

Appendix III

Explanatory Note concerning the preparation of Reports on Ratified Conventions

General reporting arrangements

- The Governing Body of the ILO has adopted a report form for each Convention. You will find the report forms on the ILO website at the following address: <<http://www.ilo.org/normes>>.
 - **Three-year and five-year reporting intervals.** Reports on ratified Conventions are due either every three years for fundamental and governance Conventions¹, or every five years for all other Conventions, unless they are specifically requested out of the regular cycle by the supervisory bodies.
 - **Grouping of reports.** In order to facilitate the gathering of information by ministries of labour at the national level, reports on Technical Conventions relating to the same subject matter are requested simultaneously.
 - The regular reporting cycle may be found in the table in Annex 1 to the present Note.
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Detailed or simplified reports

- The reports requested may be *detailed or simplified reports*.
- Detailed reports consist in reports which contain replies to all the points raised in the report form. Your Government should send a detailed report *on its own initiative* if there are major changes in the application of a ratified Convention – for instance, major new legislation or other changes in the way the Convention is applied. Detailed reports are also required in two other cases: (a) if it is the first report after the ratification of a Convention, and (b) if the Committee of Experts in a footnote to an observation or a direct request,² or the Conference Committee, expressly asks for a detailed report.
- Subsequent reports should be in the form of simplified reports, as explained in the practical guidance contained in the report forms. The information requested in the case of simplified reports concerns only the following points: (a) any new legislative or other measures affecting the application of the Convention; (b) replies to the questions in the report form on the practical application of the Convention (for example, statistics, results of inspections, judicial or administrative decisions) and on the communication of copies of the report to the representative organizations of employers and workers and on any observations received from these organizations; (c) replies to comments by the supervisory bodies.

¹ Fundamental Conventions are: Conventions Nos. 29, 87, 98, 100, 105, 111, 138 and 182; Governance Conventions (also designated as priority Conventions) are: Conventions Nos. 81, 122, 129 and 144.

² Please refer to the table inserted in paragraph 49 of the general report of the CEACR, giving the list of cases in which the Committee has requested the submission of detailed reports.

Replies to the comments of the supervisory bodies

The reports (detailed or simplified) must contain replies to any comments regarding the application of the Convention in your country which have been addressed to your government by the Committee of Experts on the Application of Conventions and Recommendations or by the Conference Committee on the Application of Standards. For ease of reference, the text of the observations and direct requests concerned is attached in Appendix II as indicated in the cover letter.

Communication to employers' and workers' organizations

- In all cases, your Government is required under article 23, paragraph 2, of the ILO Constitution to communicate copies of its reports to the representative organizations of employers and workers.
- Your Government is also kindly requested to include in its reports the names of the organizations concerned.
- For those member States which have ratified the Tripartite Consultation (International Labour Standards) Convention, 1976 (No. 144), effective consultations with the representative organizations of employers and workers have to be held on any questions arising out of reports under article 22 of the Constitution.

Observations by employers' and workers' organizations

Reports must contain the text of any observations made by the employers' and workers' organizations regarding the application of the Convention; and any comments your Government may wish to make on these observations.

Copies of reports and documents

Your Government is kindly requested to forward to the International Labour Office one copy of each report as well as one copy of any documents indicated as appended to the report.

Deadline

- The reports should reach the Office **between 1 June and 1 September 2017 at the latest**.
- Your Government may send the reports in batches.
- You are encouraged to transmit your reports in electronic form (accompanied by a scanned document duly signed and attached to an e-mail). The submission of reports by fax or by mail remains possible.
- The reports should cover the period up to the time of transmission.

Article 22 reporting cycles

Arrangement of Conventions by group in the three-year and five-year reporting cycles (English alphabetical order)

