



Time management during the 347th Session of the Governing Body

► Time allotment by item on the agenda

Sitting	Item (or group of items)	Time allotment (in minutes)
1	Opening sitting	60
	INS/1 Minutes of the 346th Session	
	INS/18/2 ADG appointments	
	PFA/1 DG opening statement and presentation of the Programme and Budget proposals for 2024-25)	
2	PFA/1 Programme and Budget proposals for 2024-25 – Sections I and IV	120
	– Sections II and III	120
3	PFA/1 (continued)	75
3	PFA/4 Strategy on knowledge and innovation	75
4	PFA/7 Report of the Independent Oversight and Advisory Committee	30
4	PFA/8 Report of the Chief Internal Auditor	30
4	PFA/9 Appointment of the External Auditor	20
4	PFA/11 Staff Union statement	15
4	PFA/14 Progress report on the implementation of the HR Strategy	75
5	INS/4 Update on the Global Coalition for Social Justice	90
5	INS/7 Proposals and road map for the review of the global strategy on occupational safety and health	60
6	INS/5 Workplan on the strengthening of the supervisory system	90
6	INS/8 ILO strategy on decent work in supply chains	90
7	INS/11 ILO regional meetings	90
7	LILS/3 Rules governing the DG appointment process	60
8	PFA/1 (continued) Director-General's response	
8	PFA/2 Delegation of authority	5
8	PFA/3 Scale of assessments	15
8	PFA/5 Financial implications of ILO Open Access Policy	30
8	LILS/1 Final provisions of ILO Conventions	90
8	LILS/5 Proposed form for reports under article 19 of the Constitution	45
9	POL/1 A normative gap analysis on decent work in the platform economy	75

Sitting	Item (or group of items)	Time allotment (in minutes)
9	INS/2/1 Agenda of future sessions of the Conference	75
10	POL/3 Mid-term review of Development Cooperation Strategy	90
10	PFA/1 (continued)	
11	INS/14 Options for measures to secure compliance by the Government of Belarus with the recommendations of the Commission of Inquiry	90 (including 10 minutes by Government concerned)
11	INS/13 Follow-up on the implementation of the agreed plan of action in the Bolivarian Republic of Venezuela	90 (including 10 minutes by Government concerned)
12	INS/3 Annual reports under the 1998 Declaration	90
12	Resumption of pending discussions	To be confirmed
13	INS/15 Progress report by the Government of Bangladesh on implementation of the road map to address all outstanding issues mentioned in the article 26 complaint	90 (including 10 minutes by Government concerned)
13	INS/12 Follow-up to the resolutions concerning Myanmar	60
14	INS/16 Follow-up to resolution concerning the Russian Federation's aggression against Ukraine	90 (including 10 minutes by Government concerned)
14	POL/2 Sectoral meetings	60
14	INS/9 Outcome of the 17th Asia and the Pacific Regional Meeting	30
14	Resumption of pending discussions	To be confirmed
15	INS/10 Analysis of meeting arrangements during the COVID-19 pandemic	60
15	INS/17 Reports of the Committee on Freedom of Association	75 (45 minutes for the CFA Officers presentations – 30 minutes for discussion and adoption)
15	Private sitting – Representations under article 24 of the ILO Constitution	15
16	LILS/2 Composition of the International Labour Conference and regional meetings	30
16	LILS/4 Report of the implementation of adjustments made to the appointment process of CEACR members	60
16	LILS/6 Proposals to adapt current reporting arrangements under article 22 of the Constitution	45
16	INS/6 Final report of the tripartite working group on democratization	90
16	Resumption of pending discussions	To be confirmed
17	INS/2/2 Arrangements for the 111th Session of the Conference	60
17	INS/20 Composition, agenda and programme of meetings	15
17	INS/18 DG regular report	15
17	INS/18/1 Documents for information	10
18	Resumption of pending discussions	To be confirmed

▶ **Recommended speaking time (in minutes)**

Total duration of agenda item discussion	Employer spokesperson	Worker spokesperson	Regional groups	Individual Governments	Approximate time available for floor administration, Office responses and conclusion *
30	4	4	3	2	8
45-50	5	5	4	2	10
60	7	7	4	2	16
75	8	8	5	2	24
90	10	10	5	3	30
120	15	15	7	4	35

* Based on 5 group interventions and 5 individual interventions on average.