



International
Labour
Organization

► How to accredit a delegation to ILO Governing Body Sessions

► System User Manual: **Focal Points**

► Contents

► Contents.....	3
► Introduction.....	5
1. Self-Registration Process	6
1.1. Self-Registration Form	6
1.1.1. Receive the Self-Registration Link:	6
1.1.2. Open the Self-Registration Page:	6
1.1.3. Fill out the Focal Point Registration Form:	7
1.1.4. Submit the request:.....	7
1.1.5. Set Up Your Password:.....	11
2. Managing your profile.....	13
2.1. Complete your profile information:	13
3. Managing Participants	15
3.1. Add new Participants:	15
3.2. Submitting Participant Credentials:	20
4. Managing Group Participants	23
4.1. Add new Group Participants:	23
4.2. Submitting Group Participant Credentials:.....	31
5. Participant's Badge Related Information – Corrections and other adjustments.....	33
6. Modifications	37
6.1. Edit participant/group participant details:.....	37
6.2. Submit the updated Credentials:	37

► Introduction

Welcome to the Focal Point user manual. As a Focal Point, you will act as the main liaison between the International Labour Organization (ILO) and your national tripartite delegation to the present meeting. The process is similar for international organizations (IO) and international non-governmental organizations (INGOs).

This manual will guide you through the two-step process involved in using the ILO Meeting Management System (MMS) to submit credentials to the present meeting for your country or organization. The first step is a self-registration process for Focal Points and the second step is the management of participant details.

The MMS is a secure platform that has the advantage of expediting the accreditation process and reducing transcription errors. It also allows for the viewing of the composition of delegations at all times and permits the changing, adding and removal of participants, including their email addresses. With respect to the latter, please note that the ILO uses the email addresses of accredited participants to communicate to them information regarding the meeting. Focal Points are responsible for ensuring that each accredited participant has an individual verifiable email address. Please follow the instructions in section 3.1 below.

1. Self-Registration Process

1.1. Self-Registration Form

1.1.1. Receive the Self-Registration Link:

1.1.1.1. Email received

An email containing a self-registration link will be sent by the ILO to registered contacts for official correspondence of the Governing Body (e.g. Permanent Missions, Ministries, Representatives), who will nominate you as a Focal Point and forward you that email. ¹

Open your email and locate the message from governingbody@ilo.org (if you are the contact yourself) or from your counterparts who have nominated you as a Focal Point.

Check your spam or junk folder if you do not find the email from governingbody@ilo.org in your inbox.

1.1.2. Open the Self-Registration Page:

The International Labour Office presents its compliments to intergovernmental organizations and international non-governmental organizations invited to attend the **355th GB Session (November 2025)** as observers and has the honour to inform them that the ILO Meeting Management System (MMS) is now active, and a Focal Point account can be created by completing the following registration form **URL** 

The Office would be grateful if this information could be forwarded *immediately* to the officials responsible for the accreditation of the observer delegation so that credentials may be deposited **by Monday, 10 November 2025 at the latest.**

An Explanatory Note for delegations, providing full details, is available. Comprehensive information about the **355th GB Session (November 2025)** is available on the [Governing Body website](#).

The International Labour Office avails itself of this opportunity to renew to invited intergovernmental organizations and international non-governmental organizations the assurances of its highest consideration.

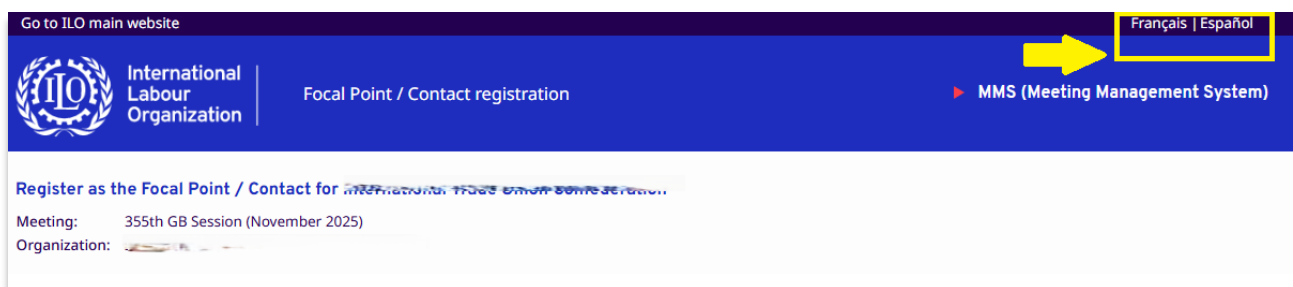
Click on the self-registration link provided in the email.

This will open the self-registration page in your web browser. Recommended browsers to use are **Microsoft Edge** and **Google Chrome**.

The URL will remain valid until the meeting end date.

1.1.2.1. Language Selection:

You can choose a language (English, French or Spanish) from the options at the top:



¹ To verify and/or update the contact information registered with the ILO, please contact the ILO's Secretariat of the Governing Body at governingbody@ilo.org. Please note that the same self-registration link may be used to create up to a **maximum of three** separate Focal Points profiles for the purposes of working jointly to submit credentials.

1.1.3. Fill out the Focal Point Registration Form:

The registration form will display the meeting name and that of either your country or organization. Fill in all required details:

Go to ILO main website Français | Español

International Labour Organization | Focal Point / Contact registration ► MMS (Meeting Management System)

Register as the Focal Point / Contact for

Meeting: 355th GB Session (November 2025)

Country:

Email *
Enter a valid email address (This email will be verified)

First name *
Enter (Character limit:255)

Last name *
Enter (Character limit:255)

Success! [Privacy](#) • [Terms](#)

[Submit the request](#)

Already have an Account? [Login](#)

- **Email:** Enter your email address. This will serve as your user ID for logging into the system and will be used for future communications. It should be your individual business email address, not a shared or generic one.
- **First name:** Enter your first name in the designated field.
- **Last name:** Enter your last name in the designated field.
- If requested, verify that you are human, by ticking the box.

☐ Verify you are human [Privacy](#) • [Terms](#)

1.1.4. Submit the request:

International Labour Organization | Focal Point / Contact registration ► MMS (Meeting Management System)

Register as the Focal Point / Contact for

Meeting: 355th GB Session (November 2025)

Country:

Email *

First name *

Success! [Privacy](#) • [Terms](#)

[Submit the request](#)

Already have an Account? [Login](#)

Submitted

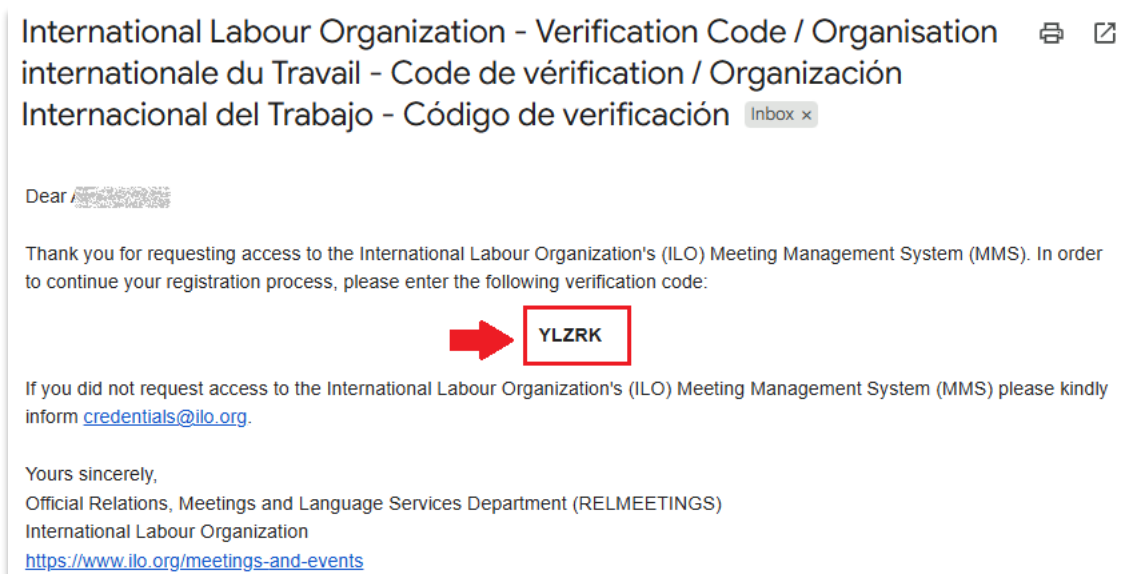
Thank you for submitting your email for verification. Please check your email for the provided verification code. Enter the code received in the verification code field provided once you click "OK" on this message. Please check your junk/spam folders if the email has not arrived after several minutes.

[OK](#)

- Review the information you have entered to ensure it is correct.
- Click the "**Submit the request**" button to send your registration request to the ILO and click **OK**.

Account Creation Notification:

Once you successfully completed the above process, an email with a verification code will be sent to your email address you used for registration.



- Please check your email for the provided verification code and enter it in the **Verification code** field, which appears once you clicked "**OK**". Please check your junk or spam folders, if the email has not arrived after several minutes.

The screenshot shows the ILO Focal Point / Contact registration form. The form includes the following fields and elements:

- Meeting:** 355th GB Session (November 2025)
- Country:** [redacted]
- Email *** [redacted]@mail.com
- First name *** [redacted]
- Last name *** [redacted]
- Verification code *** [redacted] (highlighted with a red box and a red arrow pointing to it)
- Buttons:** Cancel, Verify email
- Links:** Resend email, Already have an Account? Login

- After you entered the **Verification code**, click on **Verify email**.

