



SECOND ITEM ON THE AGENDA

Composition and purpose of sectoral meetings to be held in 2003**Introduction**

1. At its meeting in November 2000, the Committee selected the 12 sectors and topics to comprise the programme of sectoral meetings for 2002-03. It was understood that the meetings selected for 2003 and their agendas would be subject to confirmation at the 282nd (November 2001) Session of the Governing Body. At its meeting in November 2001, the Committee decided to postpone a decision on the meetings and their agendas which had been provisionally selected for 2003, until the 283rd Session of the Governing Body.
2. Without prejudice to the decisions the Committee may take concerning the report of the Working Party on the Review of the Sectoral Activities Programme,¹ the Office has drawn up tentative proposals with regard to the duration, type of delegation, size, composition and purpose of each meeting to be held in 2003.
3. Provision has been made in the Programme and Budget for 2002-03 for the Office to bear the costs of a maximum of 480 participants to the 12 sectoral meetings. This is in line with the practice of maintaining the average size of meetings over a biennium at 20 participants from each group. The Office will also meet the expenses of a few experts to participate in panel discussions, and of one Governing Body representative to preside over each meeting.
4. The sizes proposed below for the six meetings in 2003 are in accordance with the budget allocation for 2002-03. Any increase in the number of delegates to one or more meetings will therefore have to be matched by a corresponding decrease for other meetings.

¹ GB.283/STM/1, paragraph 8 of which states: "There was an understanding that the meetings for 2003 should be confirmed in March 2002 by the STM, with the commitment that early consultations will begin and the new approach will be utilized wherever possible. It was agreed that this new approach will be fully implemented in the 2004-05 biennium. Programme and budget proposals for the future should also include a component for follow-up activities in the sectors."

Criteria for the selection of member States

5. In proposing the member States to be invited to appoint delegates to the meetings, the Office has taken into account the following criteria, which are listed in paragraph 7 of the General characteristics of sectoral meetings, adopted by the Governing Body at its 264th Session (November 1995):
 - (1) the importance of the country concerned in the sector;
 - (2) the importance of the sector for the country concerned;
 - (3) maintenance of a balance between continuity and rotation in participation in meetings for the sector;
 - (4) appropriate geographical distribution; and
 - (5) any other relevant factors.
6. The Office dispatched a letter on 11 December 2001 to all member States to inform them of the titles of the six meetings to be held in 2003 and to invite them to list, in order of priority, the meetings to which they would be interested in being invited, although the final selection would be made by the Governing Body. A deadline for answers was set at 20 January 2002. By 1 February, the Office had received answers from 76 member States. Accordingly, the wishes and preferences expressed by member States and received by 1 February 2002 have to the greatest extent possible also been taken into account in the proposals made below. In this proposal, 69 countries are listed for invitation to at least one of the six meetings. An additional number of countries are included in the lists of reserve countries.

Duration

7. The duration proposed by the Office for each of the meetings is five calendar days (Monday-Friday), except for the Meeting of Experts to Develop a Code of Practice on Violence and Stress – A Threat to Productivity and Decent Work,² which should last eight calendar days.

Type of delegation and size of meetings

8. The Committee is called on to make a recommendation concerning the method of selection of the participants to the six meetings. In accordance with standard procedures, two possibilities may be envisaged:
 - (a) that the countries selected be represented by national delegations (tripartite or bipartite as appropriate); and
 - (b) that the Government representatives be appointed by the governments of the countries selected and the Employers' and Workers' representatives be appointed on the basis of nominations made by the respective groups of the Governing Body.

² See para. 26.

9. The size of the meetings ranges from 18 to 25 persons per group. All meetings in the 2000-01 biennium had delegates nominated by governments and by the respective groups. The same applies to the meetings held or to be held in 2002.

Recommendations

10. The Committee is called upon to make recommendations to the Governing Body for each of the meetings listed below regarding:
 - (a) the duration of the meeting;
 - (b) the type of meeting (bipartite or tripartite) and the number of delegations;
 - (c) the method of selection of delegates;
 - (d) the countries to be invited;
 - (e) the countries to be included in the reserve list; and
 - (f) the purpose of the meeting.

