



**ORGANIZATION OF AMERICAN STATES**  
**Inter-American Council for Integral Development**  
**(CIDI)**



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

July 28-30, 2021  
Washington, D.C.  
VIRTUAL

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**RESPONSIBILITIES AND PRIVILEGES OF THE AUTHORITIES OF THE IACML<sup>1</sup>**

(Document prepared by the Technical Secretariat, based on the IACML practices and customs, the General Guidelines of CIDI ministerial processes, and the Rules of Procedure for Sectorial and Specialized Meetings of Ministers or High Authorities in the Framework of CIDI, approved by the OAS General Assembly in 2018)

Responsibilities and privileges of the Chair of the IACML

1. Guide the work of the Conference and define, along with the other authorities (former and future Chairs of the IACML, Chairs and Vice-Chairs of the Working Groups), the Work Plan of the IACML and the Inter-American Network for Labor Administration (RIAL).
2. Represent the Conference in protocol events, technical activities or any other meeting to which he or she is invited as Chair of the IACML.

During IACML sessions (based on Article 6 of Rules of Procedure of Ministerial Meetings of the CIDI):

3. To preside at the plenary sessions of the Conference and to submit for consideration the various topics in accordance with the order of business.
4. To convoke, establish order of business, open and adjourn the plenary sessions.
5. To direct the discussions, grant the floor to representatives in the order of their requests, and put the points under discussion to a vote and announce the results.
6. To rule on points of order and install committees and working groups.
7. To take all necessary measures to expedite the work of the Conference and to observe and enforce the provisions of the CIDI Rules of procedure of ministerial meetings.
8. Perform such other tasks as may be assigned by the Conference.

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<sup>1</sup> A previous version of this document was presented as TRABAJO/RTP/doc.11/17 at the Preparatory Meeting of the XX IACML in 2017.

Responsibilities and privileges of the Chair and Vice-Chairs of the Working Groups

1. Participate in the Planning Meeting that takes place after each IACML to define, jointly with the other authorities of the Conference, the IACML Work Plan, which includes the activities and allocation of resources of the RIAL.
2. Follow-up on the Plan of Action adopted by the IACML, on the topics under the competency of their WG. This involves: exploring initiatives and advancements made in the Hemisphere on the different topics, and define contents, orientation and possible presenters for the meetings of the Working Groups.
3. Be knowledgeable of the previous WGs activities and understand the functioning of the IACML.
4. Chair and moderate WGs meetings.
5. Produce, with the support of the Technical Secretariat, the reports of each meeting, which should include the consensus reached on each topic and the proposals for future work.
6. Propose and coordinate new activities, and to this end, it is recommended to devote the necessary in kind or financial resources.
7. Produce the Final Report of the WG to the IACML with the support of the Technical Secretariat, whose content is key in the drafting of the Conference's Plan of Action. These reports summarize activities, identify areas of consensus and issues for further work, and provide recommendations.