International Labour Organization

Focal Point / Contact registration

► MMS (Meeting Management System)

Meeting: 355th GB Session (November 2025)

Country: [Country]

Email *

First name *

Kindly enter the verification code, as received

Verification code *

Cancel Verify email

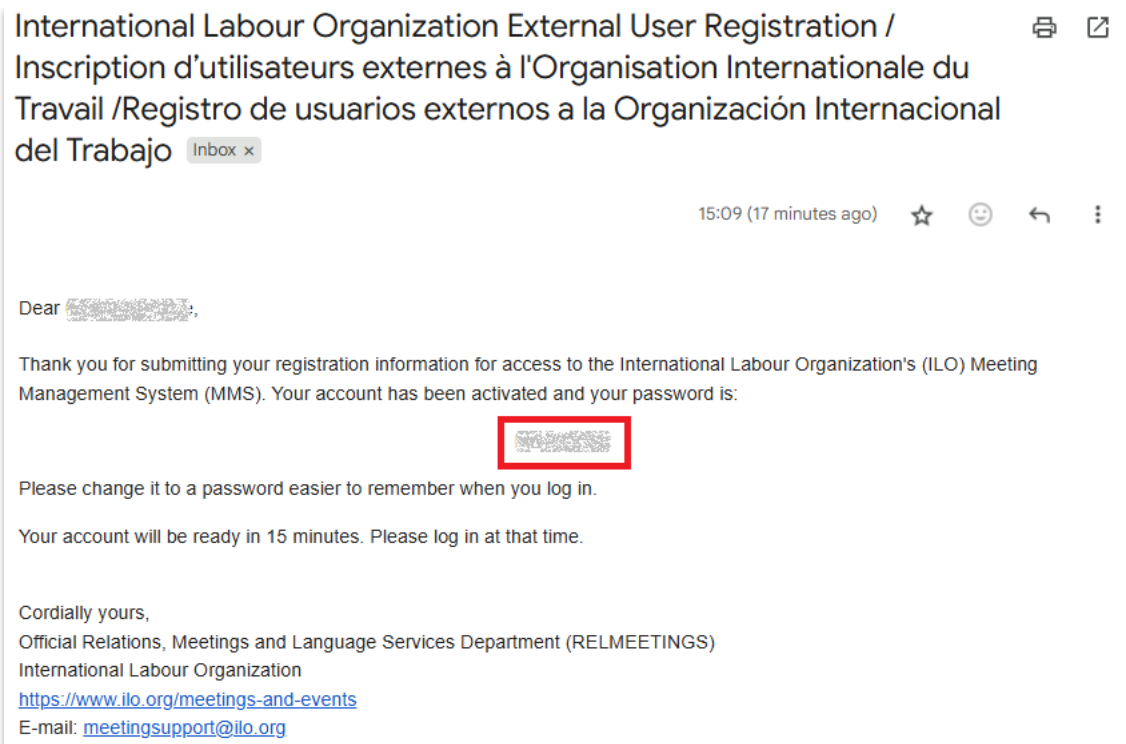
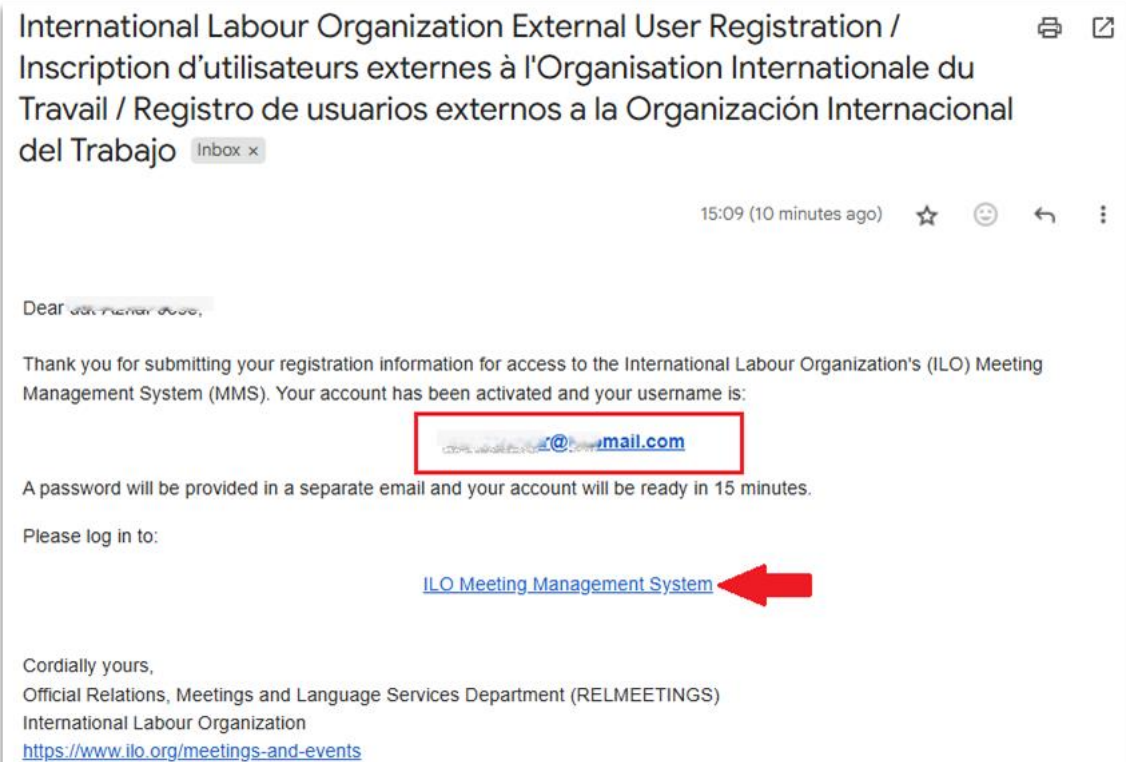
Resend email

Already have an Account? Login

Verified

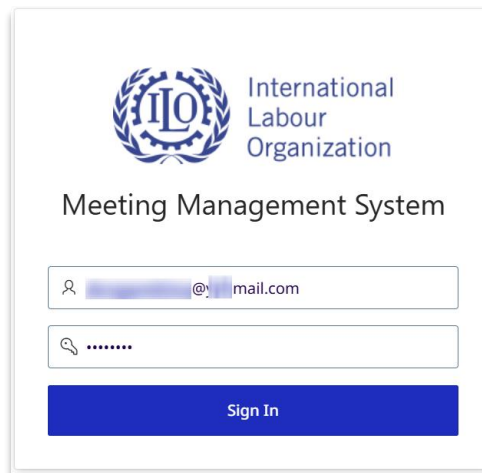
Your account request has been submitted. The account creation process takes approximately 15 minutes, after which you will receive two emails: one with your username (which is your email address) and another with your password. You can now close your browser window.

- After the email is verified, a popup will appear notifying that your account request has been submitted. The account creation process takes approximately 15 minutes, after which you will receive two emails: one with your username (which is your email address) and another with your password. You can close your browser window.
- If you do not receive the two emails within 15 minutes, please check your junk/spam folders.
- Open the email with the password and note it down.
- Open the email with your username, click on the link for the International Labour Organization Meeting Management System (MMS) at the bottom of the email, which will open a login window.



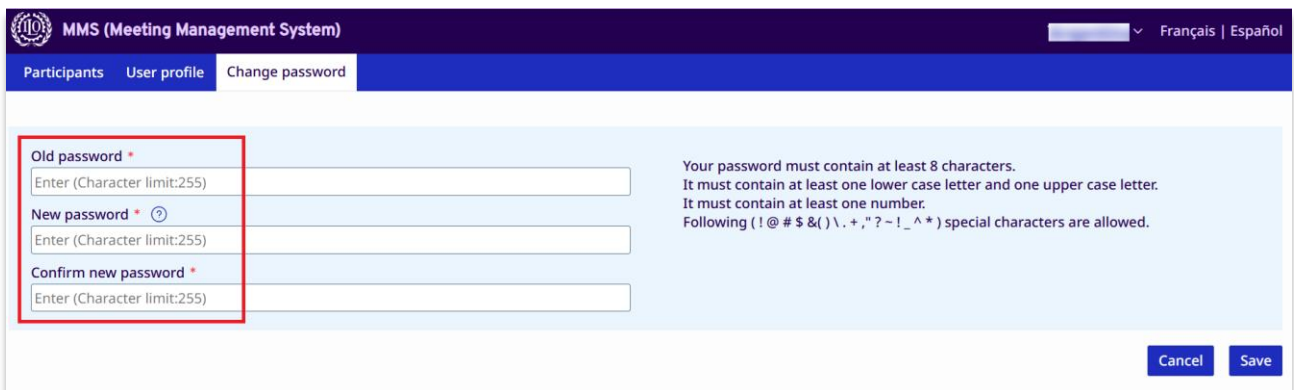
1.1.5. Set Up Your Password:

- Enter your username, which is your email address and the password you just received.



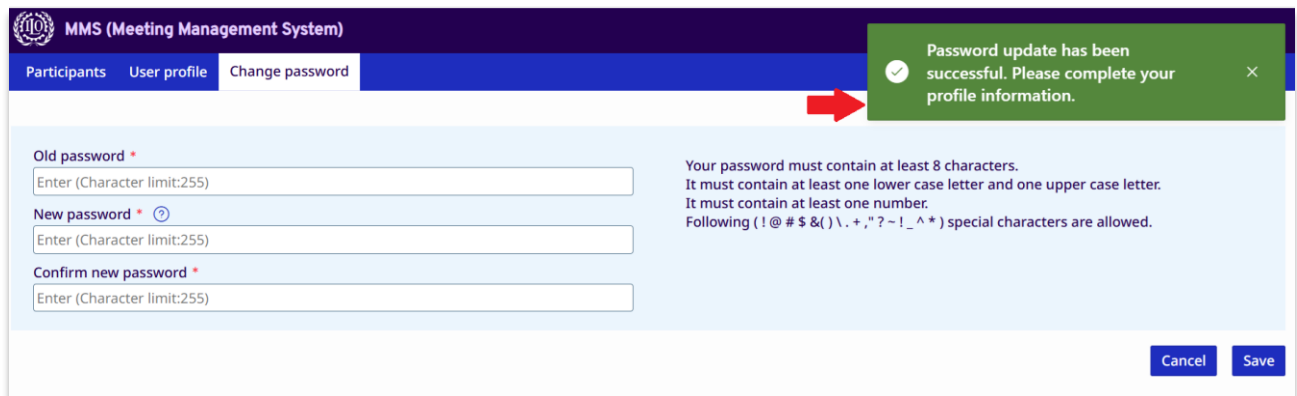
The screenshot shows the login interface for the International Labour Organization Meeting Management System. At the top is the ILO logo and the text "International Labour Organization". Below this is the title "Meeting Management System". There are two input fields: the first is for a username (pre-filled with "mail.com") and the second is for a password (masked with dots). A blue "Sign In" button is located below the password field.

- Click the **"Sign In"** button to access the MMS system.
- You will be redirected to a page where you need to set up your password.



The screenshot shows the "Change password" page within the MMS (Meeting Management System). The page has a dark blue header with the ILO logo and the text "MMS (Meeting Management System)". Below the header is a navigation bar with "Participants", "User profile", and "Change password". The main content area has a light blue background. On the left, there are three input fields labeled "Old password *", "New password *", and "Confirm new password *", each with a character limit of 255. A red box highlights these three fields. On the right, there is a password requirement notice: "Your password must contain at least 8 characters. It must contain at least one lower case letter and one upper case letter. It must contain at least one number. Following (! @ # \$ % & ' () * + , - . / : ; < = > ? [\] ^ _ ` { | } ~ ! _ ^ *) special characters are allowed." At the bottom right, there are "Cancel" and "Save" buttons.

- Enter a new password and confirm it by re-entering:
 1. Your initial password that was provided in the second email.
 2. The new password must be at least 8 characters long, including at least one lowercase letter, one uppercase letter, and one number.
 3. Confirm your new password.
- Click the **"Save"** button to change your password.
- A green pop-up will confirm that your password has been changed.



