

Procedure for amendments to verbatim draft minutes

This note provides information on the new procedure for amendments to verbatim draft minutes referred to in Part VIII of document C.App./D.1. It should be noted that each intervention is reflected *in extenso* in the verbatim draft minute only in the working language used or chosen by the delegate for this purpose (English, French or Spanish). ¹ The verbatim draft minutes will be made available online on the Committee's dedicated web page.

It is recalled that the Committee's practice is to accept amendments to the draft verbatim minutes of previous sittings **prior to their adoption by the Committee**. The time available to delegates to submit amendments to the draft PVs will be clearly indicated by the Chairperson when the draft PVs are made available to the Committee.

To the extent that the discussions are reproduced *in extenso* in the form of draft verbatim minutes, the amendments will be limited exclusively to the elimination of transcription errors.

Delegates are encouraged to submit their amendments to the secretariat **electronically** in "track changes" via the following email address: AMEND-PVCAS@ilo.org. In order to make amendments directly in track changes, delegates are invited to request the "Word version" of the verbatim minutes by sending an email to the address above.

Amendments will be received **only if they are sent from the email address** which will have been provided by the delegate concerned when requesting the floor. The secretariat will acknowledge receipt of the amendment and may contact the delegate concerned when the request does not fulfil the requirements contained in document C.App./D.1. Delegates should specify the verbatim draft minute concerned and make clearly visible the changes they wish to make.

Delegates who wish to submit hard copies of their amendments will still be able to do so from 1.30 p.m. to 2.30 p.m. each day, in Office No. 6-66. The secretariat will verify that the request fulfils the requirements reproduced above. Delegates will therefore need to show their identification badge.

¹ When filling in a request for the floor, delegates will be requested to indicate in which working language (English, French or Spanish) their intervention should be reflected in the verbatim draft minute, if this intervention is not in one of these three languages. They will also be requested to provide an email address and a phone number.