



Governing Body

344th Session, Geneva, March 2022

Institutional Section

INS

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Second item on the agenda

Arrangements for the 344th Session of the Governing Body, including for the hearings of candidates and the election and appointment of the Director-General

1. Since the outbreak of the pandemic, official meetings, including the sessions of the Governing Body, have been held in a virtual format, with limited in-person participation as the circumstances have permitted. The rules and logistics for those meetings have been adjusted overtime through the adoption of special procedures or exceptions to applicable Standing Orders. In the case of the Governing Body, special arrangements and rules of procedure have been in place since the 340th Session, in October 2020.
2. Further to informal consultations, and considering the widespread easing of COVID-related travel restrictions, there seems to be consensus that the regular and deputy members of the Governing Body should be invited to attend the 344th Session in person, in particular to conclude the electoral process for the appointment of the eleventh Director-General in private sitting.
3. Sanitary conditions prevailing in late February permit the physical presence at the Session in Geneva of the Employer and Worker regular and deputy members, and a limited number of representatives of each Government regular and deputy member. This would allow for the in person conduct of the hearings and election. However, with respect to the other business of the Governing Body, it would still be necessary to provide for the remote participation of additional representatives of Government regular and deputy members, as well as observers

from Governments that are not members of the Governing Body, from invited international intergovernmental and non-governmental organizations, and from the groups.

4. The Officers of the Governing Body therefore recommend that the *Special arrangements and rules of procedure for virtual sessions of the Governing Body of the ILO* continue to apply to the 344th Session, with a few modifications to paragraphs 8, 9, 15, 16 and 17 highlighted in Appendix A.
5. Depending on the evolution of travel and sanitary constraints, the number of persons present during the session could be increased to include additional representatives of Government members and, if possible, observers from the three groups and invited international organizations. All necessary measures would continue to be taken to assure safe and healthy conditions for participants and staff present on ILO premises.
6. With respect to the hearings of candidates and the election of the Director-General which take place in private sitting, the Officers recommend that they be organized face to face, with no remote participation. The Officers accordingly recommend that a separate set of arrangements specific to the election process, as proposed in Appendix B, be adopted for the hearings of candidates and the election of the Director-General. This proposed process and arrangements have been prepared taking into account the practice followed since the adoption, in 2011, of the current *Rules governing the appointment of the Director-General of the ILO*, as adjusted to address COVID-related restrictions.
7. If before the start of the Session there are major travel restrictions (such as travel bans or mandatory quarantines in Geneva or the place of residence of Governing Body members) that would compromise the ability of any group to ensure adequate physical presence of at least their full voting strength, a new decision will need to be taken which will allow remote participation in the hearings of candidates and the election of the Director-General.
8. If, as proposed, the 344th Session, with the exception of the private sittings devoted to the hearings and the election, continues to be organized with a limited number of plenary sittings of limited duration, it could prove necessary to extend the approved duration of the Session to Saturday, 26 March 2022.
9. As in previous virtual sessions, the Officers of the Governing Body, in consultation with the tripartite Screening Group, determine the items that could be decided by correspondence before the Session, and fix a tentative programme of work for items retained for discussion during the Session.

► Draft decision

10. The Governing Body, by correspondence:

- (a) **decided to extend the *Special arrangements and rules of procedure applicable to virtual sessions of the Governing Body* to the 344th Session with the modifications contained in Appendix A to document GB.344/INS/2;**
- (b) **requested its Officers to keep the situation under review to determine, in consultation with the tripartite Screening Group, whether and to what extent the presence of tripartite constituents could be increased for the Session;**
- (c) **decided that the hearing of candidates and the election of the Director-General in private sitting should take place in person, and approved the process and**

arrangements contained in Appendix B to document GB.344/INS/2 for the hearings of candidates and the election and appointment of the Director-General;

- (d) requested its Officers to prepare proposals for a new decision if at any time before or during the Session the sanitary and travel situation makes it necessary to provide for the remote participation of Governing Body members in the hearings of candidates or the election and appointment of the Director-General; and**
- (e) decided to extend the duration of the 344th Session of the Governing Body until Saturday, 26 March 2022.**

► Appendix A

Special arrangements and rules of procedure for hybrid sessions of the Governing Body of the ILO, approved for its 344th Session (March 2022)

The Standing Orders of the Governing Body shall continue to apply in full except to the extent that they are inconsistent with the special arrangements and rules of procedure set out below, in which case the Governing Body's decision to adopt these arrangements and rules shall be deemed as a decision to suspend the relevant provisions of the Standing Orders.