MMS (Meeting Management System)

Participants User profile Change password

Old password *
Enter (Character limit:255)

New password * ⓘ
Enter (Character limit:255)

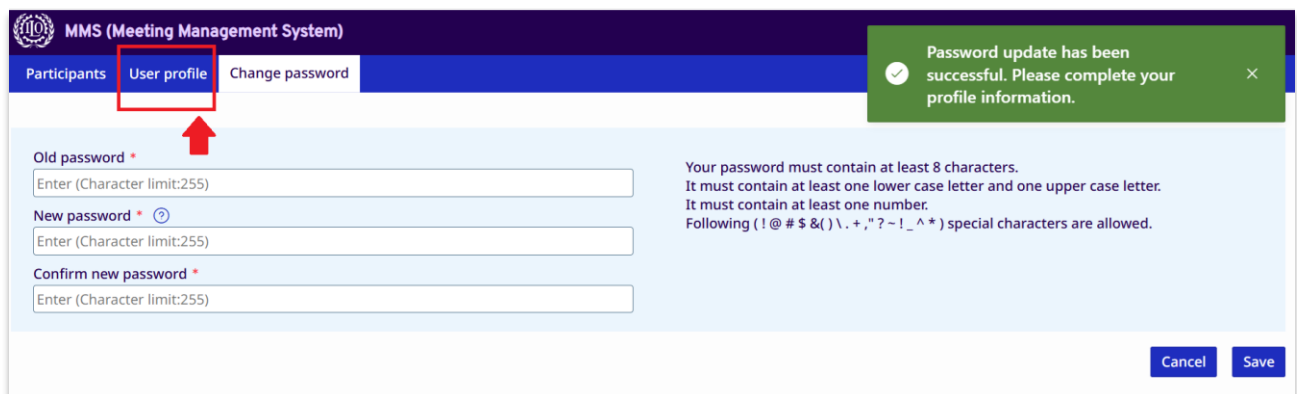
Confirm new password *
Enter (Character limit:255)

Your password must contain at least 8 characters.
It must contain at least one lower case letter and one upper case letter.
It must contain at least one number.
Following (! @ # \$ % & () \ . , + , " ? ~ ! _ ^ *) special characters are allowed.

Cancel Save

Password update has been successful. Please complete your profile information.

- Click the **"User profile"** tab to complete your profile.



MMS (Meeting Management System)

Participants User profile Change password

Old password *
Enter (Character limit:255)

New password * ⓘ
Enter (Character limit:255)

Confirm new password *
Enter (Character limit:255)

Your password must contain at least 8 characters.
It must contain at least one lower case letter and one upper case letter.
It must contain at least one number.
Following (! @ # \$ % & () \ . , + , " ? ~ ! _ ^ *) special characters are allowed.

Cancel Save

Password update has been successful. Please complete your profile information.

2. Managing your profile

2.1. Complete your profile information:

When you log in for the first time, please ensure all mandatory fields are completed:

The screenshot shows the 'User profile' form with the following fields and values:

- Participants** | **User profile** | Change password
- Profile picture:** [Placeholder image]
- Session dates:** 17 Nov 2025 - 28 Nov 2025
- Session name:** 355th GB Session (November 2025)
- Email verification status:** Success on 08 Sep 2025 | 02:48 PM
- For assistance, kindly contact:** Meeting Support
- For meeting related queries, refer to:** Explanatory note for national delegations
- Email ***: [Placeholder]@mail.com [Change email](#)
- Mobile number ***: 43 [Dropdown] 2121233333 [+](#)
- Title ***: Mr [Dropdown]
- Last name ***: [Placeholder]
- First name ***: [Placeholder]
- Additional contact number**: [Placeholder]
- End date**: 03 Dec 2025 [Calendar icon]
- Select your language ***: English [Dropdown]
- Function (Professional / Job title)**: Enter (Character limit:255)
- Buttons:** Cancel, Save

1. Email (mandatory)
 2. Title (mandatory)
 3. Last name (mandatory)
 4. First name (mandatory)
 5. Select your language (English, French or Spanish) (mandatory)
 6. Function (Professional/Job Title)
 7. Mobile number (mandatory). To add an additional phone number, click on the plus icon [+](#)
 8. End date: The end date is set by default to the date after the meeting ends. The end date indicates until when you are granted access to the MMS. **DO NOT CHANGE IT**, unless you will not be the Focal Point for the full duration of the meeting and wish to allow another Focal Point to proceed with self-registration in your place (*remember your delegation can have a maximum of three Focal Points*).
- After entering all the required information, click **"Save"**. Once saved, you can proceed to the **"Participants"** tab to add/modify participants, as indicated under "Section 3. Managing participants".

If you want to update your profile information later, you can do so by clicking the **"User profile"** tab to make the necessary changes.


MMS (Meeting Management System)

Participants
User profile
Change password


17 Nov 2025 - 28 Nov 2025
355th GB Session (November 2025)

Email verification status: Success on 08 Sep 2025 | 02:48 PM
For assistance, kindly contact: [Meeting Support](#)

For meeting related queries, refer to: [Explanatory note for national delegations](#)

Email *

Change email

Mobile number *

43

Title *

Mr

Last name *

First name *

Additional contact number

Select your language * ⓘ

English

End date ⓘ

03 Dec 2025

Function (Professional / Job title) ⓘ

Cancel
Save

3. Managing Participants

3.1. Add new Participants:

The home page will display the meeting name, start and end dates, and the name of your country or organization. By default, the "**Participants**" tab will be selected, which will show an area to enter meeting participants or a list of already entered participants.

Click the "**Add new**" button to provide participant details (*full details are required for each participant*):



MMS (Meeting Management System) Français | Español

Participants User profile Change password

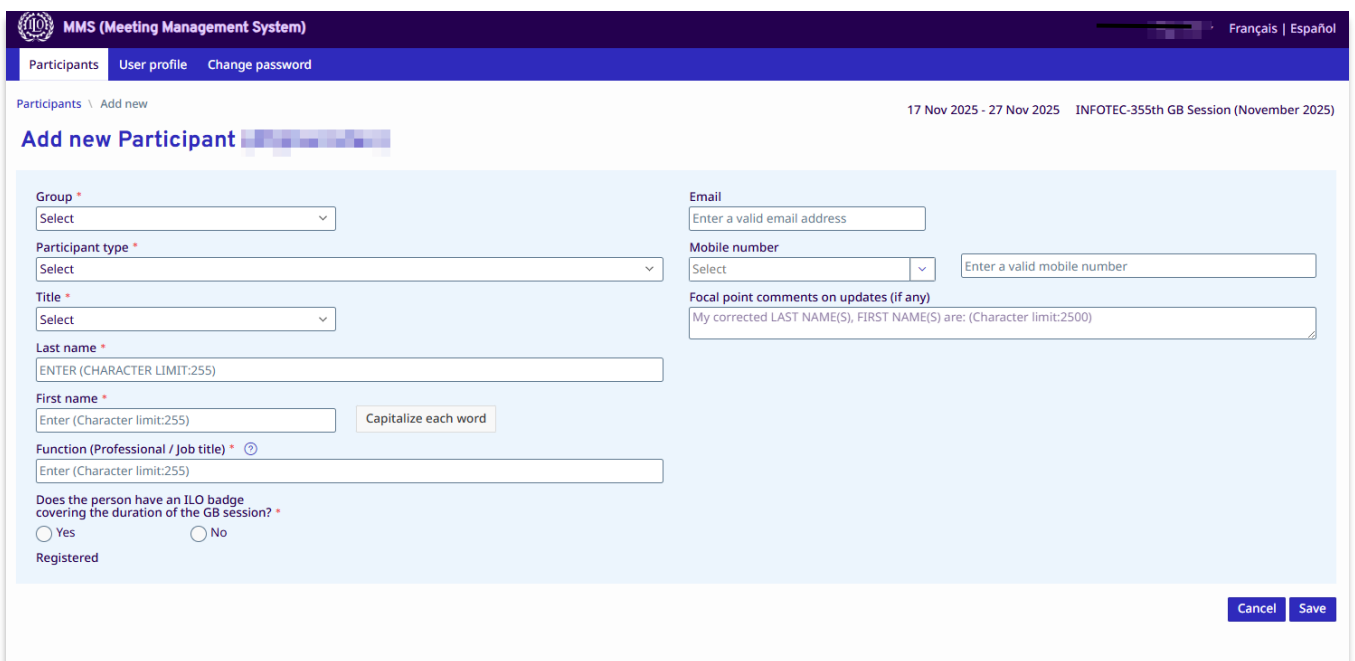
Participants () 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Participant information

Participant type	Governments	Warning
Head of delegation	0/1	
Substitute member	0/15	
Total participation: 0		

Qv Go Sort by last name Sort by participant type Sort by status Hide withdrawn Cancel Save **Add new**

 **Number of participants are limited to a maximum by type, Once the limit is reached, you will no longer be able to add more participants of that type.**



MMS (Meeting Management System) Français | Español

Participants User profile Change password

Participants \ Add new 17 Nov 2025 - 27 Nov 2025 INFOTEC-355th GB Session (November 2025)

Add new Participant ()

Group *
Select

Participant type *
Select

Title *
Select

Last name *
ENTER (CHARACTER LIMIT:255)

First name *
Enter (Character limit:255) Capitalize each word

Function (Professional / Job title) *
Enter (Character limit:255)

Does the person have an ILO badge covering the duration of the GB session? *
☐ Yes ☐ No

Email
Enter a valid email address

Mobile number
Select Enter a valid mobile number

Focal point comments on updates (if any)
My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

Cancel Save

- Provide the following details:

1. **Group (for tripartite Member State delegations):** Select the participant's group (Government, Employer, Worker).
2. **Participant type:** Select the participant type from the available list (e.g. representative, delegate, adviser).
3. **Title:** Select the participant's title from the available options (Mr/Ms).
4. **Last name:** Enter the participant's last name as displayed on their official passport or identification document. **(Please note that corrections will be sent to Focal Points for action, which must be done prior to the start of the registration-. See section 4 below for details.)**
5. **First name:** Enter the participant's first name as displayed on their official passport or identification document. Click on the *'Capitalize each word'* button to automatically capitalize the first letter of each word.
6. **Function (professional/job title):** Enter the participant's professional or job title. For several participants from the same entity, write the entity name in full the first time, followed by its acronym in parentheses. Use the acronym for subsequent entries. **This information will appear on the official published lists of the meeting.**
7. **Protocol Rank (Government group only):** Select the protocol rank, if applicable. Please only select if the participant is either a Minister or Vice-Minister (e.g., Minister of Labour, Vice-Minister of Labour and Social Security) or an Ambassador.
8. **ILO Badge Requirement:**
 - Choose Yes or No for: "Does the person have an ILO badge covering the duration of the GB session?"
 - If "No", the checkbox "**ILO badge required**" appears and is checked by default.
9. **Email (mandatory prior to submitting credentials):** Enter the participant's valid individual business email address. This is mandatory when submitting the credentials.
 - The participant email you entered needs to be unique to that individual participant. Therefore, the same email address cannot be used by two different participants.
 - **EXCEPTION:** *If you, as a Focal Point, are also a participant, enter your name in the participant list. It may be the same email address as the one used by you as Focal Point to login to the MMS system.*
 - Emails will be used to send each participant an email to first verify their email and then to provide their photo and other information required for registration, including badge collection preferences. If you as a Focal Point are also a Participant, you will have to verify your email as a participant as well.
 - **It is important that this email is correct and that participants verify their emails, which is a prerequisite for receiving meeting related information from the ILO, including on voting if the meeting foresees this possibility.**
10. **Mobile Number:** Select the appropriate country code from the dropdown menu, then enter a valid mobile number in the adjacent field.
 - Both the **country code** and the **mobile number** fields are **required**.
 - This number may be used for **official communication or identification purposes** during the session.
11. **Add Focal Point Comments (if any):** Use this field to provide any important corrections or clarifications regarding the participant's name or other details.

