



First report of the Steering Committee

1. In accordance with article 4, paragraph 1, of the Standing Orders of the Preparatory Technical Maritime Conference (PTMC) adopted by the Governing Body of the International Labour Office at its 289th Session (March 2004) –

The Conference shall appoint a Steering Committee consisting of the Officers of the Conference, four Government delegates, two Shipowners' delegates and two Seafarers' delegates, representing each of the three groups. It shall be the duty of the Steering Committee to arrange the programme of the committees, to fix the date, time and agenda for the committees, and to report to the Conference on any other questions requiring a decision for the proper conduct of business or in implementation of these Standing Orders.

2. On the proposal of the Officers of the High-Level Tripartite Working Group on Maritime Labour Standards, the Conference has also decided that the Chairpersons of the three technical committees, the Chairperson of the Government group, the Secretaries of the Government, Shipowners' and the Seafarers' groups, as well as the three members of the Drafting Committee, should also attend the meetings of the Steering Committee to assist it in its work.
3. The Steering Committee appointed by the Conference at its first sitting met on Tuesday, 14 September 2004 to determine the initial programme of work of the committees, as well as a number of general issues necessary for the proper conduct of business of the Conference, and to consider the proposal made by the Officers of the High-Level Tripartite Working Group on Maritime Labour Standards concerning the procedure for proposing amendments to the recommended draft of a consolidated maritime labour Convention.

I. Composition of technical committees

4. The initial composition of the three technical committees set up by the Conference at its opening sitting has been determined on the basis of registrations made at the preliminary meeting of the Government, Shipowners' and Seafarers' groups, held yesterday on 13 September 2004, or on the basis of registration forms handed in at the respective group secretariats before 6 p.m. This initial composition will be published as *Record of Proceedings* No. 3.
5. New registrations in the committees or other modifications in their composition shall be notified in writing to the secretariat of the three groups. Requested modifications received in each group secretariat up to 5 p.m. will only become effective the following day. These will be published as a supplement to *Record of Proceedings* No. 3.

II. Participation of official international organizations and non-governmental international organizations

6. The following official international organizations and non-governmental international organizations have been invited to participate in the Preparatory Technical Maritime Conference in accordance with article 6 of the Standing Orders of the PTMC:

Official international organizations invited by the Governing Body

- European Union;
- International Maritime Organization;
- Organisation for Economic Co-operation and Development;
- United Nations Conference on Trade and Development;
- United Nations Division for Ocean Affairs and Law of the Sea;
- World Health Organization.

Non-governmental international organizations with which the International Labour Organization has established consultative relationships

- International Federation of Agricultural Producers;
- International Confederation of Free Trade Unions;
- International Co-operative Alliance;
- International Organisation of Employers;
- Organization of African Trade Union Unity;
- Pan-African Employers' Confederation;
- World Confederation of Labour;
- World Federation of Trade Unions.

Other non-governmental international organizations invited by the Governing Body

- International Association of Classification Societies;
- International Christian Maritime Association;
- International Federation of Shipmasters' Association;
- International Maritime Health Association;
- International Organization for Standardization;

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- International Shipping Federation;
 - International Transport Workers' Federation.
7. These organizations may attend the plenary sessions of the PTMC as well as the work of the three technical committees. In accordance with article 6 of the Standing Orders of the PTMC, representatives of official international organizations may take the floor with the permission of the President of the Conference or of the Chairperson of the committee concerned. As regards representatives of non-governmental international organizations, they can only take the floor or circulate a written statement with the agreement of the Officers of the Conference or of the committee.

