

RECOMMENDATION CONCERNING THE MAXIMUM PERMISSIBLE WEIGHT  
TO BE CARRIED BY ONE WORKER.

The General Conference of the International Labour  
Organisation,

Having been convened at Geneva by the Governing Body  
of the International Labour Office, and having  
met in its Fifty-first Session on 7 June 1967, and

Having decided upon the adoption of certain proposals  
with regard to maximum permissible weight to be  
carried by one worker, which is the sixth item on  
the agenda of the session, and

Having determined that these proposals shall take the  
form of a Recommendation supplementing the Maximum  
Weight Convention, 1967.

adopts this twenty-eighth day of June of the year one thousand  
nine hundred and sixty-seven the following Recommendation,  
which may be cited as the Maximum Weight Recommendation, 1967:

I. DEFINITION AND SCOPE

1. For the purpose of this Recommendation -
- (a) the term "manual transport of loads" means any transport  
which the weight of the load is wholly borne by one  
worker; it covers the lifting and putting down of loads;
  - (b) the term "regular manual transport of loads" means any  
activity which is continuously or principally devoted to  
the manual transport of loads, or which normally includes,  
even though inter-ittently, the manual transport of loads;
  - (c) the term "young worker" means a worker under 18 years of  
age.

2. Except as otherwise provided herein, this Recommenda-  
tion applies both to regular and to occasional manual trans-  
port of loads other than light loads.

3. This Recommendation applies to all branches of  
economic activity.

II. GENERAL PRINCIPLE

4. No worker should be required or permitted to engage  
in the manual transport of a load which by reason of its  
weight is likely to jeopardise his health or safety.

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### III. TRAINING AND INSTRUCTIONS

5. (1) Any worker assigned to regular manual transport of loads should, prior to such assignment, receive adequate training or instruction in working techniques, with a view to safeguarding health and preventing accidents.

(2) Such training or instruction should include methods of lifting, carrying, putting down, unloading and stacking of different types of loads, and should be given by suitably qualified persons or institutions.

(3) Such training or instruction should, wherever practicable, be followed up by supervision on the job to ensure that the correct methods are used.

6. Any worker occasionally assigned to manual transport of loads should be given appropriate instructions on the manner in which such operations may be safely carried out.

### IV. MEDICAL EXAMINATIONS

7. A medical examination for fitness for employment should, as far as practicable and appropriate, be required before assignment to regular manual transport of loads.

8. Further medical examinations should be made from time to time as necessary.

9. Regulations concerning the examinations provided for in Paragraphs 7 and 8 of this Recommendation should be made by the competent authority.

10. The examination provided for in Paragraph 7 of this Recommendation should be certified. The certificate should refer only to fitness for employment and should not contain medical data.

### V. TECHNICAL DEVICES AND PACKAGING

11. In order to limit or to facilitate the manual transport of loads, suitable technical devices should be used as much as possible.

12. The packaging of loads which may be transported manually should be compact and of suitable material and should, as far as possible and appropriate, be equipped with devices for holding and so designed as not to create risk of injury; for example, it should not have sharp edges projections or

...../ rough .....

rough surfaces.

## VI. MAXIMUM WEIGHT

13. In the application of this Part of this Recommendation, Members should take account of -

- (a) physiological characteristics, environmental conditions and the nature of the work to be done;
- (b) any other conditions which may influence the health and safety of the worker.

### A. Adult Male Workers

14. Where the maximum permissible weight which may be transported manually by one adult male worker is more than 55kg., measures should be taken as speedily as possible to reduce it to that level.

### B. Women Workers

15. Where adult women workers are engaged in the manual transport of loads, the maximum weight of such loads should be substantially less than that permitted for adult male workers.

16. As far as possible, adult women workers should not be assigned to regular manual transport of loads.

17. Where adult women workers are assigned to regular manual transport of loads, provision should be made -

- (a) as appropriate, to reduce the time spent on actual lifting, carrying and putting down of loads by such workers;
- (b) to prohibit the assignment of such workers to certain specified jobs, comprised in manual transport of loads, which are specially arduous.

