



## Governing Body

331st Session, Geneva, 26 October–9 November 2017

GB.331/INS/7

Institutional Section

INS

Date: 23 October 2017

Original: English

### SEVENTH ITEM ON THE AGENDA

## Review and possible revision of formats and standing orders for meetings

#### Purpose of the document

This document, which is submitted at the request of the Governing Body, contains draft standing orders for tripartite meetings convened by the Governing Body preceded by an Introductory Note. The Governing Body is invited to adopt the Standing Orders and the Introductory Note (see draft decision in paragraph 8).

**Relevant strategic objective:** All.

**Main relevant outcome/cross-cutting policy driver:** Social dialogue.

**Policy implications:** None.

**Legal implications:** If adopted, new standing orders will govern all tripartite meetings to which no other standing orders apply, including sectoral meetings and meetings of experts.

**Financial implications:** None.

**Follow-up action required:** Publication of adopted new standing orders.

**Author unit:** Office of the Legal Adviser (JUR) and Sectoral Policies Department (SECTOR).

**Related documents:** GB.329/INS/10; GB.326/POL/5; GB.313/POL/4/1(&Corr.); GB.312/POL/5; GB.289/STM/2; GB.286/STM/1 and GB.264/LILS/1.



## Background

1. The ILO convenes a large number of global tripartite meetings every year. While some categories of meetings, such as sectoral meetings, operate under written rules adopted by the Governing Body (Standing Orders), no standing orders currently apply to some of the most frequently used formats of meetings, namely meetings of experts, global dialogue forums and technical meetings other than sectoral meetings. As the lack of clarity regarding the applicable rules of procedure has given rise to difficulties in some meetings held in recent years, constituents have requested an update of the Standing Orders and meeting formats.<sup>1</sup>
2. At its 326th Session (March 2016), the Governing Body considered a document providing an overview of the different formats of ILO meetings, stressing current practices and issues identified as requiring attention, as well as outlining a process through which a revision of the Standing Orders for these meetings could be conducted.<sup>2</sup>
3. At its 329th Session (March 2017), the Governing Body discussed, more specifically, the approach to be followed in preparing a set of uniform standing orders for global tripartite meetings convened by the Governing Body and the major changes and innovations proposed by the Office as compared to the existing “Standing Orders for sectoral meetings” adopted by the Governing Body in 1995. Following the discussion, the Governing Body requested the Director-General to take account of its guidance in the preparation of the standing orders for tripartite global meetings and the Introductory Note, and to convene consultations with a view to presenting standing orders to the Governing Body for adoption at its 331st Session (November 2017).<sup>3</sup>
4. From late July to early October 2017, the Office carried out two rounds of consultations, a round of meetings with the secretariats of the Employers’ and Workers’ groups and separately with the regional coordinators of governments, followed up by a round of written consultations.

## Proposed texts

5. The appendix contains proposed draft Standing Orders preceded by an Introductory Note. The purpose of the Standing Orders is to provide a flexible set of generic rules of procedure that would apply by default to all tripartite meetings convened by the Governing Body to which no other standing orders apply, in particular technical meetings and meetings of experts, as well as new types of tripartite meetings that may be developed in the future.
6. As further explained in the Introductory Note, the Standing Orders are structured in two parts, with Part I applying to technical meetings, including any tripartite meetings other than meetings of experts, and Part II governing meetings of experts.
7. The Standing Orders have been drafted using, as a point of departure, the existing Standing Orders for sectoral meetings adopted by the Governing Body at its 264th Session (November 1995), which they will replace, and past practice applied in respect of the different

<sup>1</sup> See [GB.320/PV](#), para. 444; [GB.323/PV](#), para. 289; and [GB.326/POL/5](#), note 6.

<sup>2</sup> [GB.326/POL/5](#); [GB.326/PV](#), paras 395–404.

<sup>3</sup> [GB.329/INS/10](#); [GB.329/PV](#), paras 195–207.

categories of meetings, taking into account the guidance provided by the Governing Body and the views expressed by constituents in the course of the consultations.

