



## Information note for governments and organizations on registration procedures for attendance at sessions of the ILO Governing Body

---

Having regard to increased security measures at the ILO Headquarters building in Geneva, we take this opportunity to inform you of the procedure for registration for the forthcoming 294th (November 2005) Session of the ILO Governing Body, and for all future sessions.

### GOVERNMENT MEMBERS

#### Participation

Now that you have received the Director-General's invitation letter to the session, it is important that your government inform the Office as soon as possible of the composition of the delegation. Credentials should be submitted to include the full name, title, and department/ministry of your delegates, or as the case may be, details of the persons representing permanent missions. Within these credentials you should include a nominee as the Titular member/Head of delegation, substitute(s), and a list of any accompanying technical advisers not exceeding fifteen persons. Credentials should be submitted in writing by letter, fax or e-mail to complete pre-registration procedures by Wednesday, 2 November (see contact details below).

#### Registration and Badges

On arrival, participants should first call at the registration desk at the ILO Pavilion to collect their badges (this area will be clearly signposted). **It will be necessary for all members to register for each session of the Governing Body in order for your name to appear on the participants list as well as to gain access to the ILO building.**

Upon registration a "session" badge will be issued which will overlay a security pass for entry into the ILO building and will be valid for multiple entry for the duration of the session.

During the course of the November session it will be possible for Government members of the Governing Body, who so wish, to obtain a photographic identity security pass enabling them access in and out of the ILO building at any time for the duration of the mandate of the present Governing Body. A form will be available at the Registration desk to this effect and will require the signature of your head of delegation. This will not, however, obviate the need for members to submit credentials, or to register, at future sessions of the Governing Body.

Those persons who already have a photographic identity pass in their capacity as a representative from a permanent mission in Geneva will still be required to register and obtain a session badge from the Registration desk.

The Registration desk at the ILO Pavilion will be open from 8 a.m., Monday to Friday, beginning Monday, 7 November, for the duration of the session. The desk will also be open from 2 p.m. – 5 p.m. on Sunday, 6 November for those permanent missions that wish to

collect badges on behalf of their delegation, or for any delegates wishing to collect their badges before the session begins.

If you have submitted credentials prior to the deadline above, this registration procedure should not cause any undue delay.

### **MEMBER STATES OF THE ILO WISHING TO REGISTER TO ATTEND A GOVERNING BODY SESSION**

An official invitation to participate in the session is only issued to the Governing Body membership. However, since the sessions are open to the public except for certain closed sittings, any member State may attend the meetings of committees or the plenary of the Governing Body. The procedure for the issuance of session badges is the same as that for members. A list of participants should be submitted to the Secretariat, to include the full name, title, and department/ministry, or as the case may be, details of the persons representing permanent missions. The deadline for submission is Wednesday, 2 November.

### **INVITATIONS ISSUED TO INTERGOVERNMENTAL ORGANIZATIONS AND INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS**

In accordance with ILO agreements with a number of intergovernmental organizations and international non-governmental organizations certain of these receive invitations to observe sessions of the ILO Governing Body. For these organizations, the registration procedure is the same as that for government members. A list of participants should be submitted to the ILO Secretariat, including the full name, title, and department of your delegates. The deadline for submission is Wednesday 2, November.

### **OTHER VISITORS**

Sessions of the ILO Governing Body are open to the public except for certain closed sittings. Persons wishing to have access to the public gallery should present a valid identity document to the Security staff at the entrance to R.2 (North) who will provide a single entry visitor security pass. The identity document will be returned upon exit from the building.

Should you have any queries please do not hesitate to contact:

Official Relations Branch  
International Labour Office  
4, route des Morillons  
1211 GENEVA 22  
Telephone: (00 41 22) 799 77 32 or 799 74 66  
Facsimile: (00 41 22) 799 89 44  
e-mail: [relange@ilo.org](mailto:relange@ilo.org)