

## Standard-Setting Committee: Apprenticeships

Date: 23 May 2022

### ▶ Proposed working methods

#### General discussion – Sittings 1–3

##### Requests for the floor

1. To ensure efficient time management of the general discussion, it is proposed that all speakers register in advance of the sittings. A [form](#) is available on the [Committee's webpage](#), to facilitate this process.
2. Completed forms should reach the Secretariat at [cn-apprenticeships@ilo.org](mailto:cn-apprenticeships@ilo.org) **at least 24 hours before each sitting**. All requests will be acknowledged.

##### Speaking time limits

3. Due to the restricted time available for the general discussion segment, the following time limits are proposed by the Officers of the Committee.
  - (a) **Opening statements and general discussion on points 1–3 of the proposed conclusions:**
    - Vice-Chairpersons: **10 minutes** for initial statements and **3 minutes** at the close of points 1–3
    - Members speaking on behalf of regional groups and on behalf of several Committee members: **5 minutes**
    - Individual Government members: **3 minutes**
    - Spokespersons of international organizations: **3 minutes**
    - Spokespersons of international non-governmental organizations (INGOs) upon approval of the Officers of the Committee (see paragraphs 21–22 below): **2 minutes**
  - (b) **General discussion on points 4–7, 8–23 and 24–27:**
    - Vice-Chairpersons: **7 minutes** for initial statements for each of the three sections and **3 minutes** at the close of each section
    - Members speaking on behalf of regional groups and on behalf of several Committee members will have **4 minutes** for each of the three sections

- Individual Government members: **2 minutes** for each of the three sections.

**To guarantee accurate and faithful interpretation in a hybrid environment, all statements should reach [cn-interpret@ilo.org](mailto:cn-interpret@ilo.org) by 10:00 and 14:30 before each sitting.**

## Reporter of the Committee

4. Nominations for Reporter of the Committee, should reach the Secretariat **by noon on Wednesday, 1 June**. The Reporter will present the results of the Committee deliberations to the Conference plenary on its behalf. The Reporter may be either a delegate or an adviser, from the Government group (in accordance with general practice).

## Receipt and publication of amendments

5. The online tool used to submit amendments to the proposed conclusions will be available for use as of 19.00 on 30 May and it will be possible to submit amendments on 31 May, 1, 2 and 3 June – each day to a different section of the text, as indicated in the tentative plan of work.
6. Submission of amendments will close each day at 14.00, after which no further amendments will be accepted to the sections to be considered on the following day. The tool will remain open for submitting amendments concerning the sections to be considered the subsequent day(s) and be definitively closed on 3 June at 14.00.
7. Delegates will have at their disposal, in a Cybercafé behind Room XX, some computers for the submission of amendments and, on the first day (31 May), members of the Secretariat will be available to provide support in the use of the tool.
8. Clear instructions on the submission of amendments will be made available on the Committee's webpage.
9. Amendments may only be submitted in English, French or Spanish. The validated amendments will be published in the three languages on the Committee's webpage at the end of each day (31 May, 1, 2 and 3 June).

## Discussion of amendments

10. The Committee is expected to work through all amendments.
11. During the discussion, delegates may submit sub-amendments to the amendment under discussion **only**. It is not possible to introduce new amendments to other parts of the text.
12. Once all amendments and sub-amendments to a point, clause or sub-clause have been considered, the Committee adopts the point, clause or sub-clause.
13. Once all the points, clauses and sub-clauses have been considered, the Committee adopts the conclusions at its final sitting.
14. Decisions on the fate of amendments are taken by consensus.<sup>1</sup> Should it prove impossible to reach consensus on a specific amendment, it might be necessary to carry out a vote.

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<sup>1</sup> [Standing Orders of the International Labour Conference](#), article 21: Adoption of decisions - 1. Unless otherwise provided for in the Standing Orders, the Conference shall make every effort to take its decisions by consensus, which is characterized by the absence of any objection presented by a delegate as an impediment to the adoption of the decision in question. It is for the President, in agreement with the Vice-Presidents, to ascertain the existence of a consensus.

15. Since there is no opportunity for requesting an “indicative show of hands” to all members in a hybrid format, the Chairperson will request members, either individually or through their Regional Groups, to indicate if they are unable to join consensus.
16. In accordance with the [Operational arrangements for the 110th Session of the International Labour Conference](#), any vote will be conducted using an electronic voting system. Access to the voting system is through a personal identification code (PIN). To replicate, as far as possible, the conditions of an in-person meeting in case of a vote by show of hands, the chairing officer will announce, in addition to the global results, the results of the vote broken down by constituent groups.

## Committee Drafting Committee

17. In standard-setting committees, the text adopted for submission to the Conference plenary is reviewed by a Drafting Committee in order to ensure consistency between the three official languages.
18. The Drafting Committee is composed of up to three delegates or advisers from each of the three constituent groups – governments, employer and workers; the Reporter of the committee and the Legal Adviser of the Conference. Members of the Drafting Committee shall, to the extent possible, be conversant with the official languages of the Conference and shall be assisted by officials of the Secretariat.<sup>2</sup>
19. Nominations for members of the Drafting Committee, should reach the Secretariat **by noon on Wednesday, 1 June**.
20. As indicated in the tentative plan of work, the Drafting Committee’s meetings will be convened after the committee’s afternoon sitting, as of 19.30 and could begin on 2 June and be held every other evening until 9 June, depending on the progress made by the Committee in the consideration of the proposed conclusions.

## Requests to take the floor by INGOs

21. Any requests from INGOs must reach the Secretariat by **Friday noon, 27 May**. These requests will be shared with the Chairperson and Vice-Chairpersons of the Committee for approval on Monday, 30 May.
22. Subject to approval of the Chairperson and Vice-Chairpersons, and time permitting, a maximum of **10 minutes** will be dedicated to statements by INGOs, immediately following the end of the opening statements **during the first sitting on Monday, 30 May**.

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<sup>2</sup> Article 9 of [Standing Orders of the Conference](#).