## **Draft decision**

### **8. *The Governing Body decides:***

- (a) to adopt the Standing Orders for tripartite meetings convened by the Governing Body and the Introductory Note contained in the appendix; and***
- (b) that the Standing Orders and Introductory Note replace, with immediate effect, the Standing Orders for sectoral meetings and the note on “General characteristics of sectoral meetings”, adopted by the Governing Body at its 264th Session (November 1995).***

## Appendix

### Introductory Note

1. The ILO convenes a large number of global meetings of various formats and different objectives such as policy-making, technical guidance, knowledge sharing or training. These meetings include regular sessions of its constitutional organs, the International Labour Conference and the Governing Body, sectoral meetings, meetings of experts, global dialogue forums, as well as a large number of other meetings, seminars and workshops.
2. The Governing Body has adopted specific Standing Orders for a limited number of meetings. In November 1995, the Governing Body adopted the Standing Orders for sectoral meetings with a view to regulating the participation, conduct of business and outcome of meetings organized for specific sectors of economic activity. However, these Standing Orders were not intended to apply to meetings of experts which operated without Standing Orders. As of the 1990s, the Governing Body convened meetings of experts more frequently and these meetings have undergone considerable changes in terms of composition and the role of individual experts. In addition, new meetings were introduced, such as the global dialogue forums, which also fell outside the scope of application of the 1995 Standing Orders. The lack of clarity regarding the applicable rules of procedure has given rise to uncertainty among constituents who have thus emphasized the need to enhance transparency, predictability and procedural clarity while preserving the diversity of the meetings.
3. At its 331st Session (November 2017), the Governing Body adopted the Standing Orders for tripartite meetings together with this Introductory Note. These Standing Orders revise and replace the 1995 Standing Orders for sectoral meetings. The purpose is to provide generic rules of procedure that apply by default to all tripartite meetings convened by the Governing Body to which no other standing orders apply, in particular technical meetings and meetings of experts as well as new types of tripartite meetings that may be developed in the future. The rules are sufficiently general and flexible to fit different types of meetings although the Governing Body may suspend or modify the provisions of the Standing Orders for any particular meeting.
4. The standing orders are structured in two parts. Part I contains a set of generic standing orders, drafted with technical meetings in mind but applicable, where necessary with adaptations, to any other tripartite meetings other than meetings of experts. Part II contains a second set of standing orders which is based on the first one but modified to fit the particularities of meetings of experts. In addition, this Introductory Note describes practical solutions to preserve the balance between transparency and flexibility, as well as the added value of the meetings to the broader programme of work of the ILO.

### ***Purpose and formats of meetings***

5. In practice, the most common meetings to which the Standing Orders apply fall under two distinct formats in terms of their composition and mandate: technical meetings and meetings of experts. The notion of technical meetings includes “sectoral meetings” where they are convened to address sector-specific issues.
6. Technical meetings are convened for the purpose of conducting an in-depth discussion on policy issues based on a report prepared by the Office in order to generate conclusions or any other similar guidance document (including suggestions on the way forward) and possibly resolutions. The value of these conclusions lies in that they provide international tripartite consensus on a specific issue and can be used by the Organization and member States for policy-making to deal with the issue addressed. Technical meetings also provide guidance to the Office on its future work in the field, or for sectoral meetings in the specific economic sector.

7. Meetings of experts are convened either to provide the ILO with expert advice on a specific technical issue or in order to adopt technical guidance, based on a draft Office text, such as a code of practice, guidelines, or, on occasion, conclusions. The particularity of a meeting of experts is that it is composed of a fixed number of experts, who serve in their personal capacity, or in other words, persons who act and speak in their expert capacity and not as representatives of a government or group. While until the 1980s, experts seated alphabetically by name to underline their independent status, from the early 1990s onwards, experts sat in their groups.

