



▶ Explanatory note for national delegations

April 2023

Submission of Credentials

111th Session of the International Labour Conference

- ▶ The 111th Session of the International Labour Conference will be conducted fully in person. The following options for remote access will be provided: ¹
 - Plenary sittings will be streamed via the Conference website. Delegates who are unable to make their statement in person may submit a pre-recorded video.
 - Committee proceedings can be followed remotely (passive online access), but participants will not be able to take the floor remotely.
- ▶ Verified individual email addresses will have to be provided for each participant listed in the credentials. They will be used to communicate the personal codes necessary to participate in the electronic votes, to use the online system for submitting amendments and to access the ILO Events App (used to announce the programme, transmit documents and permits participants to communicate with each other).
- ▶ Participants will register in person upon their arrival and will receive a badge bearing their photo that gives 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 of an authority with the 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 on 2 May 2023 are invited to contact credentials@ilo.org.

- **Special attention is drawn to the fact that for all accredited participants to be able to exercise all 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 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.**

Time limit

In accordance with article 31(1) of the [Standing Orders of the Conference](#), the time-limit for submission of credentials is **Monday, 15 May 2023**.

To the extent possible, credentials should be submitted for the entire duration of the Conference. In accordance with

¹ GB.347/INS/2/2 and GB.347/INS/2/2/Decision.

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

³ Either 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 the Conference, the submitted form will have the same legal value as the original.

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 integrated Conference 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 personal codes necessary to participate in the electronic votes, use the online system for submitting amendments and access to the ILO Events App;
- 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 a delegation belongs, and their 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 the right to vote;
- Member States concerned are 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 Members for their inability to accredit complete delegations.

Each delegate may be accompanied by a certain number 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 110th Session of the Conference in 2022, women accounted for only **36.5** per cent of the delegates, substitutes and advisers.

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. However, the Standing Orders of the Conference provide for the admission of other persons.

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.

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 as "attending Ministers" 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.**

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

Officials accompanying attending Ministers

Officials accompanying a Minister or Secretary of State (such as the members of their cabinet or the Permanent Representative of the State to the ILO) may be included in the credentials of the delegations. They will be issued with a badge bearing their photo that provides access to meeting rooms and their name(s) will appear in the official list of delegations. Accompanying officials are not entitled to speak or vote in plenary or in a committee. If they wish to exercise those rights, they must be designated as Government delegates in the credentials.

Support staff of the Minister who should not appear in the list of delegations should not be accredited under this category, but under “support staff for the delegation” (see below).

Delegates

The designation of a person as a delegate implies that they are **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 ILO Constitution, participate in committees, etc.

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 111th Session of the Conference contains six technical items (items IV - IX), as well as the standing item III (Information and reports on the application of Conventions and Recommendations), delegations may include a maximum of **28** Government advisers, **14** Employers’ advisers and **14** Workers’ advisers. Article 3(3) of the Constitution allows Member States responsible for the international relations of non-metropolitan territories, to designate representatives of the governments, employers and workers of those territories, as additional 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 they are duly authorized to exercise the rights of the delegate to whom they are 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.

Persons appointed to replace advisers

Under article 2(2)(i) of the Standing Orders, Members may appoint persons to occupy advisers’ posts which may become vacant in their delegations. Their number is limited to half of the available number of adviser posts (i.e., half of the maximum numbers indicated under “advisers and substitute delegates” above). For the 111th Session of the Conference, the maximum is **14** for the Government, **7** for the Employers and **7** for the Workers. The persons thus designated may follow the work of the Conference and its committees but may only take part in it if they actually replace an absent adviser.

Other persons attending the Conference

Other persons may be appointed to accompany a delegation without actively participating in the work of the Conference (i.e., cannot vote, move amendments, take the floor), such as representatives of a State or province of a federal State, members of legislative or judiciary bodies, or persons representing national organizations of employers and workers may be included in a reasonable number in the credentials of a Member State in accordance with article 2(2)(d) of the Standing Orders of the Conference. Their names appear in the list of delegations at the end of the part of delegation they are accompanying (Government, Employer or Workers).

Support staff for delegations

In accordance with article 2(2)(g) of the Standing Orders of the Conference, each group of a national delegation may be accompanied by secretaries or interpreters, or by other persons whose functions may require access to the Conference rooms. The names of these persons should appear in the credentials, so that they can be issued a badge bearing their photo and indicating the group to which they are attached, which gives them access to the meeting rooms. These names are not published in the list of delegations.

Media and security

For the accreditation of:

- **Media**, please contact communication@ilo.org
- **Personal security staff**, please contact hqsecurity-events@ilo.org

► **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					
Attending Minister 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
Officials accompanying attending Ministers Article 2(2)(a), Standing Orders	Yes	No	No	No	No
Regular delegates Article 3(1), Constitution Two (2) Government regular delegates	Yes	Yes, Articles 14(1), 14(3) and 23(3), Standing Orders (in respect to the latter, only 1 delegate or Minister)	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 28, 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(4), Standing Orders	Only if substitute delegate acting on behalf of delegate	Yes, if member of committee
Persons appointed to replace advisers Article 2(2)(i) Standing Orders Maximum of 14	Yes *	Only if person occupies vacant adviser's post, under same conditions as advisers	Only if person occupies vacant adviser's post, under same conditions as advisers	Only if person occupies vacant adviser's post, under same conditions as advisers	Only if person occupies vacant adviser's post, under same conditions as advisers
Other persons attending the Conference Article 2(2)(d) Standing Orders	Yes *	No	No	No	No
Support staff Article 2(2)(g), Standing Orders	Yes *	No	No	No	No

* In-room attendance may be subject to space constraints.

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 Articles 14(1), 14(3) 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 14 , 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
Persons appointed to replace advisers Article 2(2)(i) Standing Orders Maximum of 7	Yes *	Only if person occupies vacant adviser's post, under same conditions as advisers	Only if person occupies vacant adviser's post, under same conditions as advisers	Only if person occupies vacant adviser's post, under same conditions as advisers	Only if person occupies vacant adviser's post, under same conditions as advisers
Other persons attending the Conference Article 2(2)(d) Standing Orders	Yes *	No	No	No	No
Support staff Article 2(2)(g), Standing Orders	Yes *	No	No	No	No
Worker members of the delegation					
Regular delegate Article 3(1), Constitution One (1) Workers' regular delegate	Yes	Yes Articles 14(1), 14(3) 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 14 , 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
Persons appointed to replace advisers Article 2(2)(i) Standing Orders Maximum of 7	Yes *	Only if person occupies vacant adviser's post, under same conditions as advisers	Only if person occupies vacant adviser's post, under same conditions as advisers	Only if person occupies vacant adviser's post, under same conditions as advisers	Only if person occupies vacant adviser's post, under same conditions as advisers
Other persons attending the Conference Article 2(2)(d) Standing Orders	Yes *	No	No	No	No
Support staff Article 2(2)(g), Standing Orders	Yes *	No	No	No	No

* In-room attendance may be subject to space constraints.

Contact details:

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