Given the exceptional character of these arrangements and rules, should the need arise, the Governing Body may modify them on the recommendation of its Officers, after consulting the Government group regional coordinators.

Accreditation

1. Accreditation shall continue normal practice, that is Government members of the Governing Body shall communicate in writing the list of their representatives to the secretariat of the Governing Body. The secretariats of the Employers' and Workers' groups shall also communicate in writing the list of the regular and deputy members attending the session, including any substitute in replacement of a regular or deputy member, as well as the members of their secretariats.
2. Governments that are not members of the Governing Body and other observers with a standing invitation to attend Governing Body sessions shall also send in writing to the secretariat of the Governing Body credentials for their authorized representatives.
3. To enable secure access to join the session remotely through the relevant virtual platform, the provision of an individual email will be required upon submission of the credentials of Governing Body members and observers. The same email will be used to communicate the personal codes necessary to participate in any electronic vote and to enable access to the ILO Events APP that will be used throughout the session to announce the programme, transmit documents and enable participants to communicate with each other during and outside plenary and group meetings.
4. In order to ensure that the information provided in the credentials of Governments, in particular the email addresses of their participants, is accurately entered in the various systems (virtual platforms, electronic voting, ILO Events APP), credentials should be submitted using a prescribed form.
5. In view of the maximum capacity of 1,000 participants in the virtual platform that will be used for plenary sittings of the Governing Body, the maximum number of representatives who will be given access to the platform in each category shall be as follows:
 - Government regular and deputy members of the Governing Body: up to 16 representatives (that is the same number as for face-to-face meetings).
 - Employer and Worker regular and deputy members (or their substitutes): 14 regular and 19 deputy members in each group.

- Employers' and Workers' group secretariats, substitute members not replacing regular or deputy members or other persons invited as observers by the groups: 25 in each group.
 - Observer governments (non-Governing-Body members and ILO non-Member States, and the Palestinian Authority): five representatives each.
 - Observers from invited international intergovernmental and non-governmental organizations: five representatives each.
6. Should the above limits prove insufficient to keep the number of participants within 1,000, the Officers of the Governing Body shall decide whether and to what extent the number of observer delegations with access to the platform should be reduced. Any accredited participants in excess of the above limits or new limits set by the Officers of the Governing Body will be entitled to follow the proceedings of the Governing Body through a separate platform.
 7. Regarding group meetings (employer, worker and government regional groups), the virtual platform permits a maximum of 500 participants in each group. Unless any particular group considers it necessary to establish restrictions, all persons accredited to the session by the groups (whether or not they are members of the Governing Body) will be granted access to participate remotely in the meetings of their respective groups.
 8. Credentials of Governing Body members and observers should reach the secretariat in the prescribed form no later than one week before the opening of the session, ~~so that the Officers can determine whether any limitation in the number of members of observer delegations is required, and the secretariat can send the relevant access codes to each accredited participant.~~

Attendance

Physical attendance

9. Subject to the travel, sanitary and safety situation in force prevailing in Geneva, the following persons will have access to the ILO premises and meeting rooms during the Session:
 - the Chairperson of the Governing Body and any member to whom the Chairperson may have assigned chairing functions for a sitting or segment of the session; ~~will have access to the Governing Body meeting room for the purpose of chairing plenary sittings. If the travel, sanitary and security situation permits,~~
 - the Vice-Chairpersons of the Governing Body;
 - 112 Government representatives distributed between the regional groups in the same proportion as the regional distribution of regular and deputy Government seats;
 - the 14 regular members and the 19 deputy members of the Employers' and Workers' groups;
 - nine representatives from each of the secretariats of the Employers' and Workers' groups;
 - the Chairperson and Vice-Chairperson of the Government Group or their respective representatives; and
 - the six regional coordinators or their respective representatives.; and

~~the secretariats of the Employers' and Workers' groups, the officers of the Government group and the Regional Coordinators will have access to the ILO premises for the purpose of facilitating group meetings.¹~~

