



International Labour Conference

110th Session, Geneva, 2022

Date: 25 April 2022

► Operational arrangements for the 110th Session of the International Labour Conference (27 May–11 June 2022)

Introduction

1. These arrangements are specific to the 110th Session of the Conference and exceptional in nature in the light of the context, which is marked by remaining sanitary and travel restrictions due to the COVID-19 pandemic and a shortage of meeting rooms in Geneva due to renovation works of the United Nations conference facilities.
2. Appendix A specifies the provisions of the Standing Orders of the Conference which should be suspended to implement the proposed arrangements throughout the entire session. Appendix B contains a tentative programme of work for the session.

I. Accreditation and registration at the Conference

3. Accreditation will follow normal practice through the use of the online system to communicate the composition of tripartite delegations from Member States. The same online accreditation system will be made available for official international organizations and invited international non-governmental organizations.
4. To enable secure access to join the Conference remotely, the provision of an email address specific to each participant will be required at the time of submission of credentials by Member States and observers. The same email address will be used to communicate the personal codes necessary to participate in the electronic votes, use the online system for submitting amendments and access to the ILO Events App (used to announce the programme, transmit documents and enable participants to communicate with each other). Email addresses are therefore equally required for in-person participants.
5. Due to the space limitations in meeting rooms, tripartite delegations will be limited, as at the 109th Session (2021), to representatives with an institutional role at the Conference (with active participation rights under the Standing Orders of the Conference), namely to the following:
 - Government representatives:
 - two delegates;

- 24 advisers, including those appointed as substitute delegates (two per delegate for each of the technical items on the agenda as well as the standing item III (Information and reports on the application of Conventions and Recommendations));
 - any attending minister (article 2(2)(a) of the Standing Orders) wishing to address the plenary (note: any minister wishing to participate in committees should be accredited among the delegates and advisers);
 - Employer and Worker representatives:
 - one delegate each;
 - 12 advisers each, including those appointed as substitute delegates (two for each technical item on the agenda as well as standing item III).
6. It is expected that Member States will ensure the presence in Geneva of national delegations that are fully tripartite and balanced as regards the number of advisers accompanying the respective tripartite delegates.
 7. Persons without an institutional role at the Conference (those without active participation rights under the Standing Orders of the Conference), will not be accredited. They will be able to follow the discussions remotely as members of the general public. They should therefore not be included in the credentials of delegations. This concerns in particular other persons accompanying a delegation (such as representatives of states or provinces, or of legislative or judiciary bodies) appointed in accordance with article 2.2(d) of the Standing Orders. Groups may request that such persons be given remote access to their meetings. While officials accompanying ministers or secretaries of State under article 2.2(a) of the Standing Orders will also not be accredited at this session, special protocol badges for the exclusive purpose of allowing a maximum of two non-accredited persons accompanying Ministers or other dignitaries to access the Conference premises for the plenary sittings of 6–9 June, the World of Work Summit on 10 June, and the closing ceremony on 11 June. In-person attendance by Ministers should be announced to the host country authorities at least one week in advance facilitate security arrangements.
 8. The deadline for submitting credentials will be **Friday, 6 May 2022**. Given the time required for the Swiss authorities to issue visas for Switzerland, the ILO may not be able to support visa applications for delegates whose credentials are submitted after this date.
 9. As in 2021, all accredited delegates and advisers will be considered registered as attending the Conference. Those attending in person will be required, upon their arrival, to register as physically present to receive the badge giving them access to the Conference facilities. For planning purposes as regards room capacity, governments will be invited to confirm the physical presence of delegates and advisers when submitting the credentials of the tripartite delegation.

II. Physical and remote attendance

10. The session will operate within normal Geneva working hours with two daily sittings (11 a.m.–1 p.m. and 3.30–6.30 p.m.).¹ Extended sittings will be avoided to the extent possible.

¹ The schedule of the Committee on the Application of Standards is subject to ongoing informal tripartite consultations on its working methods.

Should these become necessary, they will be announced in advance. Group meetings will be scheduled outside of these hours.

