ILC. A certain degree of flexibility should however be maintained to allow the post-ILC Governing Body session to be held on the afternoon of the second Saturday, should the closing ceremony of the ILC finish by noon on that day.
7. In October 2013, the Governing Body agreed on the following agenda for the 104th Session of the International Labour Conference in June 2015:

⁹ As part of the CAS follow-up, there is the issue of the arrangements for group meetings to take place up front so as to enable the CAS to start its work on the first day (group meetings currently take place after the opening sitting of the CAS).

Standing items

- I. Reports of the Chairperson of the Governing Body and of the Director-General
- II. Programme and Budget proposals for 2016–17 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. Small and medium-sized enterprises and decent and productive employment creation (*general discussion*)
 - V. Facilitating transitions from the informal to the formal economy (*Standard setting, second discussion*)
 - VI. A recurrent discussion on the strategic objective of social protection (labour protection), under the follow-up to the ILO Declaration on Social Justice for a Fair Globalization, 2008
8. Taking this agenda as a basis for the elaboration of a tentative plan of work,¹⁰ arrangements should be made for three technical committees, including a standard-setting, a recurrent discussion and a general discussion committee, as well as for the Committee on the Application of Standards. The attached outlines of possible plans of work for technical committees, which were proposed to the Working Party in October 2013,¹¹ have been adjusted accordingly.
 9. It has to be underlined that the trials proposed for the 103rd Session (June 2014), in particular regarding advance registration in committees, adoption of committee reports in plenary and the scheduling of the Committee Drafting Committee, are of a crucial importance to ensure that the same number of days and same amount of time can be allotted to the work of the committees and to the preparatory group meetings, in the framework of a two-week Conference.
 10. The 104th Session will also be a budgetary session of the Conference, with Programme and Budget proposals for 2016–17 to be examined by the Finance Committee and submitted for adoption by the plenary with a record vote.
 11. A Standing Orders Committee may be established by the Conference to examine proposed amendments to its Standing Orders submitted by the Governing Body.
 12. Arrangements should also be put in place for a record vote on a possible instrument resulting from the second discussion on facilitating transitions from the informal to the formal economy.
 13. The general structure of a two-week Conference would therefore follow the broad lines indicated in October 2013,¹² as follows:

¹⁰ See appendix II.

¹¹ See GB.319/WP/GBC/1(Add.).

¹² *ibid.*

Group meetings

- Pre-ILC group meetings would be held on the morning of the opening day of the ILC session, as well as on the Sunday preceding its opening.
- There would be an opportunity for greater preparatory work for the ILC to be undertaken by the groups by email prior to the arrival of delegates in Geneva (for example, committee membership, group statements/positions, membership of drafting groups, etc.).
- The tentative plans of work of all committees (technical committees and the Committee on the Application of Standards) would ensure that sufficient time is allocated to group meetings. The current practice of having group meetings before every plenary sitting of ILC committees would be maintained.

Plenary periods I–IV

- Plenary period I (opening) would occur at 2 p.m.–3.30 p.m. on day one.
- Plenary period II (discussion of the Reports of the Chairperson of the Governing Body and of the Director-General): Thursday and Friday, first week, with further sittings on Monday, Tuesday and Wednesday, second week, for delegates' interventions.
- Plenary period III (World of Work Summit) would take place on Thursday, second week.
- Plenary period IV (formalities) would take place on Friday and Saturday, second week.

General/recurrent discussions (see details in Appendix II)

- The duration of the general and recurrent discussion committees would continue to be nine days, with the same sequence and number of sittings as currently provided.
- In both cases, the committees may wish to revise their working procedures to devote more time to their substantial work and avoid evening sittings.
- Committees would sit twice per day, with an option for extended or evening sittings at the completion of each phase of the discussion if necessary.
- The draft conclusions would be adopted, as usual, paragraph by paragraph during the discussion of the amendments submitted to the committee. The adoption of the report (not the conclusions) could however be done in plenary of the Conference, with the understanding that individual delegates be given the opportunity to send corrections to their own interventions.