18. No woman should be assigned to manual transport of loads during a pregnancy which has been medically determined or during the ten weeks following confinement if in the opinion of a qualified physician such work is likely to impair her health or that of her child.

### C. Young Workers

19. Where young workers are engaged in the manual transport of loads, the maximum weight of such loads should be substantially less than that permitted for adult workers of the same sex.

20. As far as possible, young workers should not be

...../ assigned .....

assigned to regular manual transport of loads.

21. Where the minimum age for assignment to manual transport of loads is less than 16 years, measures should be taken as speedily as possible to raise it to that level.

22. The minimum age for assignment to regular manual transport of loads should be raised, with a view to attaining a minimum age of 18 years.

23. Where young workers are assigned to regular manual transport of loads, provision should be made -

- (a) as appropriate, to reduce the time spent on actual lifting, carrying and putting down of loads by such workers;
- (b) to prohibit the assignment of such workers to certain specified jobs, comprised in manual transport of loads, which are especially arduous.

VII. OTHER MEASURES TO PROTECT HEALTH AND SAFETY

24. On the basis of medical opinion and taking account of all the relevant conditions of the work, the competent authority should endeavour to ensure that the exertion required in a working day or shift of workers assigned to manual transport of loads is not likely to jeopardise the health or safety of such workers.

25. Such appropriate devices and equipment as may be necessary to safeguard the health and safety of workers engaged in manual transport of loads should be provided or made available to such workers and should be used by them.

VIII. MISCELLANEOUS PROVISIONS

26. The training or instruction and the medical examinations provided for in this Recommendation should not involve the worker in any expense.

27. The competent authority should actively promote scientific research, including ergonomic studies, concerning the manual transport of loads, with the object, inter alia, of -

- (a) determining the relationship, if any, between occupational diseases and disorders and manual transport of loads; and
- (b) minimising the hazards to health and safety of workers engaged in the manual transport of loads.

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28. Where methods of transportation of goods by pulling and pushing are prevalent which impose physical strain analogous to that involved in the manual transport of loads, the competent authority may give consideration to the application to such work of such provisions of this Recommendation as may be appropriate.

29. Each Member should, by laws or regulations or any other method consistent with national practice and conditions and in consultation with the most representative organisations of employers and workers concerned, take such steps as may be necessary to give effect to the provisions of this Recommendation.

30. Members may permit exceptions to the application of particular provisions of this Recommendation, after consultation with the national inspection service and with the most representative organisations of employers and workers concerned, where the circumstances of the work or the nature of the loads require such exceptions; for every exception or category of exceptions the limits of the derogation should be specified.

31. Each Member should, in accordance with national practice, specify the person or persons on whom the obligation of compliance with the provisions of this Recommendation rests as well as the authority responsible for the supervision of the application of these provisions.

The foregoing is the authentic text of the Recommendation duly adopted by the General Conference of the International Labour Organisation during its Fifty-first Session which was held at Geneva and declared closed the twenty-ninth day of June 1967.

IN FAITH WHEREOF we have appended our signatures this thirtieth day of June 1967.

The President of the Conference,

G. TESEMA.

The Director-General of the International Labour Office,

DAVID A. MORSE.

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Recommendation 129

RECOMMENDATION CONCERNING COMMUNICATIONS BETWEEN MANAGEMENT  
AND WORKERS WITHIN THE UNDERTAKING.

The General Conference of the International Labour  
Organisation,

Having been convened at Geneva by the Governing Body of  
the International Labour Office, and having met in  
its Fifty-first Session on the 7 June 1967, and

Noting the terms of the Co-operation at the Level of the  
Undertaking Recommendation, 1952, and

Considering that additional standards are called for, and

Having decided upon the adoption of certain proposals with  
regard to communications within the undertaking,  
which is included in the fifth item on the agenda  
of the session, and

Having determined that these proposals shall take the  
form of a Recommendation,

adopts this twenty-eighth day of June of the year one thousand  
nine hundred and sixty-seven the following Recommendation,  
which may be cited as the Communications within the Under-  
taking Recommendation, 1967:

I. General Considerations

1. Each Member should take appropriate action to bring  
the provisions of this Recommendation to the attention of  
persons, organisations and authorities who may be concerned  
with the establishment and application of policies concerning  
communications between management and workers within under-  
takings.

