

INFORMATION NOTE

Representation of international non-governmental organizations at the International Labour Conference and other ILO meetings

A. International Labour Conference

1. *Conditions to be met*

Any international non-governmental organization (INGO) wishing to be invited to be represented at the Conference should meet the following conditions. It should –

- (a) demonstrate the international nature of its composition and activities by proving that it is represented or has affiliates in a considerable number of countries and that it is active in those countries;
- (b) have aims and objectives that are in harmony with the spirit, aims and principles of the Constitution of the ILO and the Declaration of Philadelphia;
- (c) formally express a clearly defined interest, supported by its statutes and by explicit reference to its own activities, in at least one of the items on the agenda of the Conference session to which it requests to be invited;
- (d) **submit its request, in writing, to the Director-General of the International Labour Office at least one month before the opening of the session of the Governing Body preceding the session of the Conference.**¹

2. *Documents and information to be submitted*

In order for the Office to verify that the conditions set out in paragraphs (a), (b) and (c) above are met by the organization submitting the request, the latter must send with its request –

- a copy of its statutes;²
- the names and titles of its Officers;
- a description of its composition and the aggregate membership of the national organizations affiliated to it;
- a copy of its latest report;
- detailed and verifiable information about its sources of financing.

If, following the examination of the documents and information, the Office considers that the organization submitting the request meets the prescribed conditions, its request will be submitted to the Officers of the Governing Body for decision³.

¹ Time-limit decided by the Governing Body in March 2005.

² In English, French and Spanish, if these versions exist.

³ At its 256th Session (May 1993) the Governing Body delegated to its Officers the authority to invite INGOs wishing to be represented at sessions of the General Conference.

Organizations having regional consultative status, those on the ILO Special List of INGOs, and those invited to previous sessions of the General Conference are considered to have satisfied the conditions set out in paragraph (a) and (b) and are exempt from submitting once again the documents and information indicated in paragraph 2 above.

Any request submitted less than one month prior to the opening of the session of the Governing Body preceding the Conference will not be examined.

Organizations which have been invited to be represented at the Conference may appoint one representative only for each of the agenda items in which they have expressed a particular interest. The participation of INGOs in the work of the Conference committees dealing with the technical items in which they have expressed a particular interest is subject to a decision of the Selection Committee (Article 56.9 of the Standing Orders).

B. Other ILO meetings

Requests by INGOs for invitations to be represented at ILO meetings other than the International Labour Conference are considered in the light of the relevant rules and Standing Orders governing those meetings. These requests have to be approved by the Officers of the Governing Body. All requests for an invitation to a meeting must be submitted to the Director-General not later than one month before the Governing Body session preceding the meeting in respect of which the request is made.⁴

⁴ Time-limit prescribed by a decision of the Governing Body at its 148th Session (March 1961).