- **Save the Participant details:**

1. Review the information you have entered to ensure it is correct
2. Click the "**Save**" button to save the participant details

Participants | User profile | Change password

Participants \ Add new 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Add new Participant ([Profile Icon])

Group *
Government

Participant type *
Select

Title *
Select

Protocol rank ⓘ
Select

Email
Enter a valid email address

Mobile number
Select Enter a valid mobile number

Focal point comments on updates (if any)
My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

Last name *
ENTER (CHARACTER LIMIT:255)

First name *
Enter (Character limit:255) Capitalize each word

Function (Professional / Job title) * ⓘ
Enter (Character limit:255)

Does the person have an ILO badge covering the duration of the GB session?
☐ Yes ☐ No
 Registered

Cancel Save

MMS (Meeting Management System)

Participants | User profile | Change password

Participants ([Profile Icon]) 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Participant Information

Participant type	Governments	Warning
Head of delegation	1/1	
Substitute member	0/15	
Total participation: 1		

Submit to ILO

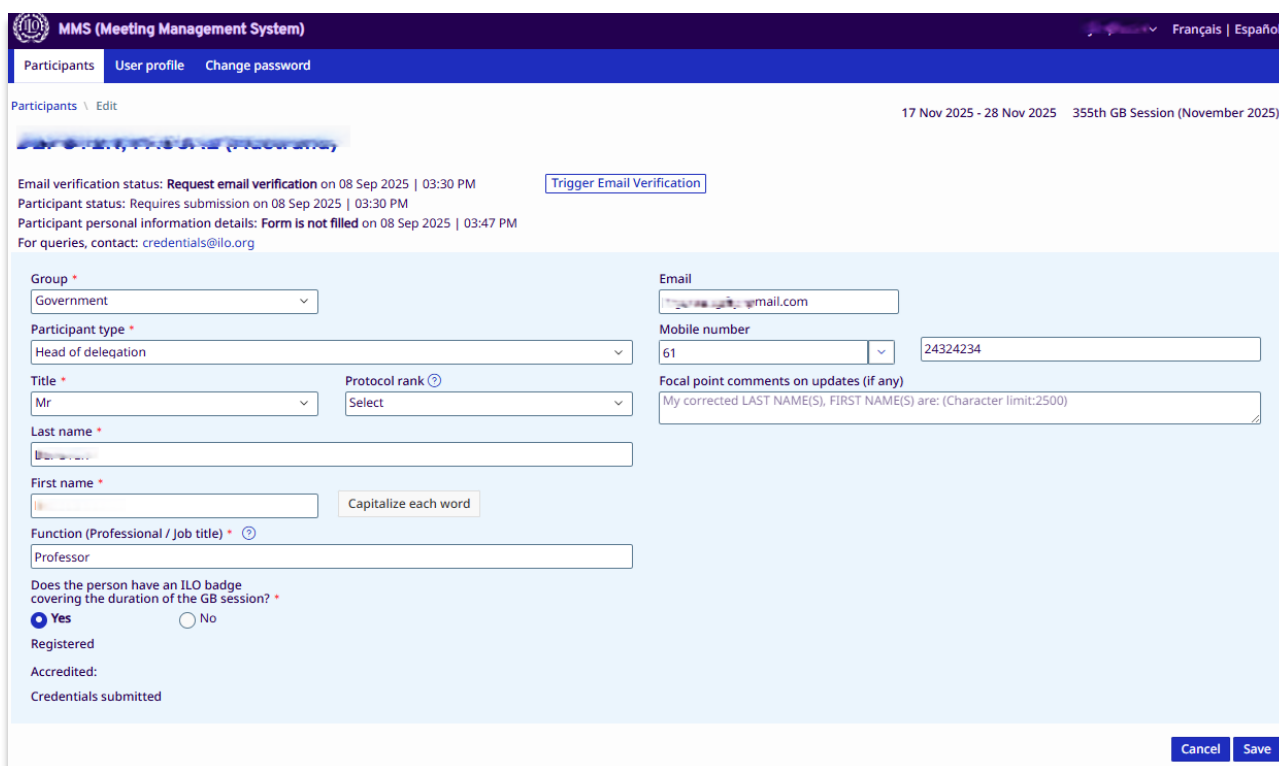
- **Submit the Participant details for email verification:**

Email validation – Validate the participant email by clicking on the envelope icon to “Trigger the email verification process”.

Acciones	Grupo	Tipo de participante	Título	Apellido	Nombre de pila	Acreditado/a	Registrado/a	Estado del participante	Estado de verificación del correo electrónico	PDF de acreditación generado	Recolección del distintivo	Detalles de la información personal del participante	Función (Profesional / Cargo)
	Gobierno	Ministro	Sr.	[Redacted]	[Redacted]	Si	07 Jul 2025 05:46 PM	Movido	Requiere verificación de correo electrónico			[Redacted]	Minister
	Gobierno	Ministro	Sr.	[Redacted]	[Redacted]	No		Requiere presentación	Requiere verificación de correo electrónico			[Redacted]	Ministre

At any point in time, you can request a participant's email validation. If there is an error and the email must be updated, click on the edit icon  to modify it. **Please remember that each participant must verify their email address. It is a mandatory pre-requisite step for further information being sent by the ILO. Corrections to email addresses will not, on their own, require the resubmission of a credentials form for delegations.**

A new window will open, allowing you to modify the participant email address.



MMS (Meeting Management System)

Participants | User profile | Change password

Participants \ Edit

17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Email verification status: **Request email verification** on 08 Sep 2025 | 03:30 PM [Trigger Email Verification](#)

Participant status: Requires submission on 08 Sep 2025 | 03:30 PM

Participant personal information details: **Form is not filled** on 08 Sep 2025 | 03:47 PM

For queries, contact: credentials@ilo.org

Group *
Government

Participant type *
Head of delegation

Title *
Mr

Protocol rank ?
Select

Last name *
[Redacted]

First name *
[Redacted] Capitalize each word

Function (Professional / Job title) * ?
Professor

Does the person have an ILO badge covering the duration of the GB session? *
☒ Yes ☐ No

Registered

Accredited:

Credentials submitted

Email
[Redacted]@mail.com

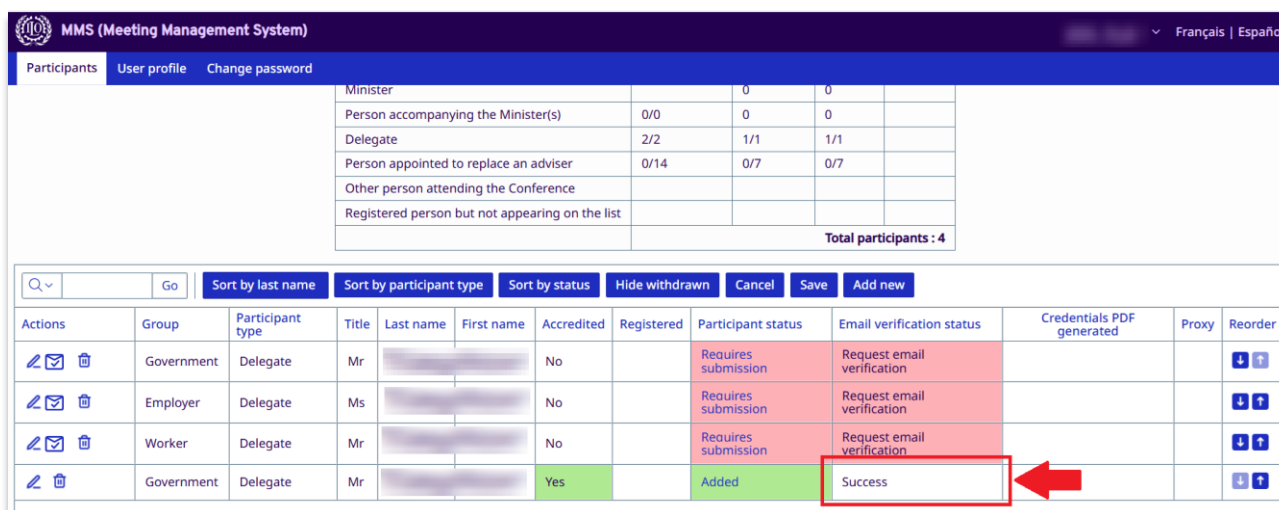
Mobile number
61 24324234

Focal point comments on updates (if any)
My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

[Cancel](#) [Save](#)

If email validation fails or if email is not filled in, **"Email validation status"** will remain in red.

If the email is successfully validated by a participant, the email verification status will be indicated as 'Success'.



MMS (Meeting Management System)

Participants | User profile | Change password

Participants

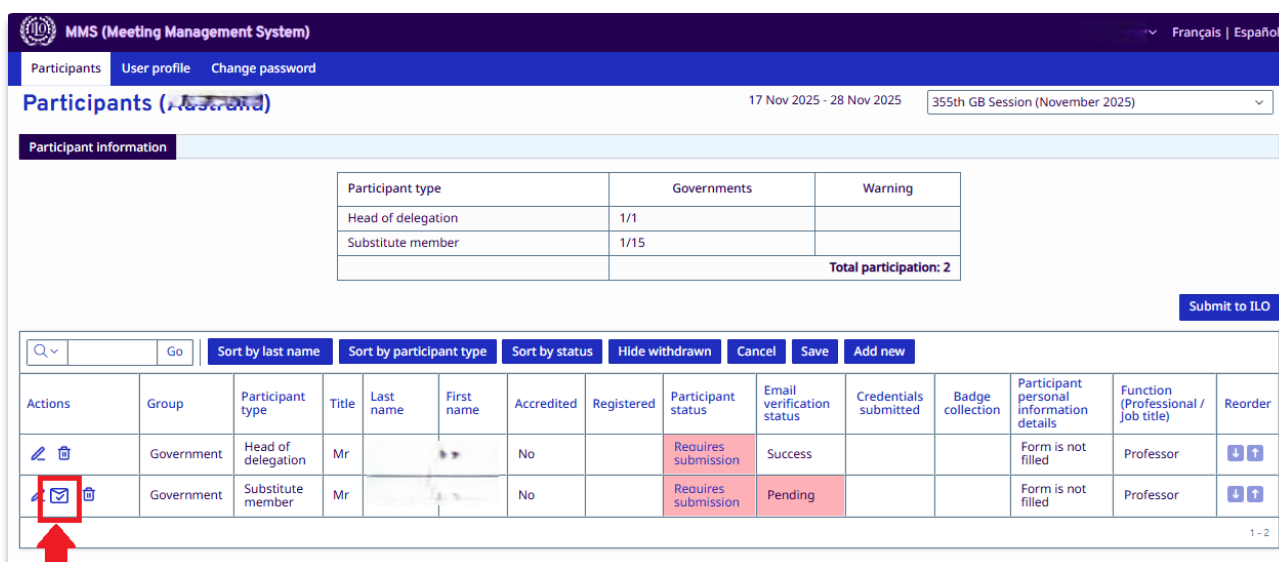
Actions	Group	Participant type	Title	Last name	First name	Accredited	Registered	Participant status	Email verification status	Credentials PDF generated	Proxy	Reorder
	Minister						0	0				
	Person accompanying the Minister(s)						0/0	0	0			
	Delegate						2/2	1/1	1/1			
	Person appointed to replace an adviser						0/14	0/7	0/7			
	Other person attending the Conference											
	Registered person but not appearing on the list											
	Total participants : 4											