11. All committees of the Conference will meet physically in Geneva (Palais des Nations and ILO headquarters building) with the exception of the Finance Committee, which will meet entirely virtually. Accordingly, the following committees will be open to in-person attendance by registered delegates and advisers and the secretariats of the Employers' and Workers' groups:
 - Committee on the Application of Standards
 - Standard-Setting Committee
 - Recurrent Discussion Committee
 - General Discussion Committee
 - General Affairs Committee.
12. For committees, the following rooms are available (maximum occupancy without sanitary restrictions): (i) at the Palais des nations: XIX (720), XXI (322) and XVIII (641); (ii) at the ILO: temporary rooms A and E combined (410), V (140) and IX (122). For Conference plenary sittings, Room XX at the Palais des nations is available from 6 to 11 June. Considering the limited composition of delegations (see paragraph 5 above) and past experience of participation in committees, the available rooms will be sufficient to accommodate all committee members.
13. Meetings of both the Credentials Committee and the Drafting Committee of the Conference for the standard-setting Committee will also be held physically in the interest of the smooth and expeditious working of these committees.
14. Remote attendance will be possible for all participants and for all sittings of the Conference and its committees. The following sittings will be fully virtual:
 - the opening sitting on 27 May;
 - the 344th *bis* Session of the Governing Body, also on 27 May; and
 - the Finance Committee on 1 June.
15. All invited observers, comprising governments of States not members of the ILO, Palestine, official international organizations and international non-governmental organizations will participate only remotely.
16. Delegates and advisers attending in person will at any time be able to switch to remote participation should the circumstances, in particular their state of health, oblige them to interrupt their in-person participation.

II.1. Conference plenary

17. The opening sitting will be held in virtual mode on 27 May. After the opening formalities and the remarks by the Director-General, the Chairperson of the Governing Body will present her report, followed by the opening statements by the Chairpersons of the Employers' group and the Workers' group.
18. Plenary sittings will resume on 6 June in person at the Palais des Nations. Arrangements have been made to allow for plenary interventions on the reports of the Director-General and Chairperson of the Governing Body to be delivered in person or through pre-recorded statements. The third option of intervening live through videoconferencing remains an option, albeit not an optimal one based on the experience of the 109th Session when connectivity

issues resulted in delays in the plenary. From 6 to 9 June, two plenary sittings will be held daily from 10 a.m. to 1 p.m. and from 2 to 6.30 p.m. In order to accommodate the regular number of statements, strict adherence to the four-minutes time limit would be critical for all forms of interventions. Plenary proceedings will also be livestreamed for media and the public.

19. The World of Work Summit on 10 June and the closing sitting on 11 June will also be held in person, with the possibility of remote attendance.

II.2. Committees and drafting groups

20. Participation with speaking and other rights in these bodies, in person or remotely, is limited to their registered members. Observers may participate only remotely.

II.3. Group meetings

21. Group meetings are private, and therefore physical and remote access will be granted only to those participants authorized by each group.
22. Unless any group considers it necessary to establish particular restrictions, all delegates and advisers accredited to the Conference will be granted access to participate in person or remotely in the meetings of their respective groups.

II.4. Side events and bilateral meetings

23. There will be no side events, with the exception of the World Day against Child Labour. Due to the shortage of rooms, the Office will not be able to offer any facility or support for bilateral meetings and other meetings outside the Conference programme.

III. Registration in committees

24. All accredited delegates and advisers assigned to participate in committees need to be registered individually, including those representing governments, to receive their links to the Committee meetings.
25. Registration of Government, Employers' and Workers' delegates and advisers in committees will be undertaken by each group as per usual practice.
26. In accordance with article 36(4) of the Standing Orders, in addition to the members of a committee, any delegate, or any duly authorized adviser, is entitled to participate with the same rights as the members of the committee except the right to vote.

IV. Security and connectivity

27. Individual PIN codes for votes, online submission of amendments and remote access links to sittings will be communicated separately to each participant according to their participation rights and will be valid for the entire duration of the session. It will be the responsibility of each registered participant to keep their PIN and access codes confidential and to abstain from sharing them with any other person, even within the same delegation.
28. Governments of countries subject to restrictions with respect to their access to the Zoom platform will be contacted separately by the Office to identify any suitable solutions.