Meetings

Chemical industries: Best practices in work flexibility schemes and their impact on the quality of working life in the chemical industries

11. The Office proposes that this be a tripartite meeting, with 60 participants, and that the following 20 countries be invited to participate: Algeria, Angola, Brazil, Chile, China, Croatia, Egypt, Finland, Indonesia, Kuwait, Malaysia, Mexico, Morocco, Poland, Singapore, Sweden, Switzerland, Trinidad and Tobago, Tunisia and the United States.
12. It is further proposed to place the following countries on the reserve list: Austria, Belarus, Burundi, Central African Republic, Hungary, India, Italy, Israel, Lebanon, Luxembourg, Kenya, Peru, Philippines, Romania, Spain, Thailand, Turkey, Ukraine and Zimbabwe.
13. The Committee may wish to recommend that the purpose of the meeting be: to discuss the development and application of flexible working arrangements and their impact on employment, working conditions, skills development and career prospects in the chemical industries, using a report prepared by the Office as the basis for its discussions; to highlight the role of social dialogue and identify best practice in work flexibility; and to adopt conclusions that include proposals for action by governments, by employers' and workers' organizations and by the ILO. In addition, the Committee may wish to recommend that the meeting may also adopt resolutions.

Commerce: Employment effects of mergers and acquisitions in commerce

14. The Office proposes that this be a tripartite meeting, with 63 participants, and that the following 21 countries be invited to participate: Canada, Egypt, Guinea-Bissau, Hungary, India, Italy, Luxembourg, Mauritius, Morocco, New Zealand, Nicaragua, Norway,

Philippines, Saudi Arabia, Singapore, Thailand, Trinidad and Tobago, Ukraine, the United States, Uruguay and Zimbabwe.

15. It is further proposed to place the following countries on the reserve list: Algeria, Austria, Brazil, Central African Republic, China, Chile, Finland, France, Kuwait, Lebanon, Malaysia, Malawi, Mexico, Peru, Romania, Spain, Sweden, Switzerland and Tunisia.
16. The Committee may wish to recommend that the purpose of the meeting be: to exchange experience on policies aimed at promoting positive employment outcomes from mergers and acquisitions in commerce, using a report prepared by the Office as the basis for its discussions; to highlight approaches to increased social dialogue and mechanisms for bipartite consultations to avoid or minimize merger-related lay-offs and erosion in employment and working conditions in the sector; to identify “best practice” in managing downsizing related to mergers and acquisitions, where this becomes necessary; to adopt conclusions that include proposals for action by governments, by employers’ and workers’ organizations and by the ILO, as well as practical guidelines for social dialogue on mergers and acquisitions in commerce; and to adopt a report on its discussion. In addition, the Committee may wish to recommend that the meeting may also adopt resolutions.

Food, drink and tobacco: The future of employment in the tobacco industry

17. The Office proposes that this be a tripartite meeting with 54 participants and that the following 18 countries be invited to participate: Brazil, Cambodia, China, Egypt, Germany, Greece, India, Indonesia, Italy, Kenya, Lebanon, Malawi, Mexico, Peru, Russian Federation, Tunisia, Turkey and Zimbabwe.
18. It is further proposed to place the following countries on the reserve list: Algeria, Chile, Kuwait, Luxembourg, Malaysia, Norway, Philippines, Poland, Romania and Spain.
19. The Committee may wish to recommend that the purpose of the meeting be: to review current employment trends in the tobacco manufacturing industry and discuss future prospects in terms of the social and labour implications of these trends, as well as guidance on measures to deal with skill requirements and retraining, using a report prepared by the Office as the basis for its discussions; to adopt conclusions that include proposals for action by governments, by employers’ and workers’ organizations and by the ILO; and to adopt a report on its discussion. In addition, the Committee may wish to recommend that the meeting may also adopt resolutions.

Public service: National social dialogue in public service reform

20. In accordance with past practice and taking into consideration the characteristics of the sector, the Office proposes that this be a joint meeting, with 50 participants, and that the following 25 countries be invited to participate: Algeria, Azerbaijan, Canada, Chile, China, Colombia, Comoros, Czech Republic, El Salvador, Italy, Japan, Kenya, Lesotho, Lithuania, Mali, Malta, Mexico, Namibia, New Zealand, Peru, Philippines, Poland, Sudan, Turkey and United Arab Emirates.
21. It is further proposed to place the following countries on the reserve list: Angola, Belize, Brazil, Burundi, Central African Republic, Cuba, Estonia, France, Ghana, Greece, Hungary, Kuwait, Morocco, Nicaragua, Portugal, Romania, Russian Federation, Saudi Arabia, Singapore, Switzerland, Thailand, Tunisia, Uruguay and Zimbabwe.