III. Voting and quorum in the Conference and its committees

8. The delegation from each member State is expected to comprise at least one Government delegate, one delegate representing the Shipowners and one delegate representing the Seafarers. In order to ensure that Governments will have in plenary a voting strength similar to the one foreseen in the Constitution of the ILO for the General Conference, article 9 of the Standing Orders for this PTMC provides for the weighting of votes so that the voting strength of the Shipowners' and Seafarers' groups taken together is the same as that of the Government group.
9. As regards votes in technical committees, in accordance with ILO long-standing practice, the voting weighting system and quorum are designed to ensure that each of the three groups has equal voting strength, and that a quorum of two-fifths of the total voting power is applicable, as in the technical committees of the International Labour Conference.
10. The coefficients necessary for the operation of the voting weighting system in the Conference plenary will be calculated automatically on the basis of the number of delegates registered at the Conference at the time a vote takes place. In technical committees, the coefficients will be calculated daily on the basis of their composition, as determined in accordance with paragraph 5 above. In both cases, the coefficients will be based only on the number of participants in each group having the right to vote, so as to avoid the distortion that would otherwise result from the fact that no delegate from a member State in arrears of the payment of their contributions to the ILO can take part in a vote in accordance with article 13 of the Constitution of the ILO.
11. The quorum necessary for the validity of a vote will be adjusted automatically on the basis of registered delegates at the time each vote takes place, both in plenary and the technical committees.

IV. Plan of work of committees

12. In order to take maximum advantage of the time and resources available to the PTMC for the discussion of a recommended text of unprecedented length, committees shall start their work on Tuesday, 14 September at 3.30 p.m. Each committee will be able to hold two sittings every day – including on Saturday – until Wednesday, 22 September in the morning, when they should conclude their work and report on it to the Conference.
13. Since it will not be possible for committees to hold evening or night sittings, it is essential that committees start proceedings punctually, irrespective of the number of persons

present, and that groups likewise organize their meetings in a manner that will permit the best possible use of the limited time available to tripartite committees.

14. In accordance with article 4, paragraph 1, of the Standing Orders, the Steering Committee has overall responsibility to fix the date, time and agenda for the committees. The Steering Committee will accordingly meet every evening, after the end of work of the technical committees, to determine each committee's agenda for the following day. Decisions will be made public every day in the *Daily Bulletin*. A tentative plan of work is enclosed as Appendix I.

V. Procedure for proposing amendments to the recommended draft

15. According to article 7, paragraph 4, of the Standing Orders –

The Steering Committee shall, taking into account the recommendations of the Governing Body, establish time limits for the submission of amendments to the proposed instrument and the order and procedure for the examination of such amendments.

16. The recommended draft contains plain text, as well as text in two types of “square brackets”. Plain text corresponds to provisions on which large consensus has been reached so far. Text in square brackets with solid underlining, i.e. [xxxxx], corresponds to controversial matters, and curved or soft brackets with broken underlining, i.e. {xxxxx}, to matters that have not yet been discussed (which may or may not be controversial).

17. Based on the proposal of the Officers of the High-Level Tripartite Working Group on Maritime Labour Standards, as well as on the recommendations of the Governing Body of the ILO at its 289th Session (March 2004), the Steering Committee has decided that the titles of the recommended draft entrusted to each technical committee will be examined in two stages:

- **In a first stage**, technical committees will only consider proposals relating to text inside [] or { } brackets, or to the scope of provisions in Titles 1 to 4 of the recommended draft, or proposals that, in the opinion of the technical committee's Chairperson or of the Steering Committee, are regarded as consequential to the adoption of a proposal to text in square brackets.
- **In a second stage**, subject to certain conditions specified in paragraph 19 below, committees will be able to consider under the normal ILO amendment process proposals relating to text not covered under the preceding category, whether relating to the amendment of existing text or the addition of new text.

A. Procedure during the first stage

18. Having regard to the length of the recommended draft and to the constructive approach that has successfully been adopted in the various meetings leading up to the preparation of the recommended draft, the Steering Committee has decided that the proposals under the first-stage category should be dealt with in accordance with the following two-step procedure:

