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TO ALL MEMBER STATES OF THE ILO

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26 April 2022

**Arrangements for the 110th Session of the  
International Labour Conference  
(Geneva, 27 May – 11 June 2022)  
Website: [www.ilo.org/ilc](http://www.ilo.org/ilc)**

Dear Sir/Madam,

With reference to the convocation letter sent on 4 April 2022, I am pleased to provide you with further details on the format, modalities of participation and programme of the 110th Session of the International Labour Conference.

The [operational arrangements for the 110th Session of the Conference \(2022\)](#) were approved by the Governing Body by correspondence on 22 April 2022. They provide for in-person sittings in Geneva at the *Palais des Nations* and ILO headquarters building, **except for the opening sitting of the Conference on 27 May** that will be conducted virtually. Remote attendance will be possible for all sittings of the Conference and its committees.

***Programme of work***

The Conference will open on **Friday, 27 May**. Committees of the Conference will start their work as from **Monday, 30 May**. The plenary discussion of the reports of the Director-General and of the Chairperson of the Governing Body will take place between **Monday, 6 June and Thursday, 9 June**. The World of Work Summit will take place on **Friday, 10 June**. The Conference will close on **Saturday, 11 June**.

Please note that the preparatory meetings of Employers' and Workers' groups will be conducted in-person on **Sunday, 29 May**.

***Composition of delegations***

Considering the space limitations due to parallel renovations in the two venues, the tripartite delegations will only be composed of persons holