



FOR INFORMATION

SIXTEENTH ITEM ON THE AGENDA

Report of the Director-General

Sixth Supplementary Report: Electronic distribution of preparatory documentation for sessions of the Governing Body

1. The Office invited all members of the Governing Body to take part in a trial distribution of documents in electronic format, in order to achieve the following objectives:
 - enhanced service through earlier reception of documents by members; and
 - reduction of printing and dispatch costs.

Fifty members accepted to participate in this test (29 English-language speaking, eight French and 13 Spanish).

2. The test was carried out between September and November 2005. An email message was sent every week informing these members of the list of new documents posted on the ILO web site. Paper versions of the documents were sent to all members in parallel.
3. During the 294th Session (November 2005) of the Governing Body, a questionnaire was distributed to all members taking part in the experiment. This requested their feedback with a view to improved service. A reminder was sent in December 2005.
4. Twenty-two members replied to the questionnaire. Responses indicated that they were satisfied to have gained access to documents before receiving the printed version, which was of assistance to them. Some members printed short documents from the web site. Full details on replies are given in the attached table.
5. Given the positive feedback, the Office has continued the test for the pre-session documents of the 295th Session, with account being taken of the suggestions that were given, such as an indication, in the notification email, of the full title of the documents that have been posted on the web site. It is intended to monitor the process further, with a view to presenting a proposed policy position to the November 2006 session of the Governing Body.

Geneva, 8 March 2006.

Submitted for information.

Appendix

Summary of replies to the questionnaire regarding the trial distribution in electronic form of preparatory documentation sessions of the Governing Body

1.	Did you access the documents before receiving the printed version?	Yes	21	No	1								
2.	If so, was this earlier access of assistance?	Yes/very useful	21	No	0	No reply	1						
3.	Did you print the documents from the Web?	Yes/some	19	No/too expensive	3								
4.	Were you aware of the GB web site prior to the testing for the 294th Session? Did you use it?	Yes	15	No	6	Not participating in the test	1						
5.	How frequently do you check your email account?	Every day/several times	19	Once/twice a week	2	No reply	1						
6.	You were notified by email of recently published documents. Was this useful?	Yes	12	Some extent	2	No	2	Cannot recall/not informed	4				
7.	Which type of documents did you find useful to access in electronic format?	All/several	15	Agenda	2	Less than 15 pages	1	No reply	1	Reports	2		
8.	Did you have any technical problem in accessing either the Web or the ILO site for downloading documents?	Slowness	1	Acrobat reader version	1	Password	1	Sometimes	1				
9.	How would you improve the service?	Earlier posting	4	Batch documents	1	Eliminate hard copy dispatch	1	CFA documents on secure site	1	It is better to indicate not only the number but also full title of documents	1	Extend to all ILO documents/improve visibility of documents	1
10.	Would like to participate in further testing for the 295th Session (March 2006) of the Governing Body?	Yes	22										