Remote attendance

10. Governing Body members and invited observers may join the plenary sittings remotely through a closed virtual platform. These participants will be able to listen to other speakers and address the meeting in any of the seven working languages of the Governing Body (Arabic, Chinese, English, French, German, Russian and Spanish) and to communicate in writing with the Clerk and individual participants, through the chat function in the platform.
11. Group meetings are private and therefore only accessible remotely to those participants authorized by each group. Authorized participants will be able to take the floor and listen to other participants in the traditional working languages of each group, and to interact through the chat.
12. Separate access codes or links will be required to attend public sittings of the session, and any private sitting and group meetings through the closed platform specific to each of these three meeting types. Individual access links will be communicated separately to each participant according to their attendance rights and will be valid for the entire duration of the session. It is the responsibility of each registered participant to keep their access code confidential and to abstain from sharing it with any other person, even within the same delegation.
13. Accredited persons in excess of the limits mentioned in paragraphs 5 and 6 above will be provided access to a separate virtual platform on request, allowing them to follow the debates, but with no possibility of addressing the meeting or interacting with other participants. The media and interested members of the public may also be provided with access to such a separate virtual platform.
14. If the Officers, following consultations of the Chairperson with the Government group, decide that any specific plenary sitting of the Governing Body or parts thereof should be accessible to the public at large without registration, the Office will webcast them in the language of the speaker (or its interpretation in English, French or Spanish) through the ILO's public website.

Programme

15. To ensure the most equitable participation possible for participants from different time zones, all plenary sittings will be organized between 1 p.m. noon and 54:30 p.m. Geneva time, unless extended sittings are exceptionally required on Thursday, 24 March or Saturday, 26 March 2022 to complete the business of the Session. A maximum of 12 plenary sittings will be scheduled, including if necessary on Saturdays.
16. ~~For g~~Group meetings during the session will be organized before or after the core hours above ~~s with members from different time zones that need to hold their group meetings also within~~

¹ Following consultation with the tripartite Screening Group, it was agreed that if the situation permits, and subject to the maximum capacity of the Governing Body room, the following persons could also be present in the room during the 343rd Session (November 2021): the Employer and Worker Vice-Chairpersons, together with the spokespersons and secretariats of their respective groups; the Chairperson and Vice-Chairperson of the Government group or their representatives, and two persons from each regional group represented in the tripartite Screening Group. Other government representatives could also have access to the ILO building during the session to attend their respective group meetings, subject to the maximum capacity of the meeting room assigned to each regional group.

~~the core hours above, a maximum of one and a half hours will be devoted to group meetings so as to ensure sufficient time for plenary sittings.~~ Group meetings with interpretation can also be organized ~~upon request outside these core hours as well as~~ for the weeks before the start of the session, including during weekends if necessary.

17. The consultations referred to in paragraph 33(f) below should be organized as far as possible taking into account the time zone of any remote participant from a government with no physical presence in Geneva.
18. Group meetings and plenary sittings will be announced through the Governing Body website and ILO Events APP. In the case of plenary sittings, information will include the items scheduled for discussion with links to relevant documents, the estimated duration of the discussion for each item, as well as any applicable time limit for group and individual interventions.
19. As soon as practicable, and no later than three weeks prior to the opening of the session, the Officers, after consulting the tripartite Screening Group, will fix the tentative programme for the session, including the approximate duration for the discussion of each item and corresponding time limits for prepared statements and for other interventions, as well as the date at which items considered by correspondence should be submitted to the Governing Body for decision.

Conduct of debates

Time management and administration of the right to speak

20. In view of the limited number of plenary sittings, and the need to make the best use of the time available, the following principles shall apply:
 - (a) To the extent possible, the position of Governing Body members on each item of the agenda should be expressed through group statements made by the spokesperson for the group.
 - (b) Individual statements should, to the extent possible, be limited to situations where they differ from the group to which the member belongs or where they add a perspective not covered by the group statement that is relevant in the decision-making process.
 - (c) Time limits for group and individual statements, as determined under paragraph 19 above, will be strictly enforced.
 - (d) Except in the limited cases referred to in article 1.8 of the Standing Orders, requests for the floor from States which are not members of the Governing Body or other observers shall be made 24 hours before the start of the sitting at which the agenda item is scheduled, and shall include the text of the statement which should be provided in any of the three official languages and not exceed 700 words. The Officers shall determine if the statement should be delivered orally and under what time limit, or if it should be made available to the Governing Body in writing in the language of the submission and included in summary form in the minutes of the session.
 - (e) Requests to deliver prepared statements shall be made in writing one hour before the opening of the sitting at which the item is scheduled for discussion. This will allow the display of the list of registered speakers and a better assessment of the time needed for each discussion.
 - (f) Requests for the floor from remote participants during plenary sittings should be made using the chat function in the virtual platform with an indication of the item to which the

