



► Information for delegates registered in the General Discussion Working Party: Inequalities and the world of work of the 109th Session of the International Labour Conference (2021)

Tentative plan of work

- The [tentative plan of work](#) for the General Discussion Working Party: Inequalities and the world of work (WP/I) as agreed by the Officers has been posted on the Working Party's [webpage](#).
- The Daily Bulletin, as well as the ILO Events Application, will include announcements of the Working Party's sittings, any changes to the schedule and information on the submission of amendments.

Registration in the Working Party

- If, after submission of your credentials and registration in the Working Party, you have not received an email from "ILO/OIT <no-reply@zoom.us>" the day before the first sitting, please contact one of the following email addresses, depending on the group to which you belong:
 - Governments and invited international organizations: reloff-conf@ilo.org;
 - Employers: actemp-conf@ilo.org;
 - Workers: actrav-conf@ilo.org.
- If you will no longer be taking part in the deliberations, please remember to de-register from the Working Party.

Zoom links

- You will receive the Zoom link to follow the plenary discussion of the Working Party (25-27 November, 6-10 December) through an individual invitation from "ILO/OIT <no-reply@zoom.us>" sent to the email address provided with your accreditation to the Conference.

Please make sure that the "ILO/OIT <no-reply@zoom.us>" email address is on the white list of your email account (i.e. that it is a trusted sender that will not go to the junk or spam folders).

- A separate Zoom link will be sent to the members of the Drafting group as well as to the limited number of observers who will follow the proceedings of the Drafting group (29 November–3 December).
- A [Quick guide for remote participation in the 109th Session of the International Labour Conference \(2021\)](#) is available.

Request for the floor

- To facilitate the administration of requests to take the floor and the time management of the general discussion, registration is required at least **24 hours before the first sitting**.
- To register in the list of speakers, please use the [form](#) available on the Working Party's [webpage](#). Please indicate the point for discussion for which you wish to take the floor, in accordance with the tentative plan of work, and send the form to the Working Party secretariat (WP-INEQUALITIES@ilo.org).
- To guarantee accurate and faithful interpretation in a virtual environment, please send your statement **at the latest before the start of each sitting** to: inequalities-interpreter@ilo.org.
- During the sittings, the floor can be requested in Zoom by either raising a virtual hand or making a request through the chat function.
- Should you wish to raise a point of order or request the right of reply, please do so through the chat function, indicating whether it is a point of order or a request for the right of reply. In the latter case, please also indicate the intervention in respect of which the right of reply is sought.

Statements made on behalf of groups of governments

- All statements made by Government members on behalf of a regional group or organization, unless otherwise specified, will be reported as having been made on behalf of all Governments members of the group or organization in question who are members of the ILO and are attending the Conference.
- When speaking on behalf of only a few members of such a group, please indicate this clearly when taking the floor.

Time limits for statements during the general discussion (25–27 November)

- Due to the restricted time for the general discussion segment, the Officers of the Working Party suggest differentiated speaking time limits as shown in the table below (in minutes).

	Opening remarks and point for discussion 1 in one single statement	Points for discussion 2 and 3, in separate statements
Vice-Chairpersons	10 for initial statement and 3 at the close of point 1	7 for initial statements and 3 at the close of each point
Members speaking on behalf of a regional group or of several Working Party members	5	4
Members making individual statements	3	2
Spokespersons of international organizations	3	

Participation of International Non-Governmental Organizations (INGOs)

- Requests to take the floor need to be approved by the Officers of the Working Party.
- A separate [Information note](#) is available for INGOs.

Drafting group on conclusions

The Drafting group on conclusions will be composed of:

- Eight Government, eight Employer and eight Worker members, in accordance with the Special arrangements and rules of procedure for the 109th Session. ¹
- Exceptionally, a limited number of observers (up to twelve Government representatives, eight Employers and eight Workers) will be allowed to follow the proceedings of the Drafting group.

Nominations of Drafting group members and observers for each of the groups should reach the secretariat **by the end of the day on Thursday, 25 November** in order to ensure their election by the Working Party.

Reporter

- The Working Party will appoint its Reporter, who will present the results of the deliberations to the Conference plenary. The Reporter may be either a delegate or an adviser and ² the general practice has been to nominate the reporter from the Government group.
- The nomination for the Reporter should reach the Working Party secretariat **by the end of the day on Thursday, 25 November** to ensure the appointment by the Working Party.

Decision-making and votes

- In accordance with the Special arrangements and rules of procedure for the 109th Session, decision-making in working parties should to the extent possible be based on consensus building.
- Should the need arise to resort to a vote, it will be conducted using an electronic voting system. Access to the voting system is through a personal identification number (PIN) code, which will be communicated to all accredited members of delegations via the individual email addresses provided in the credentials.
- In a Working Party, only members can take part in a vote, which can be taken by show of hands, record vote or secret ballot, as determined by the Chairperson in accordance with article 65 of the Standing Orders of the Conference.
- Where several persons are authorized to cast a vote (for instance the titular delegate and any of their substitute delegates), the system will record the vote of the first member of the delegation to cast the vote. The system will alert other persons authorized to vote if a vote has already been cast and, if that is the case, will not allow any other person to vote.

¹ See [ILC.109/D.1](#), para. 60.

² Standing Orders of the Conference, article 57(4).

Use of social media

- All members are requested to refrain from posting any information on social media about the proceedings of the Working Party during its work.

Contact

The Working Party secretariat can be contacted by email at:
WP-INEQUALITIES@ilo.org