

Instruction sheet for submitting amendments

Use the Google sheet provided by your Coordinator to submit amendments.

Following the examples below on how to complete the sheet properly.

Amendment no.	Location	submitted by	Amendment
D.1	New clause after 10 (i)	Brazil, Mexico, Paraguay	Insert a new clause: "workers with a higher risk of exposure to situations of violence and harassment due to the nature of their work."
D.2	Chapeau Point 11	Employer Group	Insert "appropriate" before "measures."
D.3	New clause after Point 11 Chapeau	Philippines	After the chapeau, add a new clause: "taking measures to ensure good working conditions and compliance with international labour standards;".
D.4	Chapeau Point 12	United States, Norway	Delete "all forms of" after "prevent".
D.5	Clause 12 (b)	Germany, Austria, Belgium	At the end of the clause, add "taking into account, where appropriate, the specific needs of small and medium-sized enterprises;".
D.6	Clause 12 (d)	Worker Group	After "workers", insert "managers, supervisors and designated support persons".

Column A: Amendments are assigned a number by the Coordinator in the order in which they are submitted

Column B: How to indicate different types of locations

1. Adding a new Section heading after a Point: New Section after Point [insert number]
 2. Amending a Point: Point [insert number]; see example above
 3. Adding a new Point: New point after Point 7
 4. Adding a new Clause: New clause after 10 (i); see example above
 5. Amending a sub-clause within a Point: Sub-clause 11 (a), (iii)
 6. Amending a clause: Clause 12 (b); see example above
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Column C: How to indicate who the amendment is submitted by:

1. Employer Group
 2. Worker Group
 3. Government members: [insert the names of all Government members who are submitting the amendment; if an amendment is submitted by just one Government, it must be seconded by another delegate in order to be considered]
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Column D: Clearly state the amendment. Use one of the following words to indicate what type of amendment it is.

Examples of how to word an amendment:

1. *Delete* “ _____ ” *between* “ _____ ” *and* “ _____ ”.
2. *Insert* “ _____ ” *between* “ _____ ” *and* “ _____ ”.
3. *Add* “ _____ ” *at the end of* “ _____ ”.

4. Replace " _____ " with " _____ ".
5. Replace clause (a) with " _____ ".
6. Insert " _____ " after " _____ ".
7. Replace " _____ " with " _____ " after " _____ ".
8. Add " _____ " after " _____ ".
9. In the chapeau, replace " _____ " with " _____ ".
10. In the chapeau, delete the final word " _____ " and clauses (a) to (c) inclusive.
11. In the chapeau, insert " _____ ", before " _____ ".
12. After the chapeau, add a new clause: " _____ ".
13. At the end of the clause, add " _____ ".
14. Insert a new clause: " _____ ".
15. Move clause (a) after clause (b).