2. (1) Employers and their organisations as well as  
workers and their organisations should, in their common  
interest, recognise the importance of a climate of mutual  
understanding and confidence within undertakings that is  
favourable both to the efficiency of the undertaking and to  
the aspirations of the workers.

(2) This climate should be promoted by the rapid  
dissemination and exchange of information, as complete and  
objective as possible, relating to the various aspects of the  
life of the undertaking and to the social conditions of the  
workers.

(3) With a view to the development of such a climate management should, after consultation with workers' representatives, adopt appropriate measures to apply an effective policy of communication with the workers and their representatives.

3. An effective policy of communication should ensure that information is given and that consultation takes place between the parties concerned before decisions on matters of major interest are taken by management, in so far as disclosure of the information will not cause damage to either party.

4. The communication methods should in no way derogate from freedom of association; they should in no way cause prejudice to freely chosen workers' representatives or to their organisations or curtail the functions of bodies representative of the workers in conformity with national law and practice.

5. Employers' and workers' organisations should have mutual consultations and exchanges of views in order to examine the measures to be taken with a view to encouraging and promoting the acceptance of communications policies and their effective application.

6. Steps should be taken to train those concerned in the use of communication methods and to make them, as far as possible, conversant with all the subjects in respect of which communication should take place.

7. In the establishment and application of a communications policy, management, employers' and workers' organisations, bodies representative of the workers and, where appropriate under national conditions, public authorities should be guided by the provisions of Part II below.

II. Elements For A Communications Policy Within The Undertaking

8. Any communications policy should be adapted to the nature of the undertaking concerned, account being taken of its size and of the composition and interests of the work force.

9. With a view to fulfilling its purpose, any communications system within the undertaking should be designed to ensure genuine and regular two-way communication -

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- (a) between representatives of management (head of the undertaking, department chief, foreman, etc.) and the workers; and
- (b) between the head of the undertaking, the director of personnel or any other representative of top management and trade union representatives or such other persons as may, under national law or practice, or under collective agreements, have the task of representing the interests of the workers at the level of the undertaking.

10. Where the management desires to transmit information through workers' representatives, the latter, if they agree to do so, should be given the means to communicate such information rapidly and completely to the workers concerned.

11. Management should, in choosing the channel or channels of communication which it considers appropriate for the type of information to be transmitted, take due account of the difference in the nature of the functions of supervisors and workers' representatives so as not to weaken their respective positions.

12. The selection of the appropriate medium of communication, and its timing, should be on the basis of the circumstances of each particular situation, account being taken of national practice.

13. Media of communication may include -

- (a) meetings for the purpose of exchanging views and information;
- (b) media aimed at given groups of workers, such as supervisors' bulletins and personnel policy manuals;
- (c) mass media such as house journals and magazines; newsletters and information and induction leaflets; noticeboards; annual or financial reports presented in a form understandable to all the workers; employee letters; exhibitions; plant visits; films, filmstrips and slides; radio and television;
- (d) media aimed at permitting workers to submit suggestions and to express their ideas on questions relating to the operation of the undertaking.

14. The information to be communicated and its presentation should be determined with a view to mutual understanding in regard to the problems posed by the complexity of the undertaking's activities.

15. (1) The information to be given by management should, account being taken of its nature, be addressed either to the workers' representatives or to the workers and should, as far as possible, include all matters of interest to the workers relating to the operation and future prospects of the undertaking and to the present and future situation of the workers, in so far as disclosure of the information will not cause damage to the parties.

(2) In particular, management should give information regarding -

- (a) general conditions of employment, including engagement, transfer and termination of employment;
- (b) job descriptions and the place of particular jobs within the structure of the undertaking;
- (c) possibilities of training and prospects of advancement within the undertaking;
- (d) general working conditions;
- (e) occupational safety and health regulations and instructions for the prevention of accidents and occupational diseases;
- (f) procedures for the examination of grievances as well as the rules and practices governing their operation and the conditions for having recourse to them;
- (g) personnel welfare services (medical care, health, canteens, housing, leisure, savings and banking facilities, etc.);
- (h) social security or social assistance schemes in the undertaking;
- (i) the regulations of national social security schemes to which the workers are subject by virtue of their employment in the undertaking;
- (j) the general situation of the undertaking and prospects or plans for its future development;
- (k) the explanation of decisions which are likely to affect directly or indirectly the situation of workers in the undertaking;

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(1) methods of consultation and discussion and of co-operation between management and its representatives on the one hand and the workers and their representatives on the other.

(3) In the case of a question which has been the subject of negotiations between the employer and the workers or their representatives in the undertaking or of a collective agreement concluded at a level beyond that of the undertaking, the information should make express reference thereto.

The foregoing is the authentic text of the Recommendation duly adopted by the General Conference of the International Labour Organisation during its Fifty-first Session which was held at Geneva and declared closed the twenty-ninth day of June 1967.

IN FAITH WHEREOF we have appended our signatures this thirtieth day of June 1967.

The President of the Conference,

G. TESEMMA.

The Director-General of the International  
Labour Office,  
DAVID A. MORSE.

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RECOMMENDATION CONCERNING THE EXAMINATION OF GRIEVANCES WITHIN  
THE UNDERTAKING WITH A VIEW TO THEIR SETTLEMENT.

The General Conference of the International Labour  
Organisation,

Having been convened at Geneva by the Governing Body of the  
International Labour Office, and having met in its  
Fifty-first Session on 7 June 1967, and

Noting the terms of existing international labour Recommenda-  
tions dealing with various aspects of labour-manage-  
ment relations, and in particular the Collective  
Agreements Recommendation, 1951, the Voluntary  
Conciliation and Arbitration Recommendation, 1951, the  
Co-operation at the Level of the Undertaking Recom-  
mendation, 1952, and the Termination of Employment  
Recommendation, 1963, and

Considering that additional standards are called for, and

Noting the terms of the Communications within the Under-  
taking Recommendation, 1967, and

Having decided upon the adoption of certain proposals  
with regard to the examination of grievances within  
the undertaking, which is included in the fifth item  
on the agenda of the session, and

Having determined that these proposals shall take the  
form of a Recommendation,

adopts this twenty-ninth day of June of the year one thousand  
nine hundred and sixty-seven the following Recommendation,  
which may be cited as the Examination of Grievances Recom-  
mendation, 1967:

I. Methods of Implementation

1. Effect may be given to this Recommendation through  
national laws or regulations, collective agreements, works  
rules, or arbitration awards, or in such other manner consist-  
ent with national practice as may be appropriate under  
national conditions.

II. General Principles

2. Any worker who, acting individually or jointly with

...../ other .....

other workers, considers that he has grounds for a grievance should have the right -

- (a) to submit such grievance without suffering any prejudice whatsoever as a result; and
- (b) to have such grievance examined pursuant to an appropriate procedure.

3. The grounds for a grievance may be any measure or situation which concerns the relations between employer and worker or which affects or may affect the conditions of employment of one or several workers in the undertaking when that measure or situation appears contrary to provisions of an applicable collective agreement or of an individual contract of employment, to workrules, to laws or regulations or to the custom or usage of the occupation, branch of economic activity or country, regard being had to principles of good faith.

4. (1) The provisions of this Recommendation are not applicable to collective claims aimed at the modification of terms and conditions of employment.

(2) The determination of the distinction between cases in which a complaint submitted by one or more workers is a grievance to be examined under the procedures provided for in this Recommendation and cases in which a complaint is a general claim to be dealt with by means of collective bargaining or under <sup>some</sup> other procedure for settlement of disputes is a matter for national law or practice.

5. When procedures for the examination of grievances are established through collective agreements, the parties to such an agreement should be encouraged to include therein a provision to the effect that, during the period of its validity, they undertake to promote settlement of grievances under the procedures provided and to abstain from any action which might impede the effective functioning of these procedures.

6. Workers' organisations or the representatives of the workers in the undertaking should be associated, with equal rights and responsibilities, with the employers or their organisations, preferably by way of agreement, in the establishment and implementation of grievance procedure within the

...../ undertaking ....

undertaking, in conformity with national law or practice.

7. (1) With a view to minimising the number of grievances, the greatest attention should be given to the establishment and proper functioning of a sound personnel policy, which should take into account and respect the rights and interests of the workers.

(2) In order to achieve such a policy and to solve social questions affecting the workers within the undertaking, management should, before taking a decision, co-operate with the workers' representatives.

8. As far as possible, grievances should be settled within the undertaking itself according to effective procedures which are adapted to the conditions of the country, branch of economic activity and undertaking concerned and which give the parties concerned every assurance of objectivity.

9. None of the provisions of this Recommendation should result in limiting the right of a worker to apply directly to the competent labour authority or to a labour court or other judicial authority in respect of a grievance, where such right is recognised under national laws or regulations.

### III. Procedures Within The Undertaking

10. (1) As a general rule an attempt should initially be made to settle grievances directly between the worker affected, whether assisted or not, and his immediate supervisor.

(2) Where such attempt at settlement has failed or where the grievance is <sup>of</sup> such a nature that a direct discussion between the worker affected and his immediate supervisor would be inappropriate, the worker should be entitled to have his case considered at one or more higher steps, depending on the nature of the grievance and on the structure and size of the undertaking.

11. Grievance procedures should be so formulated and applied that there is a real possibility of achieving at each step provided for by the procedure a settlement of the case

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freely accepted by the worker and the employer.

12. Grievance procedures should be as uncomplicated and as rapid as possible, and appropriate time limits may be prescribed if necessary for this purpose; formality in the application of these procedures should be kept to a minimum.

13. (1) The worker concerned should have the right to participate directly in the grievance procedure and to be assisted or represented during the examination of his grievance by a representative of a workers' organisation, by a representative of the workers in the undertaking, or by any other person of his own choosing, in conformity with national law or practice.

(2) The employer should have the right to be assisted or represented by an employers' organisation.

(3) Any person employed in the same undertaking who assists or represents the worker during the examination of his grievance should, on condition that he acts in conformity with the grievance procedure, enjoy the same protection as that enjoyed <sup>by the worker</sup> under Paragraph 2, clause (a), of this Recommendation.

14. The worker concerned, or his representative if the latter is employed in the same undertaking, should be allowed sufficient time to participate in the procedure for the examination of the grievance and should not suffer any loss of remuneration because of his absence from work as a result of such participation, account being taken of any rules and practices, including safeguards against abuses, which might be provided for by legislation, collective agreements or other appropriate means.

15. If the parties consider it necessary, minutes of the proceedings may be drawn up in mutual agreement and be available to the parties.

16. (1) Appropriate measures should be taken to ensure that grievance procedures as well as the rules and practices governing their operation and the conditions for having recourse to them, are brought to the knowledge of the workers.

(2) Any worker who has submitted a grievance should be kept informed of the steps being taken under the procedure and of the action taken on his grievance.

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## IV. Adjustment Of Unsettled Grievances

17. Where all efforts to settle the grievance within the undertaking have failed, there should be a possibility, account being taken of the nature of the grievance for final settlement of such grievance through one or more of the following procedures:

- (a) procedures provided for by collective agreement, such as joint examination of the case by the employers' and workers' organisations concerned or voluntary arbitration by a person or persons designated with the agreement of the employer and worker concerned or their respective organisations;
- (b) conciliation or arbitration by the competent public authorities;
- (c) recourse to a labour court or other judicial authority;
- (d) any other procedure which may be appropriate under national conditions.

18. (1) The worker should be allowed the time off necessary to take part in the procedures referred to in Paragraph 17 of this Recommendation.

(2) Recourse by the worker to any of the procedures provided for in Paragraph 17 should not involve for him any loss of remuneration when his grievance is proved justified in the course of these procedures. Every effort should be made, where possible, for the operation of these procedures outside the working hours of the workers concerned.