V. Conduct of debates

V.1. Time management

29. In the interest of making the best use of the time available, the following principles, will apply:
- To the extent possible, the position of Governments at each committee should be expressed through group statements made by the group spokesperson, and individual statements should 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.
 - Time limits for group and individual statements, as provided for in the Standing Orders or as determined by the Officers of each committee, especially for the general debate, or those applicable during the adoption of committee conclusions in plenary, will be strictly enforced through the use of time monitoring devices.
 - The time limit for speeches in plenary concerning the Reports of the Director-General and the Chairperson of the Governing Body will be reduced to 4 minutes.
 - Opening formalities in committees will be limited to the strict minimum. Procedural and technical explanations will be made available on the Conference website. All participants will be urged to become familiar with them before the start of the proceedings.

V.2. Decisions – electronic voting

30. Decisions on items on the agenda that need to be taken through a record vote of delegates accredited to the Conference (approval of any amendments to the Code of the Maritime Labour Convention, 2006, recovery of the right to vote by Members in arrears, if any) will be made using the existing electronic voting system at the Conference. Those votes are tentatively scheduled for the beginning of the second week of the Conference.
31. The adoption of other decisions by the plenary and in committees is normally made by consensus. Should consensus not be possible in respect of any such decisions, the decision will be made by the method of voting determined in accordance with the Standing Orders, using the same electronic voting system to permit delegates attending remotely to participate in the vote. In case of a vote by show of hands, to replicate, as far as possible, the conditions of an in-person meeting, the chairing officer will announce, in addition to the global results, the results of the show of hands in each of the three constituent groups.

► Appendix A

Proposed suspension of provisions of the Standing Orders of the International Labour Conference

The suspension of the following provisions of the Standing Orders and the adoption of temporary provisions are proposed for the entire duration of the 110th Session.

- Suspension of **article 2(2)(a)**, to the extent necessary to exclude the accreditation of officials accompanying ministers or secretaries of State.
- Suspension of **article 2(2)(d)**, to exclude the accreditation of other persons who have been appointed to accompany a delegation by the government of a Member.
- Suspension of **article 2(2)(i)**, to exclude the accreditation of persons appointed by the government of a Member to occupy advisers' posts which may become vacant in their delegations.
- Suspension of **article 14(4)** insofar as it limits the duration of speeches concerning the reports of the Director-General and Chairperson of the Governing Body to five minutes and adoption of a temporary provision limiting the duration of those speeches to four minutes.
- Suspension of **article 36(1)(a)**, insofar as it permits governments registered in committees to be represented by any of their delegates or advisers.

► Appendix B

Tentative programme of work

	May												June													
	Fri 27	Mon 30		Tue 31		Wed 1		Thu 2		Fri 3		Sat 4		Mon 6		Tue 7		Wed 8		Thu 9		Fri 10		Sat 11		Mon 13
		am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	
Plenary	Opening													Discussion of DG and GB Chairperson reports (two daily sittings)						WoW Summit and adoption of committee reports		Adoption of committee reports and closure				
Credentials Committee (CVP)		As required																								
Finance Committee (CF)							X																			
General Affairs Committee (CAG)		As required *																								
Committee on the Application of Standards (CAN)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Standard-Setting Committee: Apprenticeships (CN)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
Recurrent Discussion Committee: Employment (CDR)		X	X	X	X	X					X	X	X	X	X	X	X	X	X	X	X					
General Discussion Committee: Decent work and the social and solidarity economy (CDG)		X	X	X	X	X					X	X	X	X	X	X	X	X	X	X	X					
Votes (if any) on the MLC, 2006 amendments and on the recovery of the right to vote														V												
Governing Body	344bis																									345

* Number of sittings depending on progress of discussions on the inclusion of safe and healthy working conditions in the framework of fundamental principles and rights at work.

** Pending the outcome of the informal tripartite consultations on the working methods of the Committee on the Application of Standards.