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

8. The date, length and place of the meetings are determined by the Governing Body within the framework of the activities of the ILO. In principle, meetings last five calendar days (Monday to Friday) and take place at headquarters in Geneva.

### ***Participation***

9. There are three possible categories of participants at tripartite meetings: representatives/experts, observers and other participants. Members of the general public, who may be given access to the meeting (see paragraph 16), are not participants.
  - (a) **Representatives/experts (and their advisers):** Technical meetings are composed of representatives who represent their respective governments or non-government groups at the meeting, whereas meetings of experts are composed of experts who serve in their personal capacity. Representatives and experts exercise all participation rights in the respective meetings, namely the right to speak, the right to move motions, amendments or resolutions and the right to vote. Representatives/experts may be accompanied by advisers, who may speak when authorized to do so by the representative/expert they accompany and exercise all participation rights on behalf of the representative/expert when they are appointed by the latter to act as their substitute.
  - (b) **Observers:** Observers at tripartite meetings represent either governments which have no representative at the meeting, public international organizations or non-governmental international organizations. The participation rights of observers are limited to the right to speak under conditions set out in the Standing Orders.
  - (c) **Other participants:** Other possible participants are the Officers of the Governing Body, members of the secretariat of the Employers' and Workers' groups and external persons who may be invited to address the meeting, for example during any panel discussions or round tables. Such participants may intervene in the debates, but are not normally expected to participate in the discussions throughout the meeting.
10. It is for the Governing Body to determine the composition of each meeting according to its specific requirements and with due regard to the need to ensure the balance across the three groups and the efficiency of deliberations. The Governing Body also determines the possibility of inviting observers and other participants. For all meetings, Employer and Worker representatives are appointed by the Employers' and Workers' groups of the Governing Body. The names of representatives and advisers should be communicated to the extent possible two months before the opening date of the meeting so as to enable the Office to make preparations in good time.
11. As regards the appointment of a Government representative, there are differences between the arrangements for the participation to technical meetings and those for meetings of experts.
12. For technical meetings, while the Governing Body normally determines the number of Government, Employer and Worker representatives to be invited, it may, alternatively, invite all interested governments to participate. The Office bears the cost of transportation and subsistence of Employer and Worker representatives.

13. For meetings of experts, the Governing Body determines the number of experts to be invited and the Government group determines, on the basis of a proposal prepared by the Office, which governments shall be asked to nominate an expert or shall be included on a reserve list. In identifying the governments that would be invited to participate, the Government group takes into account the following criteria: (i) appropriate geographical distribution; (ii) the importance of the country concerned in relation to the issue; (iii) the importance of the issue for the country concerned; (iv) ratification of relevant international labour Conventions and any other relevant factors. If the reserve list proves insufficient to ensure the composition of the meeting, the Office consults with regional coordinator(s) concerned regarding the government(s) to be invited. For meetings of experts, the Office bears the cost of transportation and subsistence of all experts, including those nominated by governments.
14. At all meetings, the Offices consist of the Chairperson and three Vice-Chairpersons. The Chairperson of the meeting, who can be either a member of the Governing Body or an independent person selected by the Office (in case of meetings of experts always an independent person selected by the Office) is appointed in addition to the representatives/experts of the meeting.

### ***Group secretariats***

15. The secretariats of the Employers' and Workers' groups, which are traditionally provided by the International Organisation of Employers (IOE) and the International Trade Union Confederation (ITUC), respectively, play a key role in supporting the work of the respective groups. Members of the secretariat of the two groups may attend meetings, including the meetings of any subsidiary body, and intervene in the debates.

### ***Admission to sittings and subsidiary bodies***

16. Sittings are public unless the Governing Body or the meeting decides otherwise. This principle, which applies to all official meetings of the ILO, concerns the possibility for persons without any role or function in the meeting to gain access to the meeting room and listen to the debates. It has to be distinguished from the participation of observers who, as such, have an official function and limited participation rights in the meeting.
17. As the purpose of subsidiary bodies is to facilitate direct and constructive negotiations between a small group of representatives of the parties, their meetings are closed to the public. When observers are admitted, it is generally in very limited numbers.

