



► 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 six-year reporting intervals.** Reports on ratified Conventions are due either every three years for fundamental and governance Conventions,¹ or six 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.

Detailed or simplified reports

- The reports requested maybe **detailed** or **simplified** reports.
- **Detailed reports** consist in reports which contain replies to all the points raised in the report form for the Convention concerned. 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, or the Conference Committee, expressly asks for a detailed report.
- Subsequent reports should be in the form of **simplified reports**. A report form was adopted by the ILO Governing Body to facilitate the work of the administrations. This form is available on the Standards Web site at the following address:
https://www.ilo.org/global/standards/WCMS_665186/lang--en/index.htm
- As explained in this report form, the information requested for simplified reports relates only to certain points. Please follow the practical advice contained in this form for the preparation of these 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

¹ Fundamental Conventions are: Conventions Nos. 29, 87, 98, 100, 105, 111, 138, 155, 182 and 187; Governance Conventions (also designated as priority Conventions) are: Conventions Nos. 81, 122, 129 and 144.

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 2024 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 mail remains possible as indicated in the letter.
- The reports should cover the period up to the time of transmission.