22. The Committee may wish to recommend that the purpose of the meeting be: to exchange views on national social dialogue in public service reform taking into account the changing role of the State and to identify a framework for how social dialogue could be strengthened, using a report prepared by the Office as the basis for its discussions; to adopt conclusions that include practical guidance for the strengthening of social dialogue and proposals for action by governments and workers' organizations and by the ILO; and to adopt a report on its discussion. In addition, the Committee may wish to recommend that the meeting may also adopt resolutions.

Utilities: Restructuring and regulation of public utilities – consequences for employment, wages and working conditions

23. The Office proposes that this be a tripartite meeting with 63 participants, and that the following 21 countries be invited to participate: Belize, Brazil, Central African Republic, Chile, China, Colombia, Cyprus, Egypt, France, Ghana, India, Lebanon, Portugal, Romania, Russian Federation, Spain, Thailand, Tunisia, United Arab Emirates and Uruguay.
24. It is further proposed to place the following countries on the reserve list: Algeria, Comoros, El Salvador, Israel, Greece, Guinea-Bissau, Italy, Kenya, Lesotho, Malaysia, Malta, Mauritius, Mexico, Namibia, Nicaragua, Peru, Philippines, Poland, Saudi Arabia, Sudan, Sweden and Ukraine.
25. The Committee may wish to recommend that the purpose of the meeting be: to discuss developments concerning the restructuring and regulation of public utilities and the consequences of these developments for employment, wages and working conditions, using a report prepared by the Office as the basis for its discussions; to adopt conclusions that include proposals for action by governments, employers' and workers' organizations and by the ILO; and to adopt a report on its discussions. In addition, the Committee may wish to recommend that the meeting may also adopt resolutions.

Other industries and topics – Service sector: Meeting of experts to develop a code of practice on violence and stress – a threat to productivity and decent work

26. It is proposed, for clarity, to reword the title of this meeting to read "Meeting of Experts to Develop a Code of Practice on Violence and Stress at Work in Services – A Threat to Productivity and Decent work".
27. The Office proposes that this meeting of experts be composed of 36 experts, of which 12 be nominated by the governments of the following countries: Austria, Canada, Denmark, France, Germany, Japan, Malaysia, Mauritius, Netherlands, Peru, Philippines and the United States. A further 12 will be nominated after consultations with the Employers' group of the Governing Body and 12 after consultations with the Workers' group of the Governing Body.
28. It is further proposed to place the following governments on the reserve list: Algeria, Brazil, Chile, Colombia, Finland, Greece, Italy, Lebanon, New Zealand, Sweden, Turkey and Zimbabwe.

29. The Committee may wish to recommend that the purpose of the meeting be to consider and review a draft and adopt a code of practice on violence and stress in services – a threat to productivity and decent work.
30. *Subject to the decisions the Committee may take concerning the report of the Working Party on the Review of the Sectoral Activities Programme, the Committee may wish to make recommendations to the Governing Body in respect of the six meetings included in the programme of sectoral meetings to be held in 2003, concerning:*
- (a) the duration of the meetings as proposed in paragraph 7;*
 - (b) the type of meeting and the number of delegations, as proposed in paragraphs 11, 14, 17, 20, 23 and 27 ;*
 - (c) the method of selection of the participants, according to one of the alternatives proposed in paragraph 8;*
 - (d) the countries to be invited to be represented, as proposed in paragraphs 11, 14, 17, 20, 23 and 27;*
 - (e) the countries to be included on the reserve list, as proposed in paragraphs 12, 15, 18, 21, 24 and 28;*
 - (f) the purpose of the meetings, as proposed in paragraphs 13, 16, 19, 22, 25 and 29; and*
 - (g) the clarification in the title of the meeting of experts, as proposed in paragraph 26.*

Geneva, 6 February 2002.

Point for decision: Paragraph 30.