The foregoing is the authentic text of the Recommendation duly adopted by the General Conference of the International Labour Organisation during its fifty-first Session which was held at Geneva and declared closed the twenty-ninth day of June 1967.

IN FAITH WHEREOF we have appended our signatures this thirtieth day of June 1967.

The President of the Conference,  
G. TESEMMA.

The Director-General of the International Labour  
Office,  
DAVID A. MORSE.

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RECOMMENDATION CONCERNING INVALIDITY, OLD-AGE AND SURVIVORS' BENEFITS.

The General Conference of the International Labour Organisation,

Having been convened at Geneva by the Governing Body of the International Labour Office, and having met in its Fifty-first Session on 7 June, 1967, and

Having decided upon the adoption of certain proposals with regard to the revision of the Old-Age Insurance (Industry, etc.) Convention, 1933, the Old-Age Insurance (Agriculture) Convention, 1933, the Invalidity Insurance (Industry, etc.) Convention, 1933, the Invalidity Insurance (Agriculture) Convention, 1933, the Survivors' Insurance (Industry, etc.) Convention, 1933, and the Survivors' Insurance (Agriculture) Convention, 1933, which is the fourth item on the agenda of the session, and

Having determined that these proposals shall take the form of a Recommendation supplementing the Invalidity, Old-Age and Survivors' Benefits Convention, 1967,

adopts this twenty-ninth day of June of the year one thousand nine hundred and sixty-seven the following Recommendation, which may be cited as the Invalidity, Old-Age and Survivors' Benefits Recommendation, 1967:

I. General Provisions

1. In this Recommendation -

- (a) the term "legislation" includes any social security rules as well as laws and regulations;
- (b) the term "prescribed" means determined by or in virtue of national legislation;
- (c) the term "dependent" refers to a state of dependency which is presumed to exist in prescribed cases;
- (d) the term "wife" means a wife who is dependent on her husband;
- (e) the term "widow" means a woman who was dependent on her husband at the time of his death;
- (f) the term "child" covers -
  - (i) a child under school-leaving age or under 15 years

...../ of .....

of age, whichever is the higher; and

- (ii) a child under a prescribed age higher than that specified in subclause (i) of this clause and who is an apprentice or student or has a chronic illness or infirmity disabling him for any gainful activity, under prescribed conditions;
- (g) the term "qualifying period" means a period of contribution, or a period of employment, or a period of residence, or any combination thereof, as may be prescribed;
- (h) the term "contributory benefits" means benefits the grant of which depends on direct financial participation by the persons protected or their employer or on a qualifying period of occupational activity.

### II. Persons Protected

2. Members should extend the application of their legislation providing for invalidity and old-age benefits, by stages if necessary, and under appropriate conditions -

- (a) to persons whose employment is of a casual nature;
- (b) to all economically active persons.

3. Members should extend the application of their legislation providing for survivors' benefits, by stages if necessary, and under appropriate conditions, to the wives, children and, as may be prescribed, other dependants of -

- (a) persons whose employment is of a casual nature;
- (b) all economically active persons.

### III. Contingencies Covered

4. The definition of invalidity should take into account incapacity to engage in an activity involving substantial gain.

5. A reduced benefit should be provided in respect of partial invalidity, under prescribed conditions.

6. With a view to protecting persons who are over a prescribed age but have not attained pensionable age Members should provide benefits, under prescribed conditions, for -

- (a) persons whose unfitness for work is established or presumed;

...../ (b) .....

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- (b) persons who have been involuntarily unemployed for a prescribed period; or
- (c) any other prescribed categories of persons for which such a measure is justified on social grounds.

7. The pensionable age should where appropriate be lowered, under prescribed conditions, in respect of any prescribed categories of persons for which such a measure is justified on social grounds.

8. A reduced old-age benefit should be payable under prescribed conditions to a person protected who, by reason only of his advanced age when the legislation giving effect to the Invalidity, Old-age and Survivors' Benefits Convention, 1967, comes into force, has not satisfied the qualifying conditions prescribed, unless a benefit in conformity with the provisions of paragraph 1,3 or 4 of Article 18 of that Convention is secured to such person at an age higher than the normal pensionable age.

9. Where the widow's right to a survivors' benefit is conditional on the attainment of a prescribed age, a widow below that age should be given every assistance and all facilities, including training and placement facilities and the provision of benefit where appropriate, to enable her to obtain suitable employment.

10. A widow whose husband had fulfilled the prescribed qualifying conditions, but who does not herself fulfil the conditions for a survivors' benefit, should be entitled to an allowance for a specified period, or a lump-sum death benefit.

11. A contributory old-age benefit, or a contributory survivors' benefit payable to a widow, should not be suspended after a prescribed age solely because the person concerned is gainfully occupied.

12. An invalid and dependent widower should, under prescribed conditions, enjoy the same entitlements to survivors' benefit as a widow.

13. An invalidity benefit should be secured at least to a person protected who has completed, prior to the contingency, in accordance with prescribed rules, a qualifying period which

may be five years of contribution, employment or residence.

14. The qualifying period for an invalidity benefit should be eliminated or reduced, under prescribed conditions, in the case of young workers who have not attained a prescribed age.

15. The qualifying period for an invalidity benefit should be eliminated or reduced under prescribed conditions, where the invalidity is due to an accident.

16. An old-age benefit should be secured at least to a person protected who has completed, prior to the contingency, in accordance with prescribed rules, a qualifying period which may be 20 years of contribution or employment or 15 years of residence.

17. Where an old-age benefit is conditional upon a minimum period of contribution or employment, a reduced old-age benefit should be secured at least to a person protected who has completed, prior to the contingency, in accordance with prescribed rules, a qualifying period of ten years of contribution or employment.

18. Where an old-age benefit is conditional upon a minimum period of contribution or employment, the amount of the old-age benefit should be increased under prescribed conditions -

- (a) where the grant of the benefit is conditional upon retirement from a prescribed gainful activity, if a person who has reached the pensionable age and has fulfilled the qualifying conditions of contribution or employment prescribed for a benefit defers his retirement;
- (b) where the grant of an old-age benefit is not conditional upon retirement from a prescribed gainful activity, if a person who has reached the pensionable age and has fulfilled the qualifying conditions prescribed for a benefit defers his claim to benefit.

19. A survivors' benefit should be secured at least on the qualifying conditions provided for in Paragraph 13 of this Recommendation for an invalidity benefit.

20. Where the grant of invalidity, old-age and survivors'

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benefits depends on a period of contribution or employment, at least periods of incapacity due to sickness, accident or maternity and periods of involuntary unemployment, in respect of which benefit was paid, should be assimilated, under prescribed conditions, to periods of contribution or employment in calculating the <sup>qualifying</sup> period that has been fulfilled by the person concerned.

21. Where the grant of invalidity, old-age and survivors' benefits depends on a qualifying period of contribution or employment, periods of compulsory military service should be assimilated, under prescribed conditions, to periods of contribution or employment in calculating the qualifying period that has been fulfilled by the person concerned.

#### IV. Benefits

22. The percentages indicated in the Schedule appended to Part V of the Invalidity, Old-Age and Survivors' Benefits Convention, 1967, should be increased by at least ten points.

23. National legislation should fix minimum amounts of invalidity, old-age and survivors' benefits, so as to ensure a minimum standard of living.

24. The amount of invalidity, old-age and survivors' benefits should be periodically adjusted taking account of changes in the general level of earning or the cost of living.

25. Increments in benefits or supplementary or special benefits should be provided, under prescribed conditions, for pensioners requiring the constant help or attendance of another person.

26. Benefits to which a person protected would otherwise be entitled should not be suspended solely because the person concerned is absent from the territory of the Member.

The foregoing is the authentic text of the Recommendation duly adopted by the General Conference of the International Labour Organisation during its Fifty-first Session which was held at Geneva and declared closed the twenty-ninth day of June 1967.

IN FAITH WHEREOF we have appended our signatures this  
thirtieth day of June 1967.

The President of the Conference,

G. TESEMA.

The Director-General of the International Labour  
Office,

DAVID A. MORSE.

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