member wishes to speak, or in the case of procedural interventions, the type of intervention to be raised (for instance point of order, request for right of reply, motion as to procedure).

Duties of the chairing officer

21. The Chairperson of the Governing Body will preside over the sittings of the Governing Body, unless he assigns the chairing functions for a given segment or section or a specific sitting or agenda item to a regular or deputy member of the Governing Body, in accordance with paragraph 2.2.5 of the Standing Orders. Intended designations will be communicated to the other two Officers in advance and announced to the members of the Governing Body.
22. In conducting the debates, the chairing officer shall have discretion in according or withdrawing the right to address the sitting and administering any motion as to procedure or requests for the right to reply, which he/she may postpone to another sitting in the interest of strict time management.
23. Interruption of sittings for negotiations should be avoided. These should take place outside of the hours reserved for plenary sittings, except those inevitably required for consensus-building efforts referred to in paragraph 33.
24. When considering matters of a ceremonial nature, such as obituaries, the chairing officer may decide that comments or statements be submitted in writing.
25. Consistent with the powers of the Chairperson under paragraph 2.2.2 of the Standing Orders and paragraph 22 above to withdraw the right to address the Governing Body in oral statements, the Chairperson may determine whether and to what extent any written comment submitted in the context of decisions made by correspondence under paragraphs 28(c) to 31 below should be published, in consultation as appropriate with the two Vice-Chairpersons and the parties concerned.

Decision making

Decisions by correspondence

26. In the context of the COVID-19 response, since March 2020 the Governing Body has been taking a series of decisions by correspondence on urgent, non-controversial or routine matters. This has proved a particularly efficient and pragmatic way of taking decisions in these exceptional circumstances.
27. The Officers, after consulting the tripartite Screening Group, may recommend to the Governing Body that one or several items on the agenda be submitted for a decision by correspondence. The proposed draft decision of any such item shall be subject to consultation with the Screening Group prior to its submission for decision by correspondence.
28. Decisions by correspondence shall be taken in accordance with the following procedure:
 - (a) All Governing Body members (regular and deputy members) are invited to express in respect of each proposed draft decision whether they: (i) agree with the proposal; (ii) do not agree with the proposal but without seeking to block consensus; or (iii) do not agree with the proposal to the extent of blocking consensus. The absence of a response to a draft decision shall be considered support for the decision, that is the equivalent of remaining silent during a discussion in the Governing Body room. Where there is no

- obstacle to consensus, the chairing officer shall announce the decision made without indication of the individual responses.
- (b) Where consensus is not reached, the Officers, after consulting the tripartite Screening Group, will determine whether the item should be referred to the Governing Body (during the same session or to a future session) or submitted to a vote by correspondence. In such cases, only regular members shall be invited to indicate whether they agree, disagree or abstain with respect to each proposal. The absence of response shall be considered an abstention. The decision thus made will be announced together with an indication of the responses received from each regular member, that is the results will be included in the minutes in the same manner as a roll call.
 - (c) In both processes, members may submit in writing (in one of the three official languages) an explanation of their response, including guidance to the Office. Such explanation or guidance should not exceed 700 words and will be made available in the language of submission. Any members wishing to comment on any such explanation or guidance may do so in writing within seven days (in one of the three official languages), not exceeding 700 words, for distribution in the language of submission. Explanations, guidance and comments received will be included in summary form in the minutes of the session.
29. Requests from States which are not members of the Governing Body or other observers (within the meaning of paragraph 1.8.3 of the Standing Orders) to submit written comments on any draft decision that may affect their interests or where the document submitted for decision by correspondence refers specifically to them shall be made in writing within the time limit set for the receipt of responses to agenda items submitted for a decision by correspondence. Such requests shall include the text of the comments in any of the three official languages and not exceed 700 words. Subject to permission being granted by the Officers, the comments shall be published in the language of submission and included in summary form in the minutes of the session.
 30. Requests for the right to reply (within the meaning of article 5.8 of the Standing Orders) to comments made in writing in accordance with paragraph 28(c) and 29 above, shall also be submitted in writing in any of the three official languages within seven days after their publication. They shall not exceed 700 words and, subject to the authority of the Chairperson under paragraph 25 above, shall be published in the language of submission and included in summary form in the minutes of the session.
 31. The Office shall bring to the attention of the Chairperson of the Governing Body any written comment, or written request for the right to reply, which in its view could have given rise to a point of order had the comments or right of reply been delivered orally in session. In such case the Chairperson shall consider the matter in accordance with paragraph 25 above.
 32. All decisions by correspondence shall be announced by the Chairperson and shall be included in the minutes of the Governing Body session.