### ***Report/draft outcome document***

18. For technical meetings, the Office will prepare a report on the agenda item with a view to providing participants with a basis for their deliberations. The Office preparatory report should, in principle, not exceed 40 pages. The Office will also draw up a list of discussion points to focus attention on the major aspects of the agenda item without, however, limiting the freedom of the meeting to carry out its work as it sees fit.
19. For meetings of experts, the Office will normally prepare a draft outcome document (e.g. draft guidelines or draft codes of practice) that will be submitted to the meeting to serve as the base document for its work.
20. The report or draft outcome document prepared by the Office for each meeting is made available electronically to the governments invited to be represented and to Employer and Worker representatives at least one month before the start of the meeting.

### ***Outcome document and follow-up***

21. The expected outcome of meetings may take various forms. Typically, for technical meetings this would include conclusions or other agreed documents, while meetings of

experts would generally result in specific outputs such as a code of practice, guidelines or similar documents containing detailed technical guidance or, on occasion, conclusions. If the time schedule and other priorities of the meeting so permit, technical meetings may consider resolutions relating to the matters under consideration.

22. Any outcome document is submitted to the Governing Body which can approve or reject it without modifying its content. Once the outcome document of the meeting and any resolutions are approved by the Governing Body, they constitute ILO documents on which action might be taken separately or jointly by governments and national organizations of employers and workers, or by the Governing Body. In particular, in light of the outcome document, the Governing Body may consider proposed items for the agenda of the Conference, thus ensuring linkages between the tripartite global meetings and the ILO future programme of work.
23. It is for governments to consider the effect to be given to the outcome document and any resolutions, the application of which is within their competence. Any action they take should be determined in consultation with the employers' and workers' organizations concerned.
24. It is for the employers' and workers' organizations concerned and, where they exist, the national industrial relations bodies, whether tripartite or bipartite, to consider the effect to be given to the outcome document and any resolutions raising matters of interest for joint consultation or negotiation.

### ***Note on the proceedings***

25. A summary record of proceedings is prepared by the secretariat of the meeting reflecting the views expressed by the participants, as well as any document containing the results of the meeting. The draft summary record is sent electronically to all participants after the meeting, giving them the opportunity to ask for corrections to statements made by or attributed to them, before it is made available online and submitted to the Governing Body.
26. Once finalized, the summary record of proceedings, the outcome document and any adopted resolutions are prepared by the Office as a note on the proceedings. The note is submitted as soon as possible to the Governing Body and also sent electronically to the participants. The Governing Body considers it and, if appropriate, may make observations thereon. At the request of the Governing Body, the Director-General communicates the note officially to governments, with the request that they transmit it to the employers' and workers' organizations concerned, together with any observations of the Governing Body. The participants in the meeting are also informed of the decisions of the Governing Body.

### ***Secretariat***

27. The secretariat of each meeting is appointed by the Director-General.



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## Standing Orders for tripartite meetings convened by the Governing Body

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

#### I. Standing Orders for technical meetings

##### ARTICLE 1

###### *Scope*

1. These Standing Orders apply to all technical meetings convened by the Governing Body of the International Labour Office to which no other standing orders apply.

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

##### ARTICLE 2

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

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

##### ARTICLE 3

###### *Agenda and expected outcome*

1. The Governing Body shall establish the agenda of the meeting and shall specify which form the results of its proceedings may take, in particular conclusions or other agreed statement containing guidance for governments and/or employers' or workers' organizations on the matters covered by the agenda.

2. Subject to approval by the Governing Body, the results may be published and disseminated by the International Labour Office.

##### ARTICLE 4

###### *Composition*

1. The Governing Body shall determine the composition of each meeting.

2. With respect to the representatives of governments, the Governing Body shall either:

(a) request the Government group to establish the list of member States whose governments are to be invited and those whose governments are to be included in a reserve list established on a regional basis; or

(b) decide that all interested governments may participate in the meeting.