Standard-setting committee (see details in Appendix II)

- The total duration of the standard-setting discussion would be nine days, including the Committee Drafting Committee for the second discussion. In the case of a second discussion, the report of the committee has to be submitted to the plenary of the Conference one day before the vote. If the vote is scheduled for Friday morning, second week, the adoption of the report by the plenary should then take place on Thursday afternoon at the latest, to allow the Conference Drafting Committee to review the texts before the vote. The Wednesday, second week, would be used for the

Committee Drafting Committee, and for the finalization of the report in the three languages by the secretariat:

- Two sittings per day, with extensions if required.
- The Committee Drafting Committee could meet on Wednesday, second week. Depending on the progress made, a first meeting of this drafting committee could also be scheduled on Saturday afternoon, first week. The committee could also decide to have a permanent drafting committee (see details in Appendix II).

Committee on the Application of Standards

- There would be no reduction in the number of days,¹³ (see tentative plan of work) or amount of time available for discussion.
- The workplan,¹⁴ including the group meetings, would differ from those of other committees.
- The adoption of the report of the committee by the Conference in plenary would be scheduled for the last Saturday.

Tentative plan of work

	Sun	M	T	W	T	F	Sa	M	T	W	T	F	Sa
Group meetings	■	■											
Opening sitting		■											
Recurrent discussion committee		■	■	■	■	■	■	■	■	■			
General discussion committee(s)		■	■	■	■	■	■	■	■	■			
Standard-setting committees		■	■	■	■	■	■	■	■	■			
CAS		■	■	■	■	■	■	■	■	■		■	
World of Work Summit											■		
Plenary: individual speeches					■	■		■	■	■			
Plenary: votes											■	■	
Adoption of reports in plenary											■	■	■
Plenary: closing sitting													■
Conference Drafting Committee (if required)												■	

¹³ The feasibility of a shorter duration will hinge first and foremost on a binding agreement on modalities for adoption of the list of cases at the beginning of the work of the CAS.

¹⁴ Implications for the workplan will have to be closely identified and examined by the CAS tripartite working group.

Appendix I

Tentative plan of work – 103rd Session (28 May–12 June 2014) of the International Labour Conference

	T 27	W 28	Th 29	F 30	Sa 31	M 2	T 3	W 4	Th 5	F 6	Sa 7	M 9	T 10	W 11	Th 12	F 13
Plenary sittings		■						■	■	■		■ ¹	■	■	■	
GB elections						■										
Committee on the Application of Standards		■ ²	■	■	■	■	■	■	■	■	□		A		PI	
Committee on Supplementing the Forced Labour Convention, 1930 (No. 29) <i>(standard setting, single discussion)</i>		■ ²	■	■	■	■	■	■	■	■	CDC		PI	V		
Committee on Transitions from the Informal to the Formal Economy <i>(standard setting, double discussion)</i>		■ ²	■	■	■	■	■	■	■	■				PI		
Committee for the Recurrent Discussion on the Strategic Objective of Employment <i>(recurrent discussion)</i>		■ ²	■	■	■	■*	■*	□**	■	■				PI		
Finance Committee							■			A			PI			
Selection Committee		■ ²											PI			
Group meetings	■										■					
Governing Body		■ ³ ■ ⁴														■

¹ World of Work Summit.

² After the opening sitting.

³ 76th Session of the Board of the International Training Centre of the ILO, Turin.

⁴ Programme, Financial and Administrative Section of the Governing Body

CDC Committee Drafting Committee.

***Drafting Group / ** Receipt of amendments.**

A Adoption by the Committee of its report/products.

PI Adoption of the report by the Conference in plenary sitting.

V Record vote in plenary sitting.

■ Half-day sitting.

■ All-day sitting.

□ Sitting if necessary.

Appendix II

Outlines of possible plans of work for the technical committees in the framework of a revised two-week session of the Conference

Standard-setting committee

Second discussion

- Opening: Monday afternoon, first week.
- Four–five receipts of amendments (2.30 p.m.–3.30 p.m.), starting on Tuesday, first week.
- 14–15 plenary meetings (including one or two evening sittings during the first week).
- End of the discussion in the committee: Tuesday afternoon, second week.
- Committee Drafting Committee would meet on Wednesday, second week. Depending on the progress made, a first meeting of the Committee Drafting Committee could also be scheduled on Saturday afternoon, first week. Should the committee decide to have a permanent committee drafting committee (following the model used in 2005), the workload of the Committee Drafting Committee, on the last Wednesday, would be considerably reduced.
- The draft report of the committee would be posted on the web on Wednesday night, second week.
- The adoption of the draft report and draft instrument by the plenary of the Conference would take place on Thursday afternoon, second week.
- The Conference Drafting Committee would meet immediately after the adoption by the plenary on Thursday, end of the afternoon, last week.
- The vote on the instrument would take place on Friday morning, last week.