Decisions during plenary sittings and submission of amendments

33. To enable effective decision-making while promoting consensus building, items on the agenda scheduled for discussion will be dealt with as follows:
 - (a) Any Governing Body member or group wishing to submit an amendment to any decision point proposed in a Governing Body paper must do so in one of the three official languages at least 48 hours prior to the scheduled commencement of the sitting at which the item is to be discussed.

- (b) Any proposed subamendment (namely an amendment to an amendment submitted under (a)) must be submitted in one of the three official languages at least 24 hours prior to the scheduled commencement of the sitting at which the item is to be discussed.
- (c) All amendments and subamendments will be translated and distributed in the three official languages as soon as they are received.
- (d) On each item, the chairing officer shall invite the Workers', Employers' and Government delegates to intervene and address the item under consideration and any amendments and subamendments received for that item. In accordance with usual Governing Body practice, the chairing officer shall invite the representatives of the Workers' and Employers' groups to speak in response to the interventions and may also grant the floor to any Government seeking to respond to the debate.
- (e) Where consensus is apparent following this first round of interventions on an item, the chairing officer shall conclude the item.
- (f) Where consensus within the meaning of paragraph 46 of the Introductory Note to the Governing Body Standing Orders is not apparent after the first round of interventions, the chairing officer shall adjourn the debate on the item to allow for further consultations with a view to finding consensus on a decision point. Based on those consultations, the Office shall circulate in the three official languages a revised draft decision as early as practicable before the discussion of the item is resumed.
- (g) Upon the resumption of the discussion, the chairing officer may conclude the item on the basis of consensus, or provide additional time for consultations if he or she considers together with the Vice-Chairpersons that there is still opportunity for reaching an agreement that is generally accepted. In the case it becomes clear that despite all reasonable efforts, objection by a Governing Body member does not permit the chairing office to determine the existence of an agreement that is generally accepted and proceed to conclude the item, the chairing officer may, ultimately, put the decision point to a vote:
 - (i) by show of hands electronically at any time during the session;
 - (ii) by a roll call electronically at any time during the session; or
 - (iii) by correspondence after the final plenary sitting in accordance with the procedure set out in paragraph 28(b) above (i.e. the procedure foreseen in the second stage of a vote by correspondence).
- (h) In a vote by show of hands, only the final voting figures for the entire Governing Body and for each of the three constituents' groups (total number of votes in favour, total number of votes against, total number of abstentions as well as the majority required) shall be announced by the Chairperson and reflected in the minutes of the session. In a vote by roll call, the final voting figures shall be immediately announced; these indications shall subsequently be published in the minutes together with a list of Governing Body members who have voted, showing how each has voted. Decisions shall be made by simple majority of the votes cast and the quorum, as defined in article 6.3 of the Standing Orders, shall apply.

▶ Appendix B

Proposed process and arrangements for the hearings of candidates and the election and appointment of the Director-General

1. Hearings (14 March 2022)

Date of the hearings

1. At its 342nd Session (June 2021),¹ the Governing Body foresaw two consecutive days for the hearings in case the number of candidatures received would not make it possible to conduct them in a single day. Since there are five candidates, the first day, namely, Monday, 14 March 2022, appears sufficient to conduct the hearings of all candidates.