3. The number of Government representatives appointed in accordance with paragraph 2(a) shall be a multiple of four.

4. If the government of a member State invited to participate under paragraph 2(a) declines the invitation or if the government does not reply within a time limit set by the Office, a country from the reserve list shall be invited in replacement.

5. When all interested governments are invited to participate in the meeting in accordance with paragraph 2(b), governments wishing to attend the meeting shall so inform the Office within a time limit set by the Office.

6. The number of Employer and Worker representatives shall be a multiple of four. The Employer and Worker representatives shall be appointed on behalf of the Governing Body by the Employers' and Workers' groups of the Governing Body, respectively.

## ARTICLE 5

### *Advisers; substitutes*

1. Representatives may be accompanied by advisers appointed by the Government or by the Employer or Worker representative to whom they are attached, or by their respective group. The Governing Body may determine the maximum number of advisers to be appointed for each representative.

2. Any adviser who has been authorized to do so by the representative to whom he/she is attached shall have the right to participate in the meeting but not the right to vote or to appoint a substitute.

3. A representative may, by notice in writing addressed to the Chairperson, appoint one of his/her advisers to act as his/her substitute. The notice shall specify the sitting or sittings at which the substitute will act for the representative. In that case, substitutes may take part in the debates and may vote under the same conditions as representatives.

## ARTICLE 6

### *Officers of the meeting*

1. The Officers shall consist of the Chairperson, appointed in accordance with paragraph 2, and three Vice-Chairpersons, respectively elected from among the representatives or their advisers in each of the three groups.

2. The Governing Body shall either appoint one of its regular or deputy members as Chairperson of the meeting, or request the Office to select an independent person with expertise on the matters covered by the agenda and notify the meeting accordingly.

## ARTICLE 7

### *Duties of the Officers*

1. The Chairperson shall preside over the sittings. The Vice-Chairpersons shall preside alternately over the sittings or parts of the sittings at which the Chairperson cannot be present and shall, while presiding, have the same powers as the Chairperson.

2. The Chairperson shall direct the debates, maintain order and ensure the observance of the present Standing Orders, put questions for decision by the meeting, ascertain and announce consensus, or, in the absence thereof, put questions to the vote and announce the results.

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

4. The Chairperson shall have the right to take part in the discussions but shall not vote. The Vice-Chairpersons, when replacing the Chairperson, shall retain their right to vote.

5. The Officers of the meeting shall approve the programme of work of the meeting, and fix the date and time of the sittings of the meeting and of its subsidiary bodies and any time limits for interventions; they shall also report to the meeting on any other questions requiring a decision for the proper conduct of its business.

## ARTICLE 8

### *Admission to the sittings*

Unless the Governing Body or the meeting decides otherwise, the sittings shall be public.

## ARTICLE 9

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

1. No representative or adviser shall 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.

2. Persons representing public international organizations which have been invited by the Governing Body to be represented at the meeting as observers may, with the permission of the Chairperson, address the meeting but not vote or move motions or amendments.

3. Persons representing non-governmental international organizations, with which the ILO has established consultative relationships and with which standing agreements for such representation have been made, and persons representing other non-governmental international organizations which have been invited by the Governing Body to be represented at the meeting, may attend it as observers. The Chairperson may, in agreement with the Vice-Chairpersons, permit such observers to make or circulate statements for the information of the meeting on matters included in its agenda. If agreement cannot be reached, the Chairperson shall refer the matter to the meeting for decision.

4. Meetings which are not open to the participation of all interested governments in accordance with article 4, paragraph 2(b), may be attended by any such governments as observers. Such observers shall be entitled to make one statement to the meeting. Time permitting and due priority being given to representatives, the Chairperson may, in agreement with the Vice-Chairpersons, permit Government observers to make additional statements. If agreement cannot be reached, the Chairperson shall refer the matter to the meeting for decision.

