



International
Labour
Organization

► ILO Meetings Management

► System User Manual: Credentials Live

April 2025

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► Introduction

Welcome to the ILO Meetings Management – Credentials Live System User Manual. This guide provides step-by-step instructions for accessing and using the Credentials Live platform, which offers real-time information on certain accredited participant types for the International Labour Conference or other relevant meetings. For the International Labour Conference, these participant types for Member States are Ministers, persons accompanying Ministers, delegates, advisers and substitute delegates, replacements and other persons. For invited Non-Member States, liberation movements, international organizations and international non-governmental organizations, these are representatives.

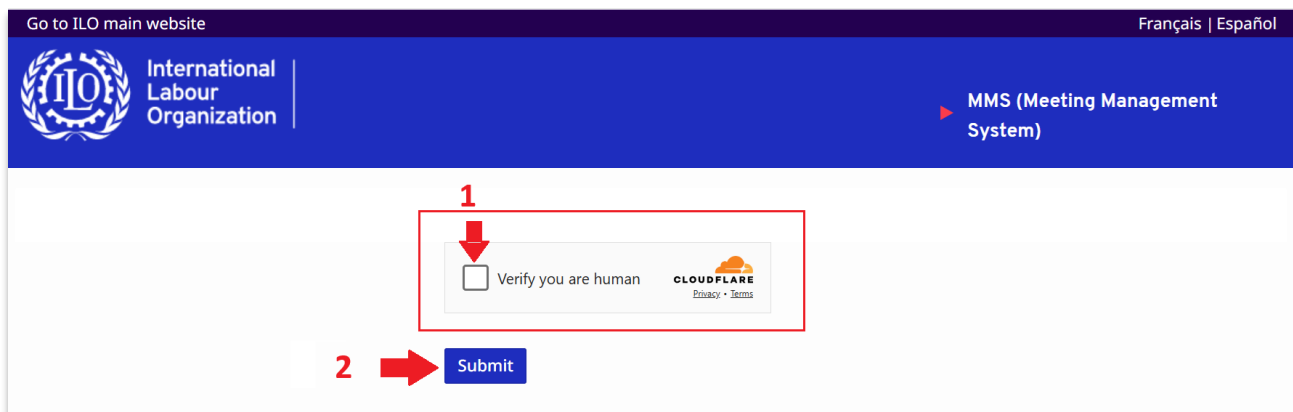
No login credentials or special permissions are required, and information is viewable by the public, providing sorting and search features to help quickly find accredited participants by name, country, organization, group (government, employer, worker), or role.

1. Credentials Live Access

Click on the link on the ILO Website

 **Note: No login or special permissions are required to access this information.**

Check the box to verify you are human and click the **Submit** button:



Go to ILO main website Français | Español

 International Labour Organization

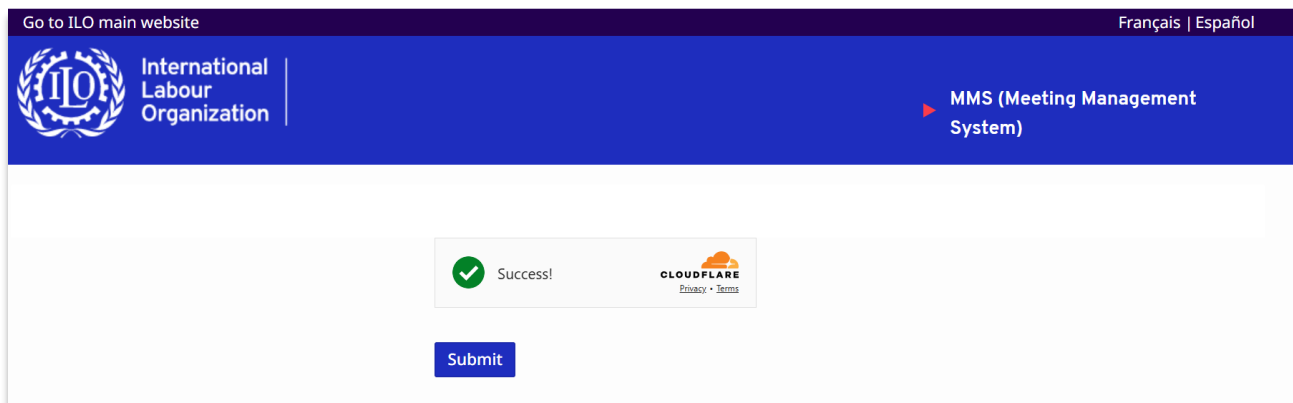
► MMS (Meeting Management System)

1

☐ Verify you are human  CLOUDFLARE Privacy • Terms

2 → Submit

After verification, you will see a success message. Click the **Submit** button to open the reports page.



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 Success!  CLOUDFLARE Privacy • Terms

Submit

2. Contents

The Credentials Live report displays all **accredited participants** (both registered and not registered) for the **International Labour Conference** or other ILO meetings.

The page supports **sort and search** features to help you find participants quickly.