Admission to the hearings

2. In accordance with paragraph 12 of the Rules governing the appointment of the Director-General *of the ILO*,² hearings of the candidates shall be conducted at a private sitting held prior to the election.
3. To ensure that physical access to the room where the private sitting will be held is restricted to Governing Body members and authorized persons, special badges will be distributed as follows:
 - **Green badges – Governing Body members and officers and secretariats of the groups:**
 - 56 transferable badges for Government members, according to the distribution determined by the Government Group;
 - One non-transferable, nominative badge per Employer regular and deputy member of the Governing Body;
 - One non-transferable, nominative badge per Worker regular and deputy member of the Governing Body;
 - One transferable badge per officer of the Government Group: Chairperson, Vice-chairperson and spokespersons of Africa, the group of Latin American and Caribbean countries (GRULAC), Asia and Pacific group (ASPAG), group of industrialized market economy countries (IMEC), Western Europe and Eastern Europe;
 - Two transferable badges for each of the Workers' and Employers' group secretariats.
 - **Red badges – Secretariat staff servicing the hearings, including interpreters and operators.**

¹ GB.341/INS/15.

² See Annex III of the *Compendium of rules applicable to the Governing Body* (March 2019).

- **Orange badges – additional representatives to follow the private sittings for the hearings of candidates and for the election of the Director-General from an overflow room:**
 - 56 transferable badges for Government members, according to the distribution determined by the Government Group;
 - Seven transferable badges for each of the Employers' and Workers' group secretariats.

Conduct of the hearings

4. In order to ensure an orderly and proper conduct of the hearings, participants must refrain from recording (audio or video) the proceedings and from commenting on social media; and must use parliamentary language during the hearing.
5. In accordance with paragraph 12 of the *Rules governing the appointment of the Director-General of the ILO*, the order of appearance of candidates in the hearing will be drawn randomly by the Chairperson of the Governing Body before the start of the Session.
6. The hearing of each of the five candidates will be organized as follows:
 - **First part (40 minutes):**
 - Presentation by the candidate: 5 minutes.
 - Employers' group questions: 4 minutes.
 - Workers' group questions: 4 minutes.
 - Government group questions: 8 minutes.
 - Candidate's response: 19 minutes.
 - **Second part (20 minutes):**
 - Workers' group questions: 2 minutes.
 - Employers' group questions: 2 minutes.
 - Government group questions: 4 minutes.
 - Candidate's response and concluding remarks: 12 minutes.
7. Each constituent group will determine how it will organize its questions and will communicate to the Secretariat by 10 a.m. on 14 March 2022 the names of the members present in the room who will ask the questions, the order in which they should be called, and the time allocated for each question within the minutes available to each group.
8. The time allocated for the presentation, questions and answers will be monitored and enforced using time management devices.
9. The private sitting will open on 14 March at 10.30 a.m. and will follow the following programme:
 - 10:30 a.m.–11:30 a.m. Candidate A
 - 11:40 a.m.–12:40 p.m. Candidate B
 - 2:00 p.m.–3:00 p.m. Candidate C
 - 3:10 p.m.–4:10 p.m. Candidate D
 - 4:20 p.m.–5:20 p.m. Candidate E

2. Election (25 March 2022)

Date of the ballot

10. The secret ballot will be held in a private sitting of the Governing Body at 10 a.m. on Friday, 25 March 2022 and will last as long as required to conclude the election, with at least 45-minute breaks between each round to allow for consultations, as determined by the Chairperson of the Governing Body, in consultation with the two Vice-Chairpersons.

Admission to the ballot

11. Admission to the main and overflow rooms will be limited in the same manner as for the hearing and will be controlled using the same badge system. The candidates will not be admitted to the room during the private sitting. Each candidate will, however, be invited to designate a representative to observe the conduct of the ballot as long as the candidate is still on the ballot.
12. Doors will remain closed during each ballot; video or audio recording of proceedings will not be authorized, nor will the posting of comments on social media.
13. At the conclusion of the election, the private sitting will close and after a short break the Governing Body will resume in a public sitting to formally declare the election result and appoint the ILO Director-General. The Director-General elect will be invited to make and sign a declaration of loyalty and to speak. The public sitting will be broadcast through the ILO website.