5. The Officers of the Governing Body are entitled to attend the meeting and participate in the proceedings without the right to vote or to move motions or amendments.

6. Members of the secretariat of the Employers' and Workers' groups at the meeting may intervene in the debates.

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

## ARTICLE 10

### *Motions and amendments*

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

2. No motion or amendment shall be discussed unless it has been seconded. If moved by a representative who is the spokesperson of a group, it is deemed to have been seconded.

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

4. Any amendment may be withdrawn by the representative 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 person entitled to participate in the proceedings of the meeting with the right to vote.

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

## ARTICLE 11

### *Resolutions*

1. The meeting may consider draft resolutions concerning matters related to the agenda, provided that priority shall be given to the adoption of the result of the meeting specified by the Governing Body in accordance with article 3 and the content of such resolutions does not duplicate such result.

2. Such resolutions shall be submitted in writing to the secretariat before the end of the first day of the meeting.

## ARTICLE 12

### *Adoption of decisions*

1. Decisions shall normally be taken by consensus. Representatives shall make every effort to reach an agreement that is generally accepted, so that a decision can be adopted without formal objections and without a vote. In such case, any dissenting positions or reservations shall be placed on the record without however constituting an impediment to the adoption of the decision in question.

2. In the absence of consensus duly ascertained and announced by the Chairperson, decisions shall be taken by a simple majority of the votes cast by the representatives present at the sitting and entitled to vote.

3. Voting shall normally be by a show of hands.

4. Every representative shall be entitled to vote individually on all matters which are under consideration by the meeting.

5. A Government representative will be disqualified from voting if the provisions of article 13, paragraph 4, of the Constitution of the International Labour Organization apply.

6. The votes of the representatives shall be weighted so as to ensure a balance of voting strength between the three groups represented if:

- (a) the meeting is open to the participation of all interested governments in accordance with article 4, paragraph 2(b); or
- (b) at least one Government representative is disqualified from voting in accordance with paragraph 5.

7. A vote is not valid if the number of votes cast for and against is less than two-fifths of the total voting power.

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

9. A record vote shall be taken if a request to that effect is made before or immediately after a vote by a show of hands by at least one fifth of the representatives who are present at the sitting and entitled to vote, or by the Chairperson of a group or by his/her duly appointed substitute.

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

11. Any representative who definitively leaves the meeting before its closure and who gives formal notice of his/her departure to the secretariat without authorizing a substitute to act in his/her place shall be regarded as no longer attending the meeting for the purpose of calculating the quorum.

## ARTICLE 13

### *Subsidiary bodies*

1. The meeting may set up subsidiary bodies. Subsidiary bodies shall consist of equal numbers of representatives or advisers appointed by each of the groups, as well as the Chairperson or a Vice-Chairperson of the meeting, who shall preside over the sittings of the subsidiary body.

2. The Chairperson shall determine, after consultation with the Vice-Chairpersons, whether or not meetings of subsidiary bodies are open to observers and shall fix their maximum number. Meetings of subsidiary bodies are not open to the public.

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

ARTICLE 14

*Secretariat*

The secretariat of the meeting is appointed by the Director-General. The secretariat shall provide the necessary administrative and substantive support to facilitate the discussions. The Secretary-General of the meeting represents the Director-General and is the chief of the secretariat.

ARTICLE 15

*Languages*

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

2. Notwithstanding paragraph 1, if the meeting decides to make use of screens to visualize text to be adopted, due to practical limitations, the text may appear in only one language.

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

ARTICLE 16

*Record of proceedings*

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

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

ARTICLE 17

*Autonomy of groups*

Subject to these Standing Orders, each group shall control its own procedure.

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## II. STANDING ORDERS FOR MEETINGS OF EXPERTS

### ARTICLE 1

#### *Scope*

1. These Standing Orders apply to all meetings of experts convened by the Governing Body of the International Labour Office.

