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AMENDMENT INSTRUCTIONS

ILO INSTRUCTION SHEET FOR SUBMITTING AMENDMENTS

Instruction sheet for submitting amendments

International Labour Organization

Use the following Google sheet created for the simulation of the General Discussion Committee 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	Point 11	Employers	In the chapeau, before "measures", insert "appropriate".
D.3	New clause after chapeau of Point 11	Philippines	After the chapeau, add a new clause: "taking measures to ensure good working conditions and compliance with international labour standards;".
D.4	Point 12	USA, Norway	In the chapeau, after "prevent", delete "all forms of".
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)	Workers	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

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Column B: How to indicate different types of locations

- Adding a new Section heading after a Point: New Section after Point [insert number]
- Amending a Point: Point [insert number]; see example above
- Adding a new Point: New point after Point 7
- Amending a clause within a Point: Clause 3 (a)
- Adding a new Clause: New clause after 10 (i); see example above
- Amending a sub-clause within a Point: Sub-clause 11 (a), (iii)
- Amending a clause: Clause 12 (b); see example above

Column C: How to indicate who the amendment is submitted by:

- Employer members
- Worker members
- 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]

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:

- Between " _____ " and " _____ ", delete " _____ ".
- Between " _____ " and " _____ ", insert " _____ ".
- At the end of " _____ " add " _____ ".
- Replace " _____ " with " _____ ".
- Replace clause (a) with " _____ ".
- After " _____ ", insert " _____ ".
- After " _____ ", replace " _____ " with " _____ ".
- After " _____ ", add " _____ ".
- In the chapeau, replace " _____ " with " _____ ".
- In the chapeau, delete the final word " _____ " and clauses (a) to (c) inclusive.
- In the chapeau, insert " _____ ", before " _____ ".
- After the chapeau, add a new clause: " _____ ".
- At the end of the clause, add " _____ ".
- Insert a new clause: " _____ ".
- Move clause (a) after clause (b).