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Delegations to the 2025 113th Session of the International Labour ConferenceImportant notice

Country
Enter and select ▼

Organizations
Enter and select ▼

Group
Enter and select ▼

Surname
Enter

Name
Enter

Participant type
Select ▼

[Reset Filters](#) [Search](#)

[Export CSV](#)

Entity type	Country	Organization	Group	Last name ↑↓	First name	Participant type	Registered
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3. Search Criteria

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Filters

Country: Enter and select

Organizations: Enter and select

Group: Enter and select

Surname: Enter

Name: Enter

Participant type: Select

Reset Filters

Search

Q

Go

Export CSV

Entity type	Country	Organization	Group	Last name ↑	First name	Participant type	Registered
-------------	---------	--------------	-------	-------------	------------	------------------	------------

Use the search criteria at the top of the page to narrow down your results. The following fields are available:

- **Country:** Select from a dropdown list of invited countries. You can select countries that have at least one accredited participant.
- **Organization:** Dropdown of invited organizations with at least one accredited participant.
- **Group (for country only):** Choose from Government, Employer or Worker.
- **Surname:** Enter the last name.
- **Name:** Enter the first/given name.
- **Participant type:** Choose from a list of viewable participant types (Participant types for Member States are Ministers, persons accompanying Ministers, delegates, advisers and substitute delegates, replacements and other persons. Participant types for invited Non-Member States, liberation movements, international organizations and international non-governmental organizations are representatives).

Filters operate independently, meaning that selecting one filter does not constrain the choices available in other filters.

4. Searching

Fill in one or more search criteria and click **Search** to generate results based on the entered criteria:

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Delegations to the 2025 113th Session of the International Labour Conference

Important notice

Country: Enter and select | Organizations: Enter and select | Group: Enter and select | Surname: | Name: | Participant type: Select

Reset Filters | Search

Go | Export CSV

Entity type	Country	Organization	Last name ↑	First name	Participant type	Registered
Country					Delegate	

- Click **Reset Filters** to clear all previously entered search criteria to start a new search.
- You can also clear individual search criteria manually:
 - For dropdown menus, select the empty default option "Enter and select".
 - For text fields, delete the entered text.

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Delegations to the 2025 113th Session of the International Labour Conference

Important notice

Country: Enter and select | Organizations: Enter and select | Group: Enter and select | Surname: | Name: | Participant type: Select

Reset Filters | Search

Go | Export CSV

Entity type	Country	Organization	Last name ↑	First name	Participant type	Registered
Country						

5. Search Results Review

Once results are displayed:

- Data appears in a **table** sorted alphabetically by **Surname**.
- You can **re-sort** the list by clicking on any column header.

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Delegations Conference 13th Session of the International Labour Conference

Country: | Group: | Surname: | Name: | Participant type:

Entity type	Country	Organization	Group	Last name	First name	Participant type	Registered
Country			Employer			Delegate	
Country			Government			Delegate	
Organization		World Health Organization				Representative	

Displayed Information:

- Entity Type: Country, Organization, or Other (for Governing Body members not accredited as part of a national tripartite delegation)
- Country: Country name if participant is from a country
- Organization: Organization name if participant is from an International Organization (IO) or International Non-Governmental Organization (INGO)
- Group: Government, Employer or Worker (blank if not from a country)
- Surname: Family name
- Name: First name
- Participant Type: Meeting participant type (e.g., Minister)
- Registered: Ticked if registered, blank if not

Searching "Smith" will return Smith, Smithson, Blacksmith, etc., including accented names.

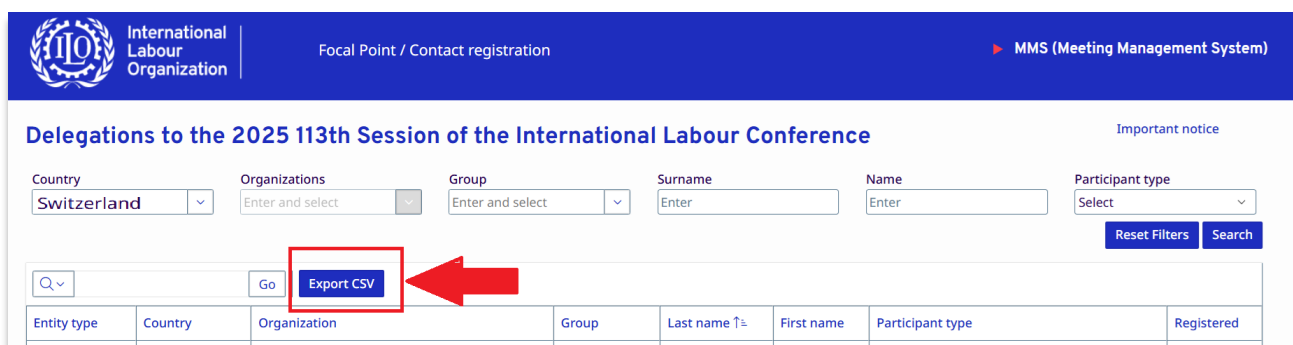
6. Exporting the Search Results

Export CSV is a feature that enables download of the list of search results from the Credentials Live report as a file in table format. After filtering your results, click on the “**Export CSV**” button:

- **CSV** stands for **Comma-Separated Values**, which is a format which can be opened easily in programs like Microsoft Excel, Google Sheets, or text editors.
- You can save, share, or work with the data offline.

Example:

If you searched for all participants from "Switzerland" and clicked **Export CSV**, you would obtain a file listing all accredited participants from Switzerland.



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Important notice

Country: Switzerland

Organizations: Enter and select

Group: Enter and select

Surname: Enter

Name: Enter

Participant type: Select

Reset Filters Search

Q Go Export CSV

Entity type	Country	Organization	Group	Last name ↑	First name	Participant type	Registered
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