



▶ Explanatory note for national delegations

April 2022

Submission of Credentials

Operational arrangements for the 110th Session of the International Labour Conference

- ▶ The 110th Session of the International Labour Conference will combine in-person participation in Geneva and remote participation through a videoconferencing platform. ¹ For this purpose, the Governing Body has decided to recommend certain operational arrangements at this Session of the Conference, some of which concern the submission of credentials. In this regard, the most important differences with previous sessions of the Conference are the limitation of the categories of participants that can be included in the credentials and the need to provide a verified individual email address for each participant.
- ▶ Individual participant email addresses will be used to communicate the personal codes necessary to participate in the electronic votes, use the online system for submitting amendments and access to the ILO Events App (used to announce the programme, transmit documents and enable participants to communicate with each other).
- ▶ For those attending in person, individuals will be required upon their arrival to register as physically present to receive the badge giving them access to the Conference facilities.

Form of credentials

Credentials are the instrument used by a State to designate persons entitled to represent it and to act on its behalf at an international conference. For the International Labour Conference, the Online Accreditation System ² generates a form to which a signature and/or seal of an authority with power to bind the State, such as the Head of State, the Minister of Foreign Affairs (or the head of the competent diplomatic mission), or the Minister responsible for Labour questions should be affixed. ³

Access codes to the Online Accreditation System will be sent to all Member States, through their Permanent Missions in Geneva or directly to their capitals. Member States that have not received an access code are invited to

request it directly from the Credentials Secretariat (credentials@ilo.org).

- **Special attention is drawn to the fact that for all accredited participants to be able to exercise their participation rights, individual email addresses must be included with the delegation's credentials for each participant so that meeting links and all necessary information may be communicated directly to them.**
- **It is the duty of the accrediting Government authority to ensure that the email addresses provided are correct and functioning. For this purpose, the Online Accreditation System permits the verification of email addresses by the official(s) responsible for the accreditation by sending an email confirmation notice to the individual concerned.**

¹ GB.344/INS/3/2; GB.344/INS/3/2(Add.1); GB.344/INS/3/2/Decision.

² <https://www.ilo.org/CredentialsILC/Login.aspx>

³ An image or electronic signature may be affixed to the form that is generated by the Online Accreditation System and uploaded once the process is complete. For the purposes of validity, enforceability and admissibility, the submitted form will have the same legal value as the original.

Time limit

The deadline for submission of credentials has been set at **Friday, 6 May 2022**.

To the extent possible, credentials should be submitted for the whole duration of the Conference. In accordance with usual practice, modifications to credentials will remain possible at any time during the Session.

Purpose of credentials

All information obtained from credentials deposited by Member States is centralized in the Conference integrated management system. This system performs the following operations:

- it establishes the provisional, revised and final lists of delegations, published as supplements to the Provisional Records of the Conference;
- it permits each accredited delegate to be identified (surname and first name) and to:
 - register in-person; and
 - be provided, through their corresponding email address, with relevant online meeting links and all necessary information related to their group (Government, Employer or Worker). Specific meeting links will allow access to plenary and committee sittings and to group meetings;
- it generates the voting list for plenary and establishes its quorum;
- it provides the basis for drawing up the list of speakers for the plenary discussion of the Reports of the Chairperson of the Governing Body and of the Director-General;
- it establishes the composition, voting lists and quorum of the various committees set up by the Conference;
- it provides the basis for the published information (e.g., full names, titles, functions) of participants to the Conference.⁴

Credentials are examined by the Credentials Committee of the Conference to ensure that they are in conformity with the provisions of article 3 of the [ILO Constitution](#) and that Member States are fulfilling their obligations with respect to the composition and attendance of their delegations. For the Committee to be able to carry out these duties, the following information must be provided in the credentials:

- the name of the employers' or workers' organization to which each employer and worker member of national delegations belongs, and his or her function within that organization;
- the names of the employers' and workers' organizations that were consulted for the purpose of selecting employers' and workers' delegates and advisers to the Conference.

Composition of delegations

Each national delegation to the Conference must include representatives of the Government, Employers and Workers, able to act in full independence of each other. In accordance with article 3(1) of the ILO Constitution, **the minimum composition of delegations is two Government delegates, one Employers' and one Workers' delegate**.

Failure to comply with this minimum composition rule has several consequences:

- In accordance with article 4(2) of the ILO Constitution, where one of the two non-government delegates is not nominated, the other non-government delegate automatically loses his or her right to vote;
- Member States concerned are usually named in the first report of the Credentials Committee of the Conference and their failure to deposit credentials of an Employers' or Workers' delegate may give rise to an objection before the Credentials Committee under article 8(2)(a) of the [Standing Orders of the Conference](#);
- The Director-General submits periodic reports to the Governing Body on the reasons given by the States for their inability to accredit complete delegations.

Each delegate may be accompanied by a certain number (see below) of advisers. Delegations may further include Ministers. The rights and functions of the different categories of participants are detailed below.

Member States are called upon to make every effort to achieve gender parity in their delegations. At the 109th Session of the Conference in 2021, women accounted for only 38.9 per cent of the delegates, substitutes and advisers, and for 30.1 per cent of Ministers.

Rights and functions of members of delegations and other participants

Within national delegations, the delegates and advisers of each of the three groups (Government, Employers, Workers), along with Ministers or Secretaries of State, are the main participants with an active institutional role in the Conference. While the Standing Orders and practice of the Conference provide for admission of other persons, these will not apply to this Session of the Conference (see the [Operational arrangements](#)).

To help explain the roles and functions of the various categories of persons participating in the Conference, a short summary and a table listing the provisions governing their participation is given below.