Sort by last name | Sort by participant type | Sort by status | Hide withdrawn | [Cancel](#) | [Save](#) | [Add new](#)

Actions	Group	Participant type	Title	Last name	First name	Accredited	Registered	Participant status	Email verification status	Credentials PDF generated	Proxy	Reorder
  	Government	Delegate	Mr	[Redacted]	[Redacted]	No		Requires submission	Request email verification			 
  	Employer	Delegate	Ms	[Redacted]	[Redacted]	No		Requires submission	Request email verification			 
  	Worker	Delegate	Mr	[Redacted]	[Redacted]	No		Requires submission	Request email verification			 
 	Government	Delegate	Mr	[Redacted]	[Redacted]	Yes		Added	Success			 

Upon participant's request, you can resend them a link to re-submit any of their personal information details provided, by using the icon  (the same link is used if they request to upload their photo or badge collection preferences):

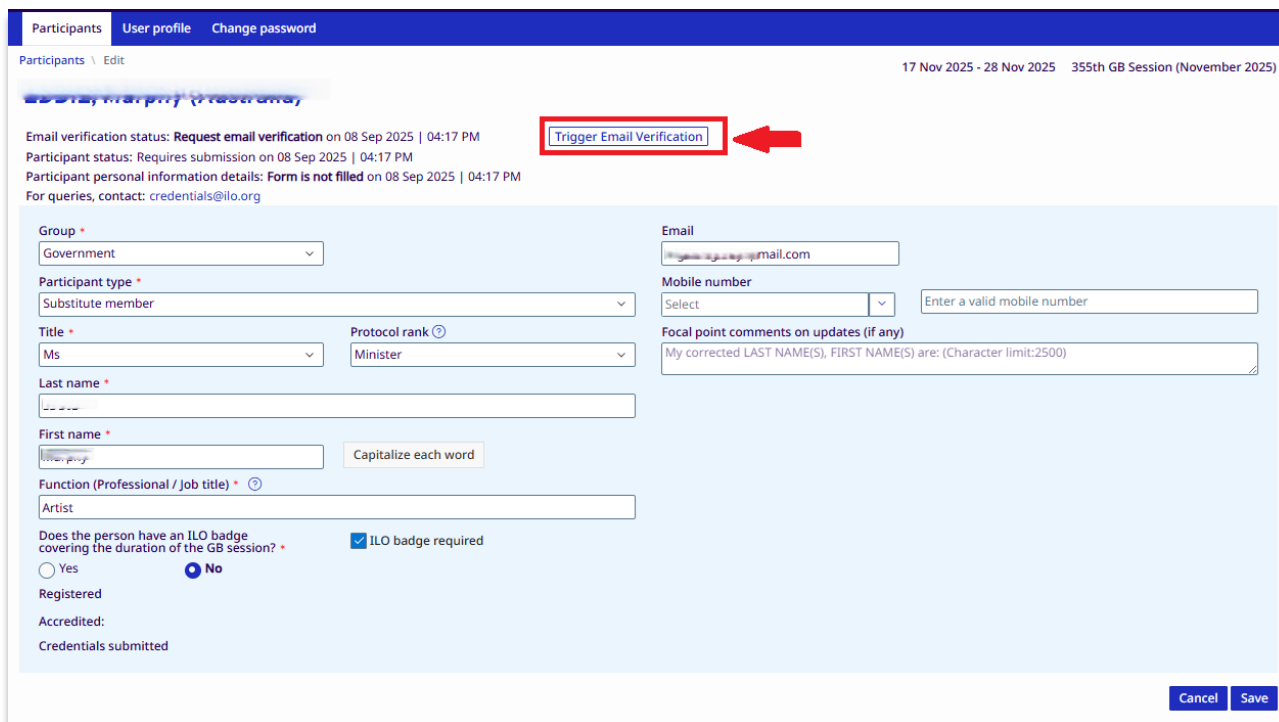
 **Note:** This option is only available when "ILO badge required" is selected



MMS (Meeting Management System) Français | Español

Participants User profile Change password

Participants (1/2/3/4/5/6/7/8/9/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100/101/102/103/104/105/106/107/108/109/110/111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000/1001/1002/1003/1004/1005/1006/1007/1008/1009/1010/1011/1012/1013/1014/1015/1016/1017/1018/1019/1020/1021/1022/1023/1024/1025/1026/1027/1028/1029/1030/1031/1032/1033/1034/1035/1036/1037/1038/1039/1040/1041/1042/1043/1044/1045/1046/1047/1048/1049/1050/1051/1052/1053/1054/1055/1056/1057/1058/1059/1060/1061/1062/1063/1064/1065/1066/1067/1068/1069/1070/1071/1072/1073/1074/1075/1076/1077/1078/1079/1080/1081/1082/1083/1084/1085/1086/1087/1088/1089/1090/1091/1092/1093/1094/1095/1096/1097/1098/1099/1100/1101/1102/1103/1104/1105/1106/1107/1108/1109/1110/1111/1112/1113/1114/1115/1116/1117/1118/1119/1120/1121/1122/1123/1124/1125/1126/1127/1128/1129/1130/1131/1132/1133/1134/1135/1136/1137/1138/1139/1140/1141/1142/1143/1144/1145/1146/1147/1148/1149/1150/1151/1152/1153/1154/1155/1156/1157/1158/1159/1160/1161/1162/1163/1164/1165/1166/1167/1168/1169/1170/1171/1172/1173/1174/1175/1176/1177/1178/1179/1180/1181/1182/1183/1184/1185/1186/1187/1188/1189/1190/1191/1192/1193/1194/1195/1196/1197/1198/1199/1200/1201/1202/1203/1204/1205/1206/1207/1208/1209/1210/1211/1212/1213/1214/1215/1216/1217/1218/1219/1220/1221/1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Participants \ Edit

17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Email verification status: Request email verification on 08 Sep 2025 | 04:17 PM

Participant status: Requires submission on 08 Sep 2025 | 04:17 PM

Participant personal information details: Form is not filled on 08 Sep 2025 | 04:17 PM

For queries, contact: credentials@ilo.org

Trigger Email Verification

Group *
Government

Participant type *
Substitute member

Title *
Ms

Protocol rank ?
Minister

Last name *
Last name

First name *
First name

Function (Professional / job title) * ?
Artist

Does the person have an ILO badge covering the duration of the GB session? *
☐ Yes
☒ No

Registered

Accredited:
Credentials submitted

Email
[Email address]

Mobile number
Select

Enter a valid mobile number

Focal point comments on updates (if any)
My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

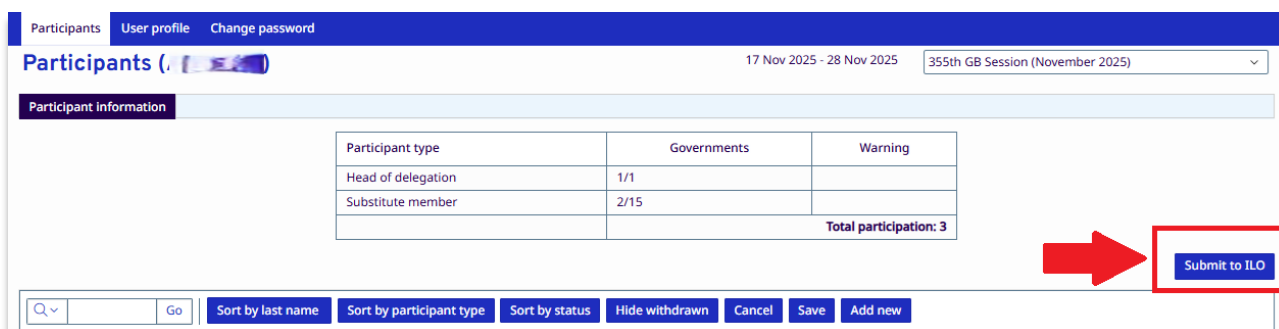
Cancel Save

You should contact the participants of your delegation and ask them to validate their email addresses. Email validation is necessary to enable participants to access certain MMS features. For example, if the email is not validated, you as the Focal Point will not be able to send the Meeting Registration Form to the participant. In addition, the buttons to edit the participant on both the individual and all participants screens will not be visible for that participant.

Please check the MMS regularly to see if the email validation is successful for each participant. If not, please follow up with the members of your delegation to ensure that they complete the email validation (*remember the MMS does not automatically notify you if there is an error with an email address*).

3.2. Submitting Participant Credentials:

- **Submit Participant Credentials (i.e. Participant list):**
 - Locate and click the "**Submit to ILO**" button on the top-right of the participant list screen to send the participant list for processing and validation. **If the list of Participant Credentials is not submitted, the ILO cannot process the credentials that are saved in the MMS. The ILO cannot click Submit on your behalf.**



Participants \ User profile Change password

Participants (1)

17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Participant information

Participant type	Governments	Warning
Head of delegation	1/1	
Substitute member	2/15	
Total participation: 3		

Submit to ILO

Qv Go Sort by last name Sort by participant type Sort by status Hide withdrawn Cancel Save Add new

- **Confirm the Submission:** a confirmation pop-up will appear with the message: **"Are you sure you want to submit these participant updates for processing to the ILO?"**
- **Click on "Proceed to submit":** Click the "Proceed to submit" button to confirm and send the updates for ILO processing.

Actions	Group	Participant type	Title	Last name	First name	Accredited	Registered	Participant status	Email verification status	Credentials submitted	Badge collection	Participant personal information details	Function (Professional / Job title)
	Government	Head of delegation	Mr			No		Add requested	Success	08 Sep 2025 04:56 PM		Form is not filled	Professor
	Government	Substitute member	Mr			No		Add requested	Success	08 Sep 2025 04:56 PM		Form is not filled	Professor
	Government	Substitute member	Ms			No		Add requested	Pending	08 Sep 2025 04:56 PM		Form is not filled	Artist

Please note that you will not be able to make any adjustments to the delegation until the ILO processes and validates your delegation's credentials. You will receive an email when your delegation's credentials have been processed or must be re-submitted.

For details regarding the meeting, please consult the **Meeting and events website** of the **International Labour Organization**.

For questions regarding participant rights, please consult the Explanatory note for national delegations.