Ballot papers

14. The name of the five candidates will appear on the first ballot paper in the alphabetical order of the candidates' family name, with a box next to each candidate's name. Voters must cross or tick the box next to their preferred candidate, and fold and place the ballot paper in the ballot box.
15. Ballots in which more than one candidate has been ticked or containing any other mark shall be void. Voters not wanting to vote for any candidate should leave the ballot paper blank, but still fold and place their ballot paper in the ballot box.
16. At the conclusion of each ballot, a new ballot paper will be prepared with the names of the remaining candidates.

Ballot process

17. Three voting booths will be available in the room.
18. The Clerk will call the members of the Governing Body entitled to vote as follows: Governments will be called first in the French alphabetical order of the 28 Member States holding regular seats (or of a State holding a deputy seat appointed to vote on behalf of a regular member in accordance with article 6.1 of the ILO *Standing Orders of the Governing Body*), followed by the 14 Employer and 14 Worker regular members, or their designated deputy members in accordance with article 1.5.3(b) of the *Standing Orders of the Governing Body*, by their family name.
19. The name of any Government, Employer and Worker deputy member appointed to take part in the ballots on behalf of a regular member shall be provided to the Chairperson of the Governing Body no later than 6 p.m. (Geneva time) on 24 March 2022.

20. As they are called, Governing Body voting members will be issued with a ballot paper initialled by the Clerk. The voters will complete their ballot in a voting booth and fold and place the ballot in the ballot box. Voters may not be accompanied to the voting booth.
21. If a voter makes an error on their ballot paper before placing it in the box, they will be able to replace it with a new ballot paper from the Clerk. The Clerk will destroy the original ballot paper before issuing a new one.
22. In the event that a voting member is unable to be physically present to vote and there is no deputy member available to replace them, they may exercise their voting right either through a public notary mandated to that effect by the Officers of the Governing Body or through another voting member present in the room, designated by the member in question. The public notary or the designated member will collect the ballot paper and cast the vote on behalf of the designating member. Any request to vote by proxy or through the public notary should be addressed to the Chairperson of the Governing Body as early as possible before the vote.
23. One scrutineer will be appointed from their membership by the Government group, the Employers' group, and the Workers' group. At the conclusion of each ballot, the votes will be counted, in the room, by the three scrutineers with assistance from the Clerk. The Chairperson will adjudicate any dispute relating to the validity of the ballot papers and announce the result of each ballot immediately after the count of votes, indicating which candidates will progress to the next ballot. The results of each ballot will be shown on screens in the room and the list of candidates progressing through each round will be published on the ILO website and the ILO Events APP.
24. The representative of each candidate invited to observe the process will be seated close to the podium. They will be prohibited from interacting with members of the Governing Body or ILO staff during the conduct of any ballot and may raise any issue of concern only with the Chairperson of the Governing Body.

3. Appointment of the Director-General

25. Article 4.6(a) of the Staff Regulations provides that the Director-General shall be appointed for a period of five years. As already decided by the Governing Body in March 2021,³ the five-year term of the Director-General elect will run from 1 October 2022 to 30 September 2027.
26. It is proposed that the conditions of employment of the Director-General approved by the Governing Body in March 2012,⁴ and confirmed in October 2016 for Mr Ryder's second term,⁵ remain the same. Such conditions are based on existing arrangements and provisions for similar appointments in other United Nations specialized agencies, namely:
 - (a) net base salary equal to that of the Administrator of the United Nations Development Programme (UNDP);
 - (b) Geneva post adjustment as determined by the International Civil Service Commission;
 - (c) a representation allowance of 40,000 Swiss francs (CHF) per year;
 - (d) a housing allowance, covering rent and fixed charges, of a maximum of CHF12,000 per month;

³ GB.341/INS/15, [Decision](#).

⁴ GB.313/INS/13/7, [Decision](#).

⁵ GB.328/INS/1.

- (e) all other allowances and benefits accruing to staff members in the Professional and higher categories in accordance with the Staff Regulations of the ILO;
 - (f) participation in the United Nations Joint Staff Pension Fund (UNJSPF) at the pensionable remuneration rate applicable to the Administrator of the UNDP, or the supplement for pension arrangements applicable to ungraded officials in the UN common system who decide not to participate in the UNJSPF (United Nations General Assembly resolution 47/203).
27. The Chairperson will sign the letter of appointment of the Director-General on behalf of the Governing Body.