

**FOR INFORMATION**

FIRST ITEM ON THE AGENDA

Progress in the work to adapt the *Manual for drafting ILO instruments*

1. At its 295th (March 2006) Session, the Governing Body took note of the report on the progress made in the work to adapt the *Manual for drafting ILO instruments* and of the related discussion.¹ At that time, the *Manual* was made available in the full-text hard copy version and in the interactive version on CD-ROM, in English, French and Spanish. The Office offered guided consultations on the interactive version to Governing Body members, and invited comments on possible improvements.²
2. Copies of the CD-ROM were made available at displays during the 95th (June 2006) Session of the International Labour Conference and at the ILO Sixteenth American Regional Meeting (May 2006) and the Fourteenth Asian Regional Meeting (August-September 2006). Collaboration with the International Training Centre of the ILO on the production of such materials has continued.
3. With a view to transforming the full-text *Manual* into a user-friendly “quick guide”, as requested by the Governing Body,³ the Office has pursued informal consultations with the constituents. A draft pilot guide was produced for informal testing on a small scale at the International Labour Conference in June 2006. Guided by the comments received from the volunteer testers from each group, the Office is continuing to prepare the “quick guide” so that it will be available in English, French and Spanish for use at the 96th (June 2007) Session of the International Labour Conference.

Geneva, 13 September 2006.

Submitted for information.

¹ GB.295/10(Rev.), paras. 12-18. See also GB.295/LILS/2 and GB.295/LILS/2(Inf.).

² *idem.*

³ GB.295/10(Rev.), para. 18.