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Inter-American Council for Integral Development
(CIDI)



**PREPARATORY MEETING FOR THE
TWENTY-FIRST INTER-AMERICAN CONFERENCE
OF MINISTERS OF LABOR (IACML)**

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Methodology to negotiate the Draft Declaration and Plan of Action of the XXI IACML during the virtual Preparatory Meeting¹

(Proposed by the Chair and the Technical Secretariat)

Introduction

The negotiation of the preliminary draft Declaration and Plan of Action of the XXI IACML began through a restricted-access Virtual Forum for delegations and consultative bodies – COSATE and CEATAL-, which was open from May 3 to June 30, 2021. Delegations from nineteen (19) Ministries of Labor, as well as the consultative bodies, submitted comments to the preliminary drafts through the Forum. Those comments were reviewed and incorporated, by the Delegation of Argentina, in the new versions of these documents, which will be discussed during the virtual Preparatory Meeting.

This document, prepared by the Chair and the Technical Secretariat, presents a methodology for negotiating the aforementioned preliminary drafts, with the objective of providing a procedure that will facilitate consensus-building, while taking into consideration that the negotiation is taking place virtually and enabling optimal use to be made of the assigned resources.

Methodology

1. Each paragraph of the Draft Declaration and Draft Plan of Action will be read by the Chair before opening the floor for comments.
 - A paragraph will be approved when there are no interventions from delegates.
 - A new proposal will only be considered for discussion when it is supported by at least one country, considering that a Virtual Forum where countries had the opportunity to present their proposals already took place.
 - The Chair, in consultation with the Technical Secretariat, may suggest that a new proposal be considered at a different time of the negotiations, in order to maintain the consistency of the documents.
 - When there are two or more alternative texts for a paragraph, negotiations will start with the text indicated by the Chair.
 - Texts proposed by Ministries of Labor will be analyzed before those suggested by COSATE or CEATAL.

¹ This methodology was used for the discussion and negotiation of the draft Declaration and Plan of Action in previous Preparatory Meetings, updated based on the Methodology for the Presentation and Negotiation of Draft Resolutions of the Inter-American Council for Integral Development (CIDI/CPD/doc.204/21 rev.2), and adjusted for a virtual meeting.

2. The delegations shall have a maximum of three (3) minutes for each intervention, which should be focused on the paragraph being discussed and provide the suggested wording of the amendment. Once this time has elapsed, the Chair may interrupt the delegation and the Technical Secretariat will close the microphone.
3. The negotiation of paragraphs should focus on the substance of their contents and not on the style in which they are drafted.
4. If no consensus is reached after discussion on a specific paragraph, the Chair may consider constituting an informal working group, which shall draft a proposal to be considered by the Plenary for its final approval. This informal group will be composed by the interested parties and will gather outside the main session, using the “Groups” tool of the virtual platform or other means they find appropriate. The informal group will have a maximum of 15 minutes to deliberate.
5. The Secretariat will keep records of the negotiations, taking into account the drafting of the original proposals. To facilitate the negotiations, the Secretariat will preserve the numbering of the paragraphs during the negotiation process, and the numbering will be adjusted, if necessary, once the final version has been agreed.

Good practices for a virtual negotiation meeting

1. **The virtual room will open an hour before the virtual meeting begins.** It is recommended to connect in advance to make tests and ensure a good connection.
2. The **use of headsets and a stable internet connection** (not WiFi) to optimize quality in the discussions is recommended.
3. Delegations should keep **microphone muted at all times** when not having the floor.
4. To request the floor, **delegations should use the “raise hand” tool in ZOOM** and/or indicate it in the chat.
5. **Please be mindful of the interpretation.** In meetings of this nature, a clear and precise interpretation is fundamental to guarantee that the final documents reflect the opinions of all Member States. In this regard, delegations are kindly asked to:
 - **Select a language** in the ZOOM “interpretation” panel before the meeting and especially when taking the floor. Please speak only in the selected language.
 - **Speak clearly, carefully, and precisely.** This will allow the interpretation staff to transmit the messages correctly and precisely.
6. As soon as each intervention is finished, delegations are asked to **mute their microphones and ‘lower’ hand** to avoid confusions in the audio and use of the floor.