	2015	2016	2017	2018	2019	2020	2021	2022	
	Three-year reporting cycle (fundamental and governance Conventions) for article 22 reports (extension from two to three years)								
Freedom of association and collective bargaining C.87, C.98 (countries O-Z) (FPRW)	C.87, C.98 (countries A-F) (FPRW)	C.87, C.98 (countries G-N) (FPRW)	C.87, C.98 (countries O-Z) (FPRW)	C.87, C.98 (countries A-F) (FPRW)	C.87, C.98 (countries G-N) (FPRW)	C.87, C.98 (countries O-Z) (FPRW)	C.87, C.98 (countries A-F) (FPRW)		
Equality of opportunity and treatment C.100, C.111 (countries A-F) (FPRW)	C.100, C.111 (countries G-N) (FPRW)	C.100, C.111 (countries O-Z) (FPRW)	C.100, C.111 (countries A-F) (FPRW)	C.100, C.111 (countries G-N) (FPRW)	C.100, C.111 (countries O-Z) (FPRW)	C.100, C.111 (countries A-F) (FPRW)	C.100, C.111 (countries G-N) (FPRW)		
Forced labour C.29, C.105 and Child labour C.138, C.182 (countries G-N) (FPRW)	C.29, C.105, C.138, C.182 (countries O-Z) (FPRW)	C.29, C.105, C.138, C.182 (countries A-F) (FPRW)	C.29, C.105, C.138, C.182 (countries G-N) (FPRW)	C.29, C.105, C.138, C.182 (countries O-Z) (FPRW)	C.29, C.105, C.138, C.182 (countries A-F) (FPRW)	C.29, C.105, C.138, C.182 (countries G-N) (FPRW)	C.29, C.105, C.138, C.182 (countries O-Z) (FPRW)		
Tripartite consultations C.144 (countries G-N) (Social dialogue)	C.144 (countries A-F) (Social dialogue)	C.144 (countries O-Z) (Social dialogue)	C.144 (countries G-N) (Social dialogue)	C.144 (countries A-F) (Social dialogue)	C.144 (countries O-Z) (Social dialogue)	C.144 (countries G-N) (Social dialogue)	C.144 (countries A-F) (Social dialogue)		
Labour inspection C.81, C.129 (countries A-F) (Social dialogue)	C.81, C.129 (countries O-Z) (Social dialogue)	C.81 and C.129 (countries G-N) (Social dialogue)	C.81 and C.129 (countries A-F) (Social dialogue)	C.81 and C.129 (countries O-Z) (Social dialogue)	C.81 and C.129 (countries G-N) (Social dialogue)	C.81 and C.129 (countries A-F) (Social dialogue)	C.81 and C.129 (countries O-Z) (Social dialogue)		
Employment policy C.122 (countries O-Z) (Employment)	C.122 (countries G-N) (Employment)	C.122 (countries A-F) (Employment)	C.122 (countries O-Z) (Employment)	C.122 (countries G-N) (Employment)	C.122 (countries O-Z) (Employment)	C.122 (countries A-F) (Employment)	C.122 (countries G-N) (Employment)		

Annex 1

2015 2016 2017 2018 2019 2020 2021 2022

Five-year reporting cycle (technical Conventions) for article 22 reports

OSH (A-J) (Social protection)	Social security (K-Z) ¹ (Social protection)	Social security (A-J) (Social protection)	Working time (Social protection)	OSH (K-Z) (Social protection)	OSH (A-J) (Social protection)	Social security (K-Z) (Social protection)	Social security (A-J) (Social protection)
Seafarers (K-Z) (not classified)	Protection of children and young persons (A-J) (related to FPRW)	Protection of children and young persons (K-Z) (related to FPRW)	Social policy (Social protection)	Seafarers (A-J) (not classified)	Seafarers (K-Z) (not classified)	Protection of children and young persons (A-J) (related to FPRW)	Protection of children and young persons (K-Z) (related to FPRW)
Employment promotion (A-J) (Employment)	Wages (A-J) (Social protection)	Wages (K-Z) (Social protection)	Maternity protection (Social protection)	Employment promotion (K-Z) (Employment)	Employment promotion (A-J) (Employment)	Wages (A-J) (Social protection)	Wages (K-Z) (Social protection)
Labour administration and inspection (K-Z) (Social dialogue)	Fishers (not classified)	Dockworkers (not classified)	Specific categories of workers (not classified)	Labour administration and inspection (A-J) (Social dialogue)	Labour administration and inspection (K-Z) (Social dialogue)	Fishers (not classified)	Dockworkers (not classified)
	Workers with family responsibilities (related to FPRW)	Migrant workers (not classified)	Indigenous and tribal peoples (not classified)	Industrial relations (Social dialogue)		Workers with family responsibilities (related to FPRW)	Migrant workers (not classified)
	Security of employment (Employment)		Vocational guidance and training (Employment)			Security of employment (Employment)	
	Freedom of association (agriculture, NMTs) (related to FPRW)					Freedom of association (agriculture, NMTs) (related to FPRW)	

The strategic objectives corresponding to the subjects are included simply for information.

¹ Countries which belong to the group A-J (English alphabetical order) and have ratified the European Code of Social Security, will be requested to submit their report at the same time as the group K-Z.