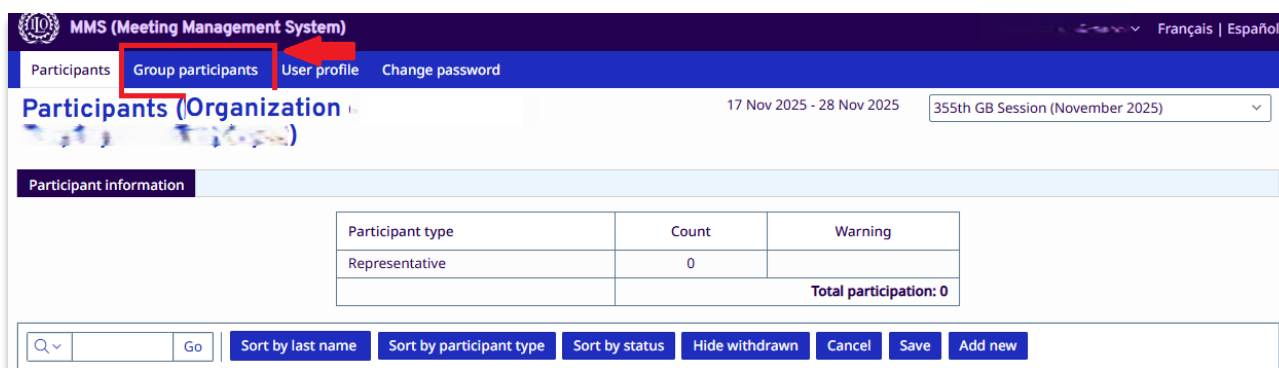
If you encounter issues, please contact the **ILO Meeting Support team** at: meetingsupport@ilo.org. **Please clearly indicate in the subject line whether the issue relates to "IT issue", "Credentials", "Meeting information", "Registration information", etc.**

4. Managing Group Participants

■ Applicable only for Employers and Workers Group Secretariats

4.1. Add new Group Participants:

The home page will display the meeting name, start and end dates, and the name of your organization. By default, the "Participants" tab will be selected, which will show an area to enter meeting participants or a list of already entered participants, click on "Group Participants" tab :



MMS (Meeting Management System) | Français | Español

Participants | **Group participants** | User profile | Change password

Participants (Organization) | 17 Nov 2025 - 28 Nov 2025 | 355th GB Session (November 2025)

Participant information

Participant type	Count	Warning
Representative	0	
Total participation: 0		

Q v Go | Sort by last name | Sort by participant type | Sort by status | Hide withdrawn | Cancel | Save | **Add new**

- Click the "Add new" button to provide participant details (*full details are required for each participant*):



Participants | User profile | Change password

Participants () | 17 Nov 2025 - 28 Nov 2025 | 355th GB Session (November 2025)

Participant information

Participant type	Governments	Warning
Head of delegation	1/1	
Substitute member	2/15	
Total participation: 3		

Q v Go | Sort by last name | Sort by participant type | Sort by status | Hide withdrawn | Cancel | Save | **Add new** | Submit to ILO

📌 Number of participants are limited to a maximum by type, Once the limit is reached, you will no longer be able to add more participants of that type.

Participants | Group participants | User profile | Change password

Participants \ Add new 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Add new Participant (👤)

Participant type *
Select

Title *
Select

Last name *
ENTER (CHARACTER LIMIT:255)

First name *
Enter (Character limit:255) Capitalize each word

Function (Professional / Job title) * ⓘ
Enter (Character limit:255)

Does the person have an ILO badge covering the duration of the GB session?
☐ Yes ☐ No
 Registered

Email
Enter a valid email address

Mobile number
Select Enter a valid mobile number

Focal point comments on updates (if any)
My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

Cancel Save

○ Provide the following details:

1. **Participant type:** Select the participant type from the available list (e.g. Regular member, Deputy member,).

Participants | Group participants | User profile | Change password

Group participants \ Add new 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Add new group participant (👤)

Participant type *
Select
Select
Regular member
Deputy member
Substitute
Other
Enter (Character limit:255) Capitalize each word

Function (Professional / Job title) * ⓘ
Enter (Character limit:255)

Does the person have an ILO badge covering the duration of the GB session?
☐ Yes ☐ No

Email *
Enter a valid email address

Mobile number
Select Enter a valid mobile number

Country used for GB election ⓘ

Passport / ID Country * ⓘ
Enter and select

Focal point comments on updates (if any)
My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

Cancel Save

After selecting e.g. "Regular member", a blue button labelled **"Select from elected members"** will appear next to the dropdown.

Click this button.

Participants Group participants User profile Change password

Group participants \ Add new 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Add new group participant ()

Participant type *
Regular member Select from elected members

Title *
Select

Last name *
ENTER (CHARACTER LIMIT:255)

First name *
Enter (Character limit:255) Capitalize each word

Function (Professional / Job title) * ⓘ
Enter (Character limit:255)

Does the person have an ILO badge covering the duration of the GB session?
☐ Yes ☐ No

Email *
Enter a valid email address

Mobile number
Select Enter a valid mobile number

Country used for GB election ⓘ

Passport / ID Country * ⓘ
Enter and select

Focal point comments on updates (if any)
My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

Cancel Save

Choose the Participant:

- A list of **elected members** will appear.
- Select the appropriate participant from this list.

MMS (Meeting Management System) Select employer contacts

PRIVACY NOTE: You have been designated as the Focal point(s) for your Group. You are responsible for indicating which participants from the following pre-defined lists will be registered to attend the forthcoming session of the Governing Body. Please note that access to non-published details (e.g., email address, travel information) available through the ILO Meeting Management System (MMS) is limited to meeting related purposes and cannot be shared with any unauthorized individual or third party. If you have any questions, please consult the [ILO Privacy Policy](#).

Participant type *
Regular member

Title *
Select

Last name *
ENTER (CHARACTER LIMIT:255)

First name *
Enter (Character limit:255)

Function (Professional / Job title) * ⓘ
Enter (Character limit:255)

Does the person have an ILO badge covering the duration of the GB session?
☐ Yes ☐ No

	Last name	First name	Title	Country used for GB election	Participant type	Function (Professional / Job title)
☐			Mr	Sweden	Regular	Senior Legal Adviser, Confederation of Swedish Enterprise
☐			Mr	Senegal	Regular	Secrétaire général, Conseil national du Patronat du Sénégal
☐			Mr	Brazil	Regular	President of the Labour Relations Council, National Confederation of Industry
☐			Ms	Bahrain	Regular	Board of Directors Member, Bahrain Chamber of Commerce & Industry
☐			Mr	United States of America (the)	Regular	Senior Counsel, United States Council for International Business
☐			Mr	Switzerland	Regular	Conseiller spécial pour les Affaires du Travail, Union Patronale Suisse/Fédération des Entreprises Romandes
☐			Ms	Kenya	Regular	Executive Director, Federation of Kenya Employers
☐			Ms	Japan	Regular	Senior Adviser, International Cooperation Bureau, Nippon-Keidanren/Japan Business Federation
☐			Mr	India	Regular	Director-General, Standing Conference of Public Enterprises
☐			Mr	Germany	Regular	Employer Vice-Chairperson of the ILO Governing Body, Global Labor Relations and Human Rights Director, Samsung
☐			Ms	Australia	Regular	Director, Workplace Relations, Australian Chamber of Commerce and Industry
☐			Ms	France	Regular	Conseillère, Affaires sociales internationales et européennes, Mouvement des Entreprises de France
☐			Mr	Mexico	Regular	Presidente de la Comisión de Seguridad Social, Confederación de Cámaras Industriales de los Estados Unidos Mexicanos
☐			Mr	Morocco	Regular	Président du Comité social, Confédération générale des Entreprises du Maroc

Cancel Save

- You can **search**, **filter**, or **sort** the list to quickly find any participant :

Select employer contacts

PRIVACY NOTE: You have been designated as the Focal point(s) for your Group. You are responsible for indicating which participants from the following pre-defined lists will be registered to attend the forthcoming session of the Governing Body. Please note that access to non-published details (e.g., email address, travel information) available through the ILO Meeting Management System (MMS) is limited to meeting related purposes and cannot be shared with any unauthorized individual or third party. If you have any questions, please consult the [ILO Privacy Policy](#).

Search:

	Last name	First name	Title	Country used for GB election	Participant type	Function (Professional / Job title)
☐			Mr	Sweden	Regular	Senior Legal Adviser, Confederation of Swedish Enterprise
☐			Mr	Senegal	Regular	Secrétaire général, Conseil national du Patronat du Sénégal

- Once selected, their details will be **automatically populated** in the form, these fields are read-only and cannot be edited manually.
- Title:** the participant's title from the available options (Mr/Ms).
 - Last name:** Last name as displayed on their official passport or identification document.
 - First name:** First name as displayed on their official passport or identification document. Click on the **'Capitalize each word'** button to automatically capitalize the first letter of each word.
- First name ***
- Function (professional/job title):** The participant's professional or job title, **This information will appear on the official published lists of the meeting**.
 - ILO Badge Requirement:**
 - Choose Yes or No for: "Does the person have an ILO badge covering the duration of the GB session?"
 - If "No", the checkbox **"ILO badge required"** appears and is checked by default.
 - Email (mandatory prior to submitting credentials):** The same email address cannot be used by two different participants.
 - Emails will be used to send each participant an email to first verify their email and then to provide their photo and other information required for registration, including badge collection preferences (this applies **only if "ILO Badge required" is selected**, as the form is sent exclusively to participants who require an ILO badge).
 - If you as a Focal Point are also a Participant, you will have to verify your email as a participant as well.
 - It is important that this email is correct and that participants verify their emails, which is a prerequisite for receiving meeting related information from the ILO, including on voting if the meeting foresees this possibility.**
 - Mobile Number:** Select the appropriate country code from the dropdown menu, then enter a valid mobile number in the adjacent field.
 - Both the **country code** and the **mobile number** fields are **required**.
 - This number may be used for **official communication or identification purposes** during the session.
 - Enter Passport / ID Country:** Passport or ID that will be used for travel.

- If the participant intends to use a different country's passport or ID for travel purposes, select that country here.
 - For example, if the participant is representing Country A, but will travel with a passport from Country B, select Country B.
10. **Add Focal Point Comments (if any):** Use this field to provide any important corrections or clarifications regarding the participant's name or other details.

• **Save the Group Participants details:**

3. Review the information you have entered to ensure it is correct
4. Click the "Save" button to save the participant details

Participants | Group participants | User profile | Change password

Group participants \ Add new 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Add new group participant ()

Participant type *
Regular member

Title *
Ms

Last name *

First name *
 Capitalize each word

Function (Professional / Job title) *
Board of Directors Member, Bahrain Chamber of Commerce & Industry

Does the person have an ILO badge covering the duration of the GB session?
☐ Yes ☐ No

Email *

Mobile number
Select

Country used for GB election Bahrain

Passport / ID Country *

Focal point comments on updates (if any)
My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

MMS (Meeting Management System)

Participants | Group participants | User profile | Change password

Group participants () 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Participant information

Participant type	Participantcount	Warning
Regular member	2/14	
Deputy member	1/19	
Substitute	0	
Other	0	
Total participation: 3		

Record has been saved successfully.

- Submit the Participant details for email verification:

Email validation – Validate the participant email by clicking on the envelope icon to “Trigger the email verification process”.

