



## ► Information for delegates registered in the General Discussion Working Party: Skills and Lifelong Learning 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: Skills and Lifelong Learning (WP/S) as agreed by the Officers has been posted on the Working Party web page.
- The [Daily Bulletin](#), as well as the ILO Events Application, will include announcements of Working Party 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 emails from “ILO/OIT <no-reply@zoom.us>” with invitations to join the meetings in which you have registered the day before the start of the meeting, please contact one of the following email addresses, depending on the group you belong to:
  - Governments and invited international organizations: [reloff-conf@ilo.org](mailto:reloff-conf@ilo.org);
  - Employers: [actemp-conf@ilo.org](mailto:actemp-conf@ilo.org);
  - Workers: [actrav-conf@ilo.org](mailto: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 platform

- You will receive the links necessary to follow the plenary discussions of the Working Party (25-27 November and 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 invitation will be sent to the members of the Drafting Group who will take part in the discussion, as well as to the limited number of observers who will follow the proceedings of the Drafting Group discussion (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 in the Working Party

- To ensure efficient time management of the general discussion, all speakers must register in advance of the sittings. A [separate form](#) is available on the Working Party's web page, to facilitate this process. Completed forms should reach Secretariat: [WP-SKILLS@ilo.org](mailto:WP-SKILLS@ilo.org) **at least 24 hours before each sitting**. All requests will be acknowledged.
- During the discussion, the floor can be requested by either raising a virtual hand or through the chat.
- Should you wish to raise a point of order or request the right of reply in the Working Party, 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 members of an intergovernmental 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 both on the form and when taking the floor.

## Time limits for speeches during the general discussion segment, 25-27 November, 2021

- Due to the restricted time for the general discussion segment, the Officers of the Working Party suggest differentiated speaking time limits, as follows:
  - Opening statement and general discussion on point for discussion 1 (combined into one statement).
    - Vice-Chairpersons: **10 minutes** for initial statements and **3 minutes** at the close of point for discussion 1;
    - Members speaking on behalf of regional groups and on behalf of several Working Party members: **5 minutes**;
    - Individual Working Party members: **3 minutes**; and
    - Spokespersons of international organizations: **3 minutes**.
  - Points for discussion 2, 3 and 4:
    - Vice-Chairpersons: **7 minutes** for initial statements for each point for discussion and **3 minutes** at the close of each point for discussion;

- Members speaking on behalf of regional groups and on behalf of several Working Party members: **4 minutes** for each point for discussion;
- Government members: **2 minutes** for each point for discussion; and

To guarantee accurate and faithful interpretation in a virtual environment, all statements should reach [SKILLS-INTERPRETER@ilo.org](mailto:SKILLS-INTERPRETER@ilo.org) by **10h00 (CET)** before each sitting.

## Participation of International Non-Governmental Organizations (INGOs) in Working Partys

- Requests to take the floor need to be approved by the Officers.
- 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 of the International Labour Conference.<sup>1</sup>
- 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.

A nomination form for Drafting Group members and observers for each of the groups should reach the secretariat **by noon on Friday, 26 November, at latest** in order to ensure their election by the Working Party.

## Reporter of the Working Party

- The Working Party will elect its Reporter, who will present the results of the Working Party deliberations to the Conference plenary on its behalf. The Reporter may be either a delegate or an adviser.<sup>2</sup> As has been general practice, the Reporter is usually from the Government group.

<sup>1</sup> See [ILC.109/D.1](#), para. 60.

<sup>2</sup> Standing Orders of the Conference, article 57(4).

- The Government nomination for the Reporter should reach the Working Party secretariat ([WP-SKILLS@ilo.org](mailto:WP-SKILLS@ilo.org)) **by noon on Friday, 26 November, at latest**, in order to ensure election by the Working Party.

## Decision-making and votes in Working Parties

- In accordance with the Special arrangements and rules of procedure for the 109th Session of the International Labour Conference, votes will be conducted using an electronic voting system. Access to the voting system is through a personal identification code (PIN), which will be communicated to all accredited members of delegations via the individual email addresses provided in the credentials.
- In the 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 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.

## Use of social media

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

## Contacting the Working Party secretariat

- The Working Party secretariat can be contacted by email at: [WP-SKILLS@ilo.org](mailto:WP-SKILLS@ilo.org)