(a) Step one

- (i) *Decision on alternatives.* Where the recommended draft contains alternative provisions that cannot coexist,¹ the technical committee concerned will need to take a formal decision as to which of the alternatives should be taken as the basis of examination. This decision shall be taken with the minimum of discussion, by a show of hands if a consensus has not been reached.
- (ii) *Group reports.* In order to give its members as much notice as possible, each technical committee shall make arrangements for the three groups to report to it on the main proposals to be made with respect to the provisions that are to be considered at a forthcoming meeting of the committee.
- (iii) *Order of consideration.* Subject to the decisions taken by the Steering Committee, the Chairperson of the technical committee concerned, after consulting the other Officers of that committee, shall decide upon the order in which the provisions will be taken up, giving priority to those believed to be the more controversial.
- (iv) *Informal discussion.* For each provision, the technical committee concerned shall first seek to reach an understanding as to its substance. For this purpose, members should inform the committee of the substance of their concern and the precise changes that they have in mind. Changes in wording, other than very simple ones, should, where possible, be handed in to the secretariat prior to the discussion, in one of the official languages of the Conference, so as to ensure that they are properly understood in the various working languages.
- (v) *Procedure where substantial agreement is reached.* Where agreement is reached on the general substance of a provision, the technical committee shall request the Drafting Committee to draw up a new provision reflecting the technical committee's discussions. In case of doubt as to what are the precise intentions with respect to a particular aspect, the Drafting Committee shall consult the Officers of the technical committee. It shall in no case make any changes of substance.
- (vi) *Procedure where substantial agreement is not reached in the informal discussion.* As soon as it becomes clear that substantial agreement cannot be reached on a provision, discussion on the particular provision shall be adjourned and the Steering Committee shall be informed. Subject to any directions given by the Steering Committee, the text contained in the recommended draft or, where applicable, the alternative selected (see (i) above) shall immediately move into the step two process, unless the technical committee agrees on another procedure, such as reference to a working group.

(b) Step two

- (i) *Initiation of the normal ILO procedure in the case of substantial agreement.* The text prepared by the Drafting Committee shall be circulated as soon as possible and be laid open to formal proposals for amendment within a deadline of at least 24 hours after the Chairperson of the technical committee concerned is satisfied that the Drafting Committee text has been distributed to all participants of the technical committee. Subject to any directions given by the Steering Committee, the Chairperson, after consulting the other Officers of the committee, shall decide on the most appropriate moment for the new wording to be taken up in the committee and

¹ The provisions concerned are article III; article VI, paragraph 4; paragraph 1 or paragraphs 1 and 2 of Regulation 5.1.5; and Standard A5.1.4, paragraph 7(c).

dealt with by consensus or a vote in accordance with the procedures set out in article 7 of the Standing Orders.

- (ii) *Procedure where substantial agreement is not reached in the step one discussion.* Where the discussion of the text is moved directly to step two (see (a)(vi) above), the same process that is set out under the preceding paragraph (b)(i) shall apply, except that the deadline for submission of amendments shall start to run from the moment when the provision is declared by the Chairperson of the technical committee concerned to be open to formal proposals for amendment.

B. Procedure during the second stage

19. The submission of amendments to non-bracketed text or to the effect of adding new text to the recommended draft under normal ILO amendment process is subject to the following conditions:

- (i) *Deadline for proposals.* Proposals for amendment must have been handed in to the secretariat, in English, French or Spanish, no later than 7.30 p.m. on Friday, 17 September. Proposals transmitted outside the deadline shall not be considered by the technical committee.
- (ii) *Sufficient support.* Unless a proposal is made on behalf of a group, it must indicate the members or group(s) that support it. The technical committee concerned may not consider a proposal that is not supported by at least five other delegates or advisers registered in the technical committee concerned or by a group. However, delegates or advisers who are unable to obtain such support in a particular case may seek the Steering Committee's authorization to submit the proposal in the technical committee for justified reasons.
- (iii) *Consideration of the proposals.* The Chairperson of the technical committee concerned, after consulting the other Officers of that committee, shall decide on the most appropriate moment for consideration of such proposals, bearing in mind the need to consider them after the proposals falling under the first-stage category have been dealt with.

20. A flow chart explaining the above procedure is contained in Appendix II.

Appendix I

Preparatory Technical Maritime Conference
for submission to the Steering Committee
(13-24 September 2004)

	M 13	T 14	W 15	Th 16	F 17	S 18	M 20	T 21	W 22	Th 23	F 24	S 25
Group meetings	■	■	■	■	■	■	■	■	■	■	■	
Plenary sittings		■								■	■	
Committee No. 1 (Preamble, Articles, Title 5 and appendices)		■	■	■	■	■	■	■	■	Pl		
Committee No. 2 (Titles 1 to 3)		■	■	■	■	■	■	■	■	Pl		
Committee No. 3 (Title 4)		■	■	■	■	■	■	■	■	Pl		
Steering Committee		■ ¹ ■ ²	■ ²	■ ²	■ ²	■ ²	■ ²	■ ²	■			
Drafting Committee			■	■	■	■	■	■	□ ³			

■¹ Following the opening plenary sitting.