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

### ARTICLE 2

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

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

### ARTICLE 3

#### *Agenda and expected outcome*

1. The Governing Body shall establish the agenda of the meeting and shall specify which form the results of its proceedings may take, in particular a code of practice, guidelines or a similar document containing detailed technical guidance on the matters covered by the agenda or, on occasion, conclusions on the matters covered by the agenda.

2. Subject to approval by the Governing Body, such documents may be published as ILO documents and disseminated by the International Labour Office.

### ARTICLE 4

#### *Composition*

1. The Governing Body shall determine the composition of each meeting of experts.

2. The Government group of the Governing Body shall, on the basis of a proposal by the Office, establish the list of member States whose governments are to be invited to appoint experts, and those whose governments are to be included in a reserve list established on a regional basis.

3. The number of experts appointed in accordance with paragraph 2 shall be a multiple of four.

4. If the government of a member State invited to appoint an expert under paragraph 2 declines the invitation or if the government does not reply within a time limit set by the Office, the government of a country from the reserve list shall be invited to do so in replacement.

5. The other experts shall be appointed respectively by the Employers' and Workers' groups of the Governing Body.

6. The persons appointed as experts shall serve in their personal capacity and act and speak in their expert capacity. In appointing those persons the governments and groups of the Governing Body shall be guided by the need to secure the highest possible level of qualifications as well as geographical and gender balance.

## ARTICLE 5

### *Advisers; substitutes*

1. Each expert may be accompanied by one adviser appointed by the government or by the non-government group which has appointed the expert.

2. Any adviser who has been authorized to do so by the expert to whom he/she is attached shall have the right to participate in the meeting but not the right to vote or to appoint a substitute.

3. An expert may, by notice in writing addressed to the Chairperson, appoint his/her adviser to act as his/her substitute. The notice shall specify the sitting or sittings at which the substitute will act for the expert. In that case, substitutes may take part in the debates and may vote under the same conditions as experts.

## ARTICLE 6

### *Officers of the meeting*

1. The Officers shall consist of the Chairperson, selected in accordance with paragraph 2, and three Vice-Chairpersons, respectively elected from among the experts or their advisers in each of the three groups.

2. The Chairperson shall be an independent person with expertise on the matters covered by the agenda selected by the International Labour Office.

## ARTICLE 7

### *Duties of the Officers*

1. The Chairperson shall preside over the sittings. The Vice-Chairpersons shall preside alternately over the sittings or parts of the sittings at which the Chairperson cannot be present and shall, while presiding, have the same powers as the Chairperson.

2. The Chairperson shall direct the debates, maintain order and ensure the observance of the present Standing Orders, put questions for decision by the meeting, ascertain and announce consensus, or, in the absence thereof, put questions to the vote and announce the results.

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

4. The Chairperson shall have the right to take part in the discussions but shall not vote. The Vice-Chairpersons, when replacing the Chairperson, shall retain their right to vote.

5. The Officers of the meeting shall approve the programme of work of the meeting, and fix the date and time of the sittings of the meeting and of its subsidiary bodies and any



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time limits for interventions; they shall also report to the meeting on any other questions requiring a decision for the proper conduct of its business.

## ARTICLE 8

### *Admission to the sittings*

Unless the Governing Body or the meeting decides otherwise, the sittings shall be public.

## ARTICLE 9

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

1. No expert or adviser shall 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 signalled their desire to speak.

2. Persons representing public international organizations which have been invited by the Governing Body to be represented at the meeting as observers may, with the permission of the Chairperson, address the meeting but not vote or move motions or amendments.

3. Persons representing non-governmental international organizations with which the International Labour Organization has established consultative relationships, and with which standing agreements for such representation have been made, and persons representing other non-governmental international organizations which have been invited by the Governing Body to be represented at the meeting may attend it as observers. The Chairperson may, in agreement with the Vice-Chairpersons, permit such observers to make or circulate statements for the information of the meeting on matters included in its agenda. If agreement cannot be reached, the Chairperson shall refer the matter to the meeting for decision.