Acciones	Grupo	Tipo de participante	Título	Apellido	Nombre de pila	Acreditado/a	Registrado/a	Estado del participante	Estado de verificación del correo electrónico	PDF de acreditación generado	Recolección del distintivo	Detalles de la información personal del participante	Función (Profesional / Cargo)
	Gobierno	Ministro	Sr.	[Redacted]	[Redacted]	Si	07 Jul 2025 05:46 PM	Movido	Requiere verificación de correo electrónico			[Redacted]	Minister
	Gobierno	Ministro	Sr.	[Redacted]	[Redacted]	No			Requiere presentación	Requiere verificación de correo electrónico		[Redacted]	Ministre

At any point in time, you can request a participant’s email validation. If there is an error and the email must be updated, click on the edit icon  to modify it. **Please remember that each participant must verify their email address. It is a mandatory pre-requisite step for further information being sent by the ILO. Corrections to email addresses will not, on their own, require the resubmission of a credentials form for delegations.**

A new window will open, allowing you to modify the participant email address.

Participants

Group participants

User profile

Change password

Group participants

Edit

17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

AHMED, Farooq ()

Email verification status: Pending on 09 Sep 2025 | 08:55 AM Trigger Email Verification

Participant status: Added on 09 Sep 2025 | 08:55 AM

For queries, contact: credentials@ilo.org

Participant type *

Deputy member

Select from elected members

Title *

Mr

Last name *

Ahmed

First name *

Farooq

Capitalize each word

Function (Professional / Job title) *

Secretary-General Bangladesh Employers' Federation

Does the person have an ILO badge covering the duration of the GB session? *

☒ ILO badge required

☐ Yes ☒ No

Registered:

Accredited:

Credentials submitted: -

Email *

farooq.ahmed@gmail.com

Mobile number

Select

Enter a valid mobile number

Country used for GB election ⓘ Bangladesh

Passport / ID Country * ⓘ Bangladesh

Focal point comments on updates (if any)

My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

Cancel

Save

If email validation fails or if email is not filled in, “**Email validation status**” will remain in red.

If the email is successfully validated by a participant, the Email verification status will be indicated as ‘Success’.

MMS (Meeting Management System) Franglais | Español

Participants | User profile | Change password

Minister		0	0	
Person accompanying the Minister(s)	0/0	0	0	
Delegate	2/2	1/1	1/1	
Person appointed to replace an adviser	0/14	0/7	0/7	
Other person attending the Conference				
Registered person but not appearing on the list				
Total participants : 4				

Q Go Sort by last name Sort by participant type Sort by status Hide withdrawn Cancel Save Add new

Actions	Group	Participant type	Title	Last name	First name	Accredited	Registered	Participant status	Email verification status	Credentials PDF generated	Proxy	Reorder
 	Government	Delegate	Mr			No		Requires submission	Request email verification			 
 	Employer	Delegate	Ms			No		Requires submission	Request email verification			 
 	Worker	Delegate	Mr			No		Requires submission	Request email verification			 
 	Government	Delegate	Mr			Yes		Added	Success			 

Upon participant's request, you can resend them a link to re-submit any of their personal information details provided, by using the icon  (the same link is used if they request to upload their photo or badge collection preferences):

 **Note:** This option is only available when "ILO badge required" is selected

Participants | Group participants | User profile | Change password

Group participants (2 participants) 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Participant information

Participant type	Participant count	Warning
Regular member	2/14	
Deputy member	1/19	
Substitute	0	
Other	0	
Total participation: 3		

[Submit to ILO](#)

NOTE: If any data adjustments are required for participants of participant types, 'Regular member', 'Deputy member', 'Substitute', or 'Other', kindly contact credentials@ilo.org.

Q Go Sort by last name Sort by participant type Sort by status Hide withdrawn Cancel Save Add new

Actions	Participant type	Title	Last name	First name	Accredited	Registered	Participant status	Country used for GB election	Email verification status	Credentials submitted	Badge collection	Function (Professional / job title)	Reorder
 	Regular member	Mr			No		Requires submission	Senegal	Request email verification			Secrétaire général, Conseil national du Patronat du Sénégal	 
												Board of	

Alternatively, click the edit icon  to open a new window, where you can resend the request for the participant's personal information details using the button "**Resend Badge Related Information Form to participant indicated below**":

 **Note:** This option is only available when "ILO badge required" is selected

Participants Group participants User profile Change password

Group participants () 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Participant information

Participant type	Participantcount	Warning
Regular member	2/14	
Deputy member	1/19	
Substitute	0	
Other	0	
Total participation: 3		

[Submit to ILO](#)

NOTE: If any data adjustments are required for participants of participant types, 'Regular member', 'Deputy member', 'Substitute', or 'Other', kindly contact credentials@ilo.org.

Qv Go Sort by last name Sort by participant type Sort by status Hide withdrawn Cancel Save Add new

Actions	Participant type	Title	Last name	First name	Accredited	Registered	Participant status	Country used for GB election	Email verification status	Credentials submitted	Badge collection	Function (Professional / Job title)	Reorder
 	Regular member	Mr			No		Requires submission	Senegal	Request email verification			Secrétaire général, Conseil national du Patronat du Sénégal	 

Participants Group participants User profile Change password

Group participants \ Edit 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Email verification status: Request email verification on 09 Sep 2025 | 09:33 AM
Participant status: Requires submission on 09 Sep 2025 | 09:33 AM
For queries, contact: credentials@ilo.org

[Trigger Email Verification](#)

Participant type *
Regular member [Select from elected members](#)

Title *
Mr

Last name *

First name *
 [Capitalize each word](#)

Function (Professional / Job title) * [?](#)
Secrétaire général, Conseil national du Patronat du Sénégal

Does the person have an ILO badge covering the duration of the GB session? ☒ ILO badge required

☐ Yes ☒ No

Registered:
Accredited: Yes
Credentials submitted:

Email *

Mobile number
Select [?](#) Enter a valid mobile number

Country used for GB election [?](#) Senegal

Passport / ID Country * [?](#)

Focal point comments on updates (if any)
 My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

[Cancel](#) [Save](#)

You should contact the participants of your delegation and ask them to validate their email addresses. Email validation is necessary to enable participants to access certain MMS features. For example, if the email is not validated, you as the Focal Point will not be able to send the Meeting Registration Form to the participant. In addition, the buttons to edit the participant on both the individual and all participants screens will not be visible for that participant.

Please check the MMS regularly to see if the email validation is successful for each participant. If not, please follow up with the members of your delegation to ensure that they complete the email

validation (remember the MMS does not automatically notify you if there is an error with an email address).

4.2. Submitting Group Participant Credentials:

- **Submit the Group Participants Credentials (i.e. Group Participant list):**

- Locate and click the "**Submit to ILO**" button on the top-right of the participant list screen to send the participant list for processing and validation. **If the list of group participants credentials is not submitted, the ILO cannot process the credentials that are saved in the MMS. The ILO cannot click Submit on your behalf.**

The screenshot shows the 'Participants' screen with a blue header bar containing 'Participants', 'User profile', and 'Change password'. Below the header, there's a search bar and a date range '17 Nov 2025 - 28 Nov 2025'. A dropdown menu shows '355th GB Session (November 2025)'. The main content area has a 'Participant information' tab. Below it, there's a table with columns 'Participant type', 'Governments', and 'Warning'. The table contains two rows: 'Head of delegation' with '1/1' and 'Warning', and 'Substitute member' with '2/15'. A 'Total participation: 3' is shown at the bottom right of the table. A red arrow points to a blue button labeled 'Submit to ILO' in the bottom right corner of the screen.

- **Confirm the Submission:** a confirmation pop-up will appear with the message: "Are you sure you want to submit these participant updates for processing to the ILO?"
- **Click on "Proceed to submit":** Click the "Proceed to submit" button to confirm and send the updates for ILO processing.

The screenshot shows the 'Participants' screen with a confirmation pop-up dialog box. The dialog box is titled 'Submit to ILO' and contains the text: 'Are you sure you want to submit these participant updates for processing to the ILO?'. Below this, it says: 'If yes, the status of participants will change depending on the updates made, and the ILO will get back to you after the information review.' and 'Note: The individual submitting the participant list is duly authorized to do so.' There are two buttons at the bottom of the dialog: 'Cancel' and 'Proceed to submit'. The background shows the same 'Participants' screen as the previous screenshot, but with a table of participants visible below the dialog box.


MMS (Meeting Management System)

[Participants](#)
[User profile](#)
[Change password](#)

Participants ()
17 Nov 2025 - 28 Nov 2025

Participant information

Participant type	Governments	Warning
Head of delegation	1/1	
Substitute member	2/15	
Total participation: 3		

Actions	Group	Participant type	Title	Last name	First name	Accredited	Registered	Participant status	Email verification status	Credentials submitted	Badge collection	Participant personal information details	Function (Professional / Job title)
	Government	Head of delegation	Mr			No		Add requested	Success	08 Sep 2025 04:56 PM		Form is not filled	Professor
	Government	Substitute member	Mr			No		Add requested	Success	08 Sep 2025 04:56 PM		Form is not filled	Professor
	Government	Substitute member	Ms			No		Add requested	Pending	08 Sep 2025 04:56 PM		Form is not filled	Artist

✓ Your participant list has been submitted to the ILO. Please note that you will not be able to make any adjustments to the list until the ILO processes your request.



Please note that you will not be able to make any adjustments to the delegation until the ILO processes and validates your delegation's credentials. You will receive an email when your delegation's credentials have been processed or must be re-submitted. For details regarding the meeting, please consult the **Meeting and events website** of the **International Labour Organization**.

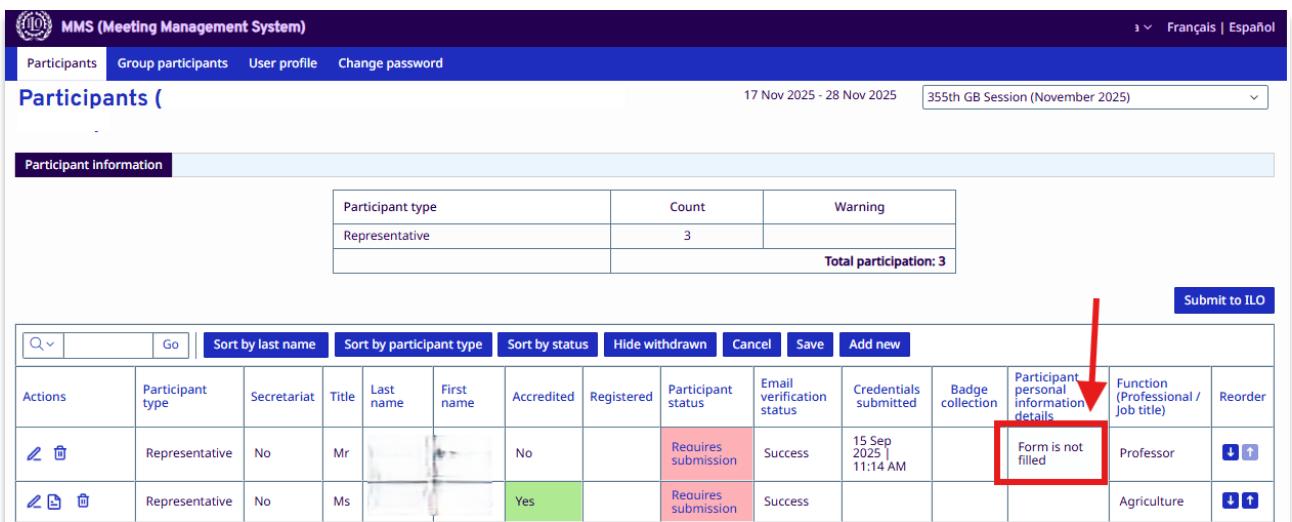
If you encounter issues, please contact the **ILO Meeting Support team** at: meetingsupport@ilo.org. **Please clearly indicate in the subject line whether the issue relates to "IT issue", "Credentials", "Meeting information", "Registration information", etc.**

5. Participant's Badge Related Information – Corrections and other adjustments

 **Note:** This section is only applicable when “ILO badge required” is selected

As described in section 3.1, the Meeting Attendance Form can be resent to each participant:

1. In Participant personal information details, you can see if a participant submitted their information (e.g. 'Form is not filled'; 'Photo is not uploaded'; 'Name not correct').