⁴ <https://www.ilo.org/Delegates/Credentialslive.aspx>

Ministers attending the Conference

Under articles 14(6) and 23(3) of the Standing Orders of the Conference, a Minister or Secretary of State has the right to address the plenary. **Under the Standing Orders, Ministers or Secretaries of State accredited in the category “Ministers attending the Conference” do not have the right to vote or to participate in the work of the committees. If they wish to exercise those rights, they must be designated as Government delegates in the credentials.**

Delegates

The designation of a person as a delegate implies that he or she is entitled to exercise all rights provided for in the ILO Constitution and the Standing Orders of the Conference, namely, the right to vote, speak in plenary, present resolutions, amendments or other motions, file a complaint in accordance with article 26 of the Constitution, participate in committees, etc. **As in 2021, all accredited delegates will be considered registered for the entire duration of the Conference, unless they notify their early departure to the Secretariat. They should be available to participate for the full duration of the Conference, as they will be included in the calculation of the *quorum* for the respective votes.**

Advisers and substitute delegates

Under article 3(2) of the ILO Constitution, each delegate to the Conference may be accompanied by up to two advisers for each technical item on the agenda of the Conference. As the [agenda](#) of the 110th Session of the Conference contains five technical items (items IV, V, VI, VII and VIII) on the agenda as well as the standing item III (Information and reports on the application of Conventions and Recommendations), delegations may include a maximum of **24** Government advisers, **12** Employers’ advisers and **12** Workers’ advisers.

Advisers may be designated as substitute delegates. When the designation of an adviser as substitute delegate is made in the credentials, it is presumed that he or she is duly authorized to exercise the rights of the delegate to whom he or she is attached for the whole duration of the Conference. Alternatively, a delegate may designate an accompanying adviser as a temporary or permanent substitute at any moment during the Conference, by filling out the form specially provided for this purpose, available on the Credentials Committee’s [website](#). Substitutes may take part in the debates and may vote under the same conditions as delegates.

Advisers, whether or not they are substitutes for the delegate, may participate in the Conference as regular members of a committee and exercise all the rights provided for in [Part 4 \(Committees\)](#) of the Standing Orders of the Conference.

In order to allow for the full and equal participation of Government, Employer and Worker representatives in the work of the Conference and its committees, in line with the principle of tripartism, there should be no imbalance between the number of advisers accompanying each of the delegates. Accordingly, the Employers’ and Workers’ delegate should, as far as possible, have an equal number of advisers and the number of advisers accompanying each of the Government delegates should not be higher than that number.

Other categories

Other categories of persons, which are usually included in the credentials – in particular persons accompanying ministers, persons appointed in accordance with article 2(2)(i) of the Standing Orders (substitute advisers), representatives of a state or province of a federal State accompanying Government delegations, and “other persons attending the Conference” – cannot be accredited to this Session of the Conference. As these persons do not have active participation rights (right to speak, right to vote etc.), they will only be able to follow the discussions remotely as members of the general public. Should such persons be called upon to replace accredited participants, the Government concerned will have to notify a corresponding modification of credentials to the Secretariat.

Similarly, members of the press and visitors will be able to follow the discussions as members of the general public.

Contact details:

Office of the Legal
Adviser
E: credentials@ilo.org

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Organization
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► At a glance

Category	Right of admission Plenary and committees	Right to address		Right to vote (subject to articles 4(2) and 13(4) of the Constitution)	
		Plenary	Committees	Plenary	Committees
Government members of the delegation					
Minister attending the Conference Article 2(2)(a), Standing Orders	Yes	Yes Articles 14(6) and 23(3), Standing Orders	No	No, unless appointed as delegate	No, unless appointed as delegate
Regular delegates Article 3(1), Constitution Two (2) Government regular delegates	Yes	Yes, only 1 Articles 14(1) and 23(3), Standing Orders	Yes	Yes	Yes, if member of committee
Advisers and substitute delegates Article 3(2) and (7), Constitution Article 1(2) and (3), Standing Orders Maximum of 24 , except when additional advisers from non-metropolitan territories are appointed (article 3(3), Constitution)	Yes	Only if substitute delegate acting on behalf of delegate	Yes, if member of the committee or designated by delegate Article 36(1) - (4), Standing Orders	Only if substitute delegate acting on behalf of delegate	Yes, if member of committee

Category	Right of admission Plenary and committees	Right to address		Right to vote (subject to articles 4(2) and 13(4) of the Constitution)	
		Plenary	Committees	Plenary	Committees
Employer members of the delegation					
Regular delegate Article 3(1), Constitution One (1) Employers' regular delegate	Yes	Yes	Yes	Yes	Yes, if member of committee
Advisers and substitute delegates Article 3(2) and (7), Constitution Article 1(2) and (3), Standing Orders Maximum of 12 , except when additional advisers from non-metropolitan territories are appointed (article 3(3), Constitution)	Yes	Only if substitute delegate acting on behalf of delegate	Yes, if member of the committee or designated by delegate Article 36, Standing Orders	Only if substitute delegate acting on behalf of delegate	Yes, if member of committee

Category	Right of admission Plenary and committees	Right to address		Right to vote (subject to articles 4(2) and 13(4) of the Constitution)	
		Plenary	Committees	Plenary	Committees
Worker members of the delegation					
Regular delegate Article 3(1), Constitution One (1) Workers' regular delegate	Yes	Yes	Yes	Yes	Yes, if member of committee
Advisers and substitute delegates Article 3(2) and (7), Constitution Article 1(2) and (3), Standing Orders Maximum of 12 , except when additional advisers from non-metropolitan territories are appointed (article 3(3), Constitution)	Yes	Only if substitute delegate acting on behalf of delegate	Yes, if member of the committee or designated by delegate Article 36, Standing Orders	Only if substitute delegate acting on behalf of delegate	Yes, if member of committee