4. Unless the Governing Body or the meeting decides otherwise, interested governments may attend the meeting as observers. Such observers shall be entitled to intervene in the meeting once. Time permitting and due priority being given to experts, the Chairperson may, in agreement with the Vice-Chairpersons, permit government observers to make additional statements. If agreement cannot be reached, the Chairperson shall refer the matter to the meeting for decision.

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

6. Members of the secretariat of the Employers' and Workers' groups at the meeting may intervene in the debates.

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

ARTICLE 10

*Motions and amendments*

1. Motions as to procedure may be moved verbally, without previous notice and without having been seconded.
2. No motion or amendment shall be discussed unless it has been seconded. If moved by an expert who is the spokesperson of a group, it is deemed to have been seconded.
3. The Chairperson, after consultation with the Vice-Chairpersons and the secretariat of the meeting, may set time limits for the submission of amendments.
4. Any amendment may be withdrawn by the expert who moved it unless an amendment to it is under discussion or has been adopted. Any amendment so withdrawn may be moved without previous notice by any other person entitled to participate in the proceedings of the meeting with the right to vote.
5. Any expert may at any time draw attention to the fact that the Standing Orders are not being observed, and the Chairperson shall give an immediate ruling on any question so raised.

ARTICLE 11

*Adoption of decisions*

1. Decisions shall normally be taken by consensus. Experts shall make every effort to reach an agreement that is generally accepted, so that a decision can be adopted without formal objections and without a vote. In such cases, any dissenting positions or reservations shall be placed on the record without, however, constituting an impediment to the adoption of the decision in question.
2. In the absence of consensus duly ascertained and announced by the Chairperson, decisions shall be taken by a three-fourths majority of the votes cast by the experts present at the sitting, with the exception of decisions on purely procedural questions which shall require only a simple majority.
3. Voting shall normally be by a show of hands.
4. Every expert shall be entitled to vote individually on all matters which are under consideration by the meeting.
5. A vote is not valid if the number of votes cast for and against is less than two-fifths of the total voting power.
6. Where there is doubt as to the result of a vote by a show of hands, the Chairperson may immediately take a record vote. He/she shall proceed to a record vote when the quorum has not been obtained in a vote by a show of hands.
7. A record vote shall be taken if a request to that effect is made before or immediately after a vote by a show of hands by at least one-fifth of the experts who are present at the sitting and entitled to vote, or by the Chairperson of a group or by his/her duly appointed substitute.
8. The vote shall be recorded by the secretariat and announced by the Chairperson.

9. Any expert who definitively leaves the meeting before its closure and who gives formal notice of his/her departure to the secretariat without authorizing a substitute to act in his/her place shall be regarded as no longer attending the meeting for the purpose of calculating the quorum.

## ARTICLE 12

### *Subsidiary bodies*

1. The meeting may set up subsidiary bodies. Subsidiary bodies shall consist of equal numbers of experts or advisers appointed by each of the groups, as well as the Chairperson or a Vice-Chairperson of the meeting, who shall preside over the sittings of the subsidiary body.

2. The Chairperson shall determine, after consultation with the Vice-Chairpersons, whether or not meetings of subsidiary bodies are open to observers and shall fix their maximum number. Meetings of subsidiary bodies are not open to the public.

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

## ARTICLE 13

### *Secretariat*

The secretariat of the meeting is appointed by the Director-General. The secretariat shall provide the necessary administrative and substantive support to facilitate the discussions. The Secretary-General of the meeting represents the Director-General and is the chief of the secretariat.

## ARTICLE 14

### *Languages*

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

2. Notwithstanding paragraph 1, if the meeting decides to make use of screens to visualize text to be adopted, due to practical limitations, the text may appear in only one language.

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

## ARTICLE 15

### *Record of proceedings*

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

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

## ARTICLE 16

### *Autonomy of groups*

Subject to these Standing Orders, each group shall control its own procedure.