



► Explanatory note for national delegations

August 2025

Submission of Credentials

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 [20th American Regional Meeting](#) (AmRM), the ILO Meeting Management System (MMS) 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.¹

Links for [Focal Points](#) to register on the MMS will be sent to invited Member States by 26 August 2025. Member States that have not received links for Focal Points are invited to contact credentials@ilo.org.

- **Special attention is drawn to the fact that for accredited participants to be able to exercise their participation rights, individual email addresses must be included with the delegation's credentials for each participant.**
- **It is the duty of the accrediting Government authority to ensure that the email addresses provided are correct and functioning. For this purpose, the MMS permits the verification of email addresses by the official(s) responsible for the accreditation (i.e., Focal Points) by sending an email confirmation notice to the individual concerned.**

Time limit

In accordance with article 1(7) of [the Rules for regional meetings](#) (Rules), the time limit for submission of credentials is **Wednesday, 10 September 2025**.

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

Purpose of credentials

All information obtained from credentials is centralized in the integrated MMS. The MMS performs the following operations:

- it establishes the lists of delegations (provisional list and final list);
- it permits each accredited participant to be identified (surname and first name) and to register in-person;
- it generates the voting list and establishes the quorum;
- it provides the basis for drawing up the list of speakers;
- it provides the basis for the published information (e.g. full names, titles, functions) of participants to the Meeting.²

Credentials are examined by the Credentials Committee of the Meeting to ensure that they are in conformity with the provisions of article 1(5) (designation made in agreement with the most representative organizations of employers and workers in the State concerned) and (4) (payment of travel and subsistence expenses) of the [Rules](#). 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 a national delegation belongs, and their function within that organization;

¹ Either an image or electronic signature may be affixed to the form that is generated by the MMS and uploaded once the process is complete. For the purposes of the meeting, the submitted form will have the same legal value as the original.

² <https://credentials.ilo.org/>.

- the names of the employers' and workers' organizations that were consulted for the purpose of selecting employers' and workers' delegates and advisers to the Meeting.

Composition of delegations

Members of the meeting

Each national delegation to the 20th AmRM must include representatives of the Government, Employers and Workers, able to act in full independence of each other. In accordance with article 1(2) of the [Rules](#), **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 12(2) of the [Rules](#) where one of the two non-government delegates is not nominated, the other non-government delegate automatically loses the right to vote;
- Member States concerned are named in the report of the Credentials Committee of the Meeting;
- the Director-General submits periodic reports to the Governing Body on the reasons given by Members for their inability to accredit complete delegations.

Delegates may be accompanied by **advisers**. Delegations may also include **ministers** who are not already accredited as delegates. Delegations may include support staff (e.g. assistants, interpreters, etc.). See article 1(8) and (9) of the [Rules](#).

Observer Members of the meeting

The Governing Body has the discretion to invite a Member State from another region to attend the Meeting as an observer. If such Member decides to include representatives of employers and workers in its **observer delegation**, it should take due account of the provisions of article 1 (4) and (5) of the [Rules](#) applicable to tripartite delegations of full Members.

Gender parity

Member States are called upon to make every effort to achieve gender parity in their delegations. At the [19th ARM](#) (Panama, 2018), women represented **37** per cent of the total delegates and advisers.

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