It is worth noting that the possibility to submit corrections to the individual statements as reflected in the draft report would remain. The President would refer to these possible corrections by identifying the paragraphs concerned at the moment of submitting the report to the plenary for final adoption (on the model of what was previously done at the Governing Body before the reform).

Recurrent discussion committee

- Opening: Monday afternoon, first week.
- Five–six plenary sittings on Monday, Tuesday and Wednesday (if possible morning only) first week: general discussion on a limited number of points.
- Distribution of tentative conclusions on Thursday, first week, beginning of the afternoon.
- Drafting group: four–five meetings on Friday and Saturday, first week.
- Distribution of the draft conclusions: Monday morning, second week.
- Group meetings on Monday morning, second week.

- Receipt of amendments: Monday afternoon, second week from 3 p.m. to 5 p.m. (Should the committee decide to revise its working procedures, an additional meeting of the committee could be scheduled on that afternoon to examine the draft conclusions.)
- Examination of the amendments to the draft conclusions in plenary: (Monday, afternoon), Tuesday and Wednesday, second week (four, five or six sittings).
- Draft report posted on the web: Thursday evening, second week.
- Adoption of the draft report and draft conclusions by the plenary of the Conference: Friday or Saturday afternoon, second week.

It is worth noting that the possibility to submit corrections to the individual statements as reflected in the draft report would remain. The President would refer to these possible corrections by identifying the paragraphs concerned at the moment of submitting the report to the plenary for final adoption (on the model of what was previously done at the Governing Body before the reform).

General discussion committees

- Opening: Monday afternoon, first week.
- Five–six plenary sittings on Monday, Tuesday and Wednesday (if possible morning only) first week: general discussion on a limited number of points.
- Distribution of tentative conclusions on Thursday, first week, beginning of the afternoon.
- Drafting group: four–five meetings on Friday and Saturday, first week.
- Distribution of the draft conclusions: Monday morning, second week.
- Group meetings on Monday morning, second week.
- Receipt of amendments: Monday afternoon, second week from 3 p.m. to 5 p.m. (Should the committee decide to revise its working procedures, an additional meeting of the committee could be scheduled on that afternoon to examine the draft conclusions.)
- Examination of the amendments to the draft conclusions in plenary: Examination of the amendments to the draft conclusions in plenary: (Monday, afternoon), Tuesday and Wednesday, second week (four, five or six sittings).
- Draft report posted on the web: Thursday evening, second week.
- Adoption of the draft report and draft conclusions by the plenary of the Conference: Friday or Saturday afternoon, second week.

It is worth noting that the possibility to submit corrections to the draft report would remain and that the President would refer to these possible corrections by identifying the paragraphs concerned at the moment of submitting the report to the plenary for final adoption (on the model of what was previously done at the Governing Body before the reform).

Committee on the Application of Standards

Pending the outcome of the CAS follow-up and the consultation of the tripartite working group of the CAS, the Office is examining the options so as to ensure that the CAS can fulfil its mandate in accordance with its working methods, taking into account the shorter duration proposed for the session of the Conference.

Appendix III

Tentative outline of the World of Work Summit (9 June 2014, Assembly Hall, Palais des Nations)

Morning

- Introduction by Guy Ryder, ILO Director-General.
 - Keynote speech by major academic figure.
 - Panel “Jobs and Development – The World of Work in 2014”.
- The theme of the panel is based on the title of the World of Work report of 2014.

Panelists:

- Four ministers (one from each ILO official region).
- One senior representative of the Employers’ group.
- One senior representative of the Workers’ group.

A moderator would invite each panelist to speak for up to eight minutes with regard to the major themes of the panel based on the World of Work report. A list of questions for discussion would be prepared as a basis for the interventions of the panelists.

- Interactive session with the audience (50 minutes).
- Each group (Workers, Employers and Governments) would request two delegates to prepare to take the floor with short questions. Then there would be scope for spontaneous questions from the audience.
- Towards the end, the moderator would allow each panelist to speak for two minutes to make concluding remarks. He or she would then give the floor back to the Director-General to make closing remarks.

Afternoon

- Keynote addresses by Heads of State.