MMS (Meeting Management System) | Français | Español

Participants | Group participants | User profile | Change password

Participants (17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025))

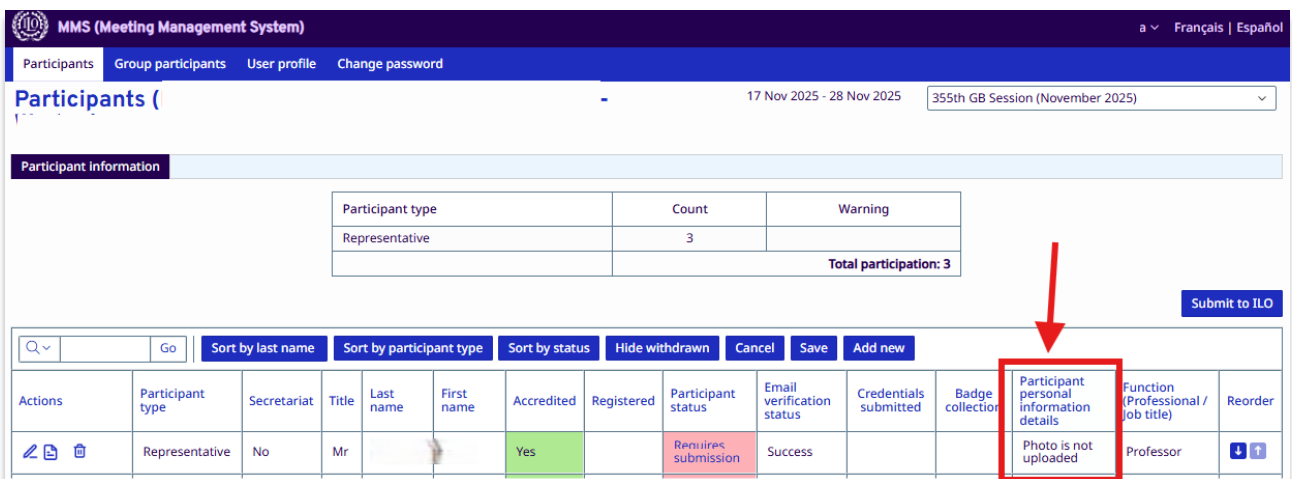
Participant information

Participant type	Count	Warning
Representative	3	
Total participation: 3		

[Submit to ILO](#)

Search: [] Go | Sort by last name | Sort by participant type | Sort by status | Hide withdrawn | Cancel | Save | Add new

Actions	Participant type	Secretariat	Title	Last name	First name	Accredited	Registered	Participant status	Email verification status	Credentials submitted	Badge collection	Participant personal information details	Function (Professional / Job title)	Reorder
 	Representative	No	Mr			No		Requires submission	Success	15 Sep 2025 11:14 AM		Form is not filled	Professor	 
 	Representative	No	Ms			Yes		Requires submission	Success				Agriculture	 



MMS (Meeting Management System) | Français | Español

Participants | Group participants | User profile | Change password

Participants (17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025))

Participant information

Participant type	Count	Warning
Representative	3	
Total participation: 3		

[Submit to ILO](#)

Search: [] Go | Sort by last name | Sort by participant type | Sort by status | Hide withdrawn | Cancel | Save | Add new

Actions	Participant type	Secretariat	Title	Last name	First name	Accredited	Registered	Participant status	Email verification status	Credentials submitted	Badge collection	Participant personal information details	Function (Professional / Job title)	Reorder
 	Representative	No	Mr			Yes		Requires submission	Success			Photo is not uploaded	Professor	 

The same information is available in Edit  section of each participant:

Participants | User profile | Change password

Participants \ Edit 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Email verification status: **Success** on 16 Sep 2025 | 09:34 AM
 Participant status: Added on 16 Sep 2025 | 09:39 AM
Participant personal information details: Photo is not uploaded, Name is not correct on 16 Sep 2025 | 09:43 AM
 For queries, contact: credentials@ilo.org

Resend Badge Related Information Form to participant indicated below

Group *
Government

Participant type *
Head of delegation

Title *
Mr

Protocol rank ?
Ambassador

Last name *
JINATA

First name *
JINATA Capitalize each word

Function (Professional / Job title) * ?
Artist

Does the person have an ILO badge covering the duration of the GB session? *
☐ Yes ☒ No ☒ ILO badge required

Registered
 Accredited: Yes
 Credentials submitted 16 Sep 2025 | 09:39 AM

Email

Mobile number
 61

Focal point comments on updates (if any)
 My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

My personal information is correct and is the same as it appears on my Passport/ID
☐ Yes ☒ No
My Name is not correct
☒ Tick here that the correction has been made

Withdraw Cancel Save

2. Any comments shared by a participant regarding incorrect personal information, is **available in the participant's Edit section.**

Participants | User profile | Change password

Participants \ Edit 17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Email verification status: **Success** on 16 Sep 2025 | 09:34 AM
 Participant status: Added on 16 Sep 2025 | 09:39 AM
 Participant personal information details: **Photo is not uploaded, Name is not correct on 16 Sep 2025 | 09:43 AM**
 For queries, contact: credentials@ilo.org

Resend Badge Related Information Form to participant indicated below

Group *
Government

Participant type *
Head of delegation

Title *
Mr

Protocol rank ?
Ambassador

Last name *
JINATA

First name *
JINATA Capitalize each word

Function (Professional / Job title) * ?
Artist

Does the person have an ILO badge covering the duration of the GB session? *
☐ Yes ☒ No ☒ ILO badge required

Registered
 Accredited: Yes
 Credentials submitted 16 Sep 2025 | 09:39 AM

Email

Mobile number
 61

Focal point comments on updates (if any)
 My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

My personal information is correct and is the same as it appears on my Passport/ID
☐ Yes ☒ No
My Name is not correct
☒ Tick here that the correction has been made

Withdraw Cancel Save

When participants indicate that their name is incorrect, please **promptly** correct the name and **check/tick** the checkbox confirming that name correction was completed (*MMS does not automatically indicate which corrections have been completed*). This action by Focal Points will not only ensure that the information integrated into the MMS is correct, but will facilitate and accelerate the distribution of badges.

Participants | User profile | Change password

Participants \ Edit

17 Nov 2025 - 28 Nov 2025 355th GB Session (November 2025)

Email verification status: **Success** on 16 Sep 2025 | 09:34 AM
 Participant status: Added on 16 Sep 2025 | 09:39 AM
 Participant personal information details: **Photo is not uploaded, Name is not correct** on 16 Sep 2025 | 09:43 AM
 For queries, contact: credentials@ilo.org

Resend Badge Related Information Form to participant indicated below

Group *
Government

Participant type *
Head of delegation

Title *
Mr

Protocol rank ?
Ambassador

Last name *
JEROME

First name *
JEROME

Function (Professional / Job title) * ?
Artist

Does the person have an ILO badge covering the duration of the GB session? *
☐ Yes ☒ No ☒ ILO badge required

Registered
Accredited: Yes
 Credentials submitted 16 Sep 2025 | 09:39 AM

Email
j.m.m.arnold@gmail.com

Mobile number
61 121287613

Focal point comments on updates (if any)
My corrected LAST NAME(S), FIRST NAME(S) are: (Character limit:2500)

My personal information is correct and is the same as it appears on my Passport/ID
☐ Yes ☒ No

My Name is not correct

☒ Tick here that the correction has been made

Withdraw Cancel Save

After you make the necessary correction(s), the information in Participant Personal Information details will be updated and their new status will appear (for example, if name was incorrect, and you corrected the name, the incorrect name -will disappear).

MMS (Meeting Management System)

Participants | User profile | Change password

Minister	Person accompanying the Minister(s)	Delegate	Substitutes and Advisors	Person appointed to replace an adviser	Other person attending the Conference
1	0	0/2	1	0	0
0	0	1/1	0	0	0
0	0	1/1	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

Total participants: 4

Search: [Go] Sort by last name Sort by participant type Sort by status Hide withdrawn Cancel Save Add new

Actions	Group	Participant type	Title	Last name	First name	Accredited	Registered	Participant status	Email verification status	Credentials PDF generated	Badge collection	Participant personal information details	Function (Professional / Job title)	Reorder
	Government	Minister	Mr	JEROME	JEROME	Yes		Requires re-submission	Success			Photo is not uploaded	Ambassadeur	

Record has been saved successfully.

3. If a Participant requested that another person collects their badge, **the badge collection option selected** by the participant will **appear in Badge collection column**.

Participants
Group participants
User profile
Change password

Participants
17 Nov 2025 - 28 Nov 2025
355th GB Session (November 2025)

Participant information

Participant type	Count	Warning
Representative	3	
Total participation: 3		

Submit to ILO

Go
Sort by last name
Sort by participant type
Sort by status
Hide withdrawn
Cancel
Save
Add new

Actions	Participant type	Secretariat	Title	Last name	First name	Accredited	Registered	Participant status	Email verification status	Credentials submitted	Badge collection	Participant personal information details	Function (Profession / Job title)
	Representative	No	Mr			Yes		Requires submission	Success		Member of delegation	Name is not correct	Professor
	Representative	No	Ms			Yes		Requires submission	Success				Agriculture
	Representative	No	Mr			No		Requires submission	Success				Musician

If a participant requests that you resend them the form and they changed their Badge collection options multiple times, you will see the most recently selected option.

6. Modifications

You can proceed with any further adjustments after you receive an email that your delegation has been processed. Accredited status will change to “Yes” and participant status will be “Added”.

6.1. Edit participant/group participant details:

- Click the "Edit" icon next to the participant's record to open the form.
- Update the participant details as needed.
- If you click on Participant status, you can see the history of changes made with information when they were made and by whom.
- Statuses will differ depending on the action you made:
 - **Add requested** – if you add additional participants.
 - **Modify requested** - if you change the email address and/or the name.
 - **Move requested** – if you change the Group and/or Participant type.
 - **Withdrawal requested** – if you remove the participant who was already accredited (by using the 'trash' icon).

6.2. Submit the updated Credentials:

- ✍ After modifying any participant details, click the '**Submit to ILO**' button to send the updated list for validation."