■² After committees' sittings.

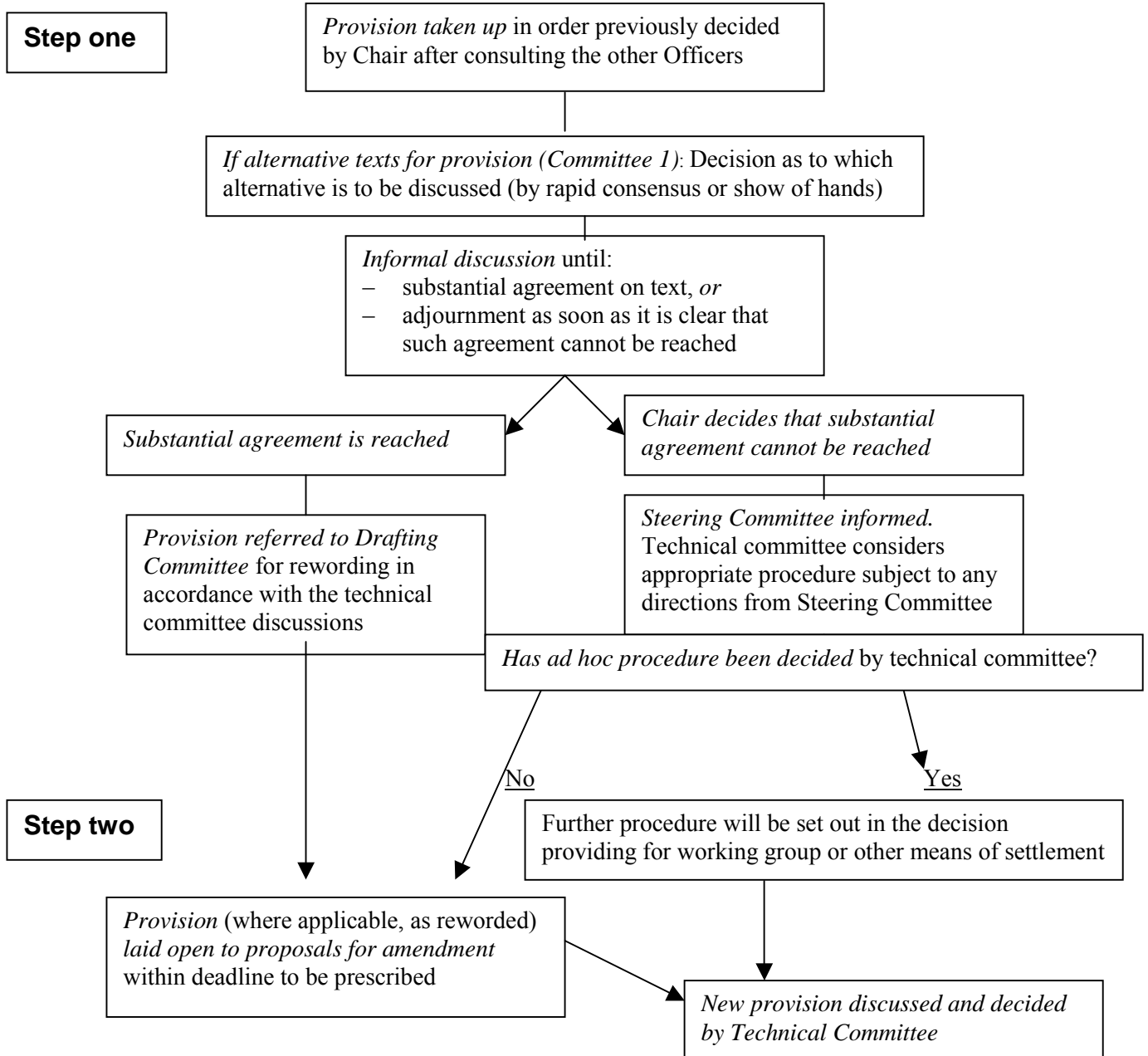
□³ If required.

Pl Adoption of the report by the Conference in plenary sitting.

Appendix II

Consideration of provisions in technical committees

First stage – For bracketed [] { } text (and issues of scope)



Second stage – For unbracketed text or new provisions

