



ELEVENTH ITEM ON THE AGENDA

Other financial questions

Electronic distribution of preparatory documentation for sessions of the Governing Body

1. At the 293rd Session (June 2005) of the Governing Body,¹ members were invited to take part in a voluntary trial of electronic distribution of preparatory documentation for Governing Body sessions. Fifty members took advantage of the trial which took the form of their being notified by email of the posting of documents on the ILO web site for their early access. These members continued to receive hard copies of all documents.
2. A participants' survey was undertaken in November 2005 and a report on the trial was submitted to the Governing Body at its 295th Session (March 2006).² In accordance with the feedback received by the Office, the procedure was adjusted to meet more closely the requirements of participants. It was also agreed that the Office should submit a policy discussion paper to the Programme, Financial and Administrative Committee in November 2006 for consideration and decision.
3. The objectives of the introduction of electronic distribution of preparatory documentation for sessions of the Governing Body were threefold:
 - (a) to provide an enhanced service to Governing Body members and ensure early access to pre-session documents;
 - (b) to identify possible areas of savings in the distribution of documents; and
 - (c) to gain experience in electronic distribution towards possible extension into other areas.
4. It is recognized that the situation of Governing Body members is varied, both in respect of their service preferences and their access to technological solutions. It is therefore

¹ GB.293/3/2.

² GB.295/16/6.

important for any ongoing policy to be flexible with a view to these varied requirements being met.

5. It is clear that, for those taking part in the trial, the early notification of document availability and access were useful. Participants took advantage of the opportunity to read documents on screen and, as appropriate, to print their own copies of documents wherever, in their individual judgement, it was reasonable to do so, with regard to length, or relevance, in respect of the category of paper.
6. It is therefore proposed that each member of the Governing Body be invited to complete the attached form. This form is designed with two purposes:
 - (a) to assist the Office in developing an up to date email address list for Governing Body members; and
 - (b) to develop a service register which will permit the Office to provide a differentiated service in respect of individual members' requests.
7. Experience has shown that no real savings can be expected unless a substantial reduction of hard copies printed and dispatched is achieved.
8. It is envisaged that every member who provides an email address will receive electronic notification of a document's posting on the Governing Body web page, with a link to the site to facilitate access.
9. Each member would advise as to her/his hard copy requirements with the choices being:
 - (a) receipt of all documents in hard copy as at present; or
 - (b) receipt of all documents in hard copy that are in excess of ten pages in length; or
 - (c) receipt of no documents in hard copy, with acceptance of own responsibility for printing.
10. Members would be encouraged to update/amend their address details and/or service requirements as they saw fit during their term of office. The database would be routinely updated at the commencement of each new term of office.
11. It should be recognized that, with such an approach, objective (a) in paragraph 3 above would be positively addressed. In respect of objective (b), however, it is likely that, whereas the new service would not prove more costly than at present, no major savings would accrue. It is nevertheless felt that the benefits of the improvement in service would, in any event, make implementation of this approach worthwhile.
12. It would be the Office's intention, if such an approach met with approval, to monitor the process and to seek feedback on possible further adjustments for enhanced service delivery, with the purpose of using the knowledge gained from this activity to address other areas which could lend themselves to similar procedures in the future, including some elements of official correspondence and the pre-Conference communication processes.

- 13. *The Programme, Financial and Administrative Committee may wish to consider the possible approach to electronic distribution of preparatory documentation for sessions of the Governing Body, as outlined above, and to recommend to the Governing Body the implementation of the procedure described in paragraphs 8-10.***

Geneva, 4 October 2006.

Point for decision: Paragraph 13.

Appendix

Questionnaire addressed to members of the Governing Body regarding the electronic distribution of preparatory documentation for Governing Body sessions

With a view to providing continuing service improvements, it would be appreciated if all members of the Governing Body would supply the information requested below and return the completed questionnaire either by:

- (a) handing it to the Clerk of the Governing Body or to support staff present at Governing Body sittings;
- (b) faxing it to: +41 22 799 89 44; or
- (c) emailing a scanned copy to: cerutti@ilo.org.

Please ensure that your response is accurate and clear to avoid errors of transmission.

COUNTRY: Government Employer Worker
Circle appropriate classification

NAME: EMAIL ADDRESS:
 (principal contact in the case of a government)

NAME: EMAIL ADDRESS:
 (secondary contact to whom communications should be copied)

- (1) Please send me a hard copy of all Governing Body documents through the post.
- (2) Please send a hard copy of all Governing Body documents longer than ten pages through the post. I shall print all documents of ten pages or less off the web site myself.
- (3) Please do not send me any hard copies through the post. I shall print all documents off the web site myself.

Please delete the two alternatives that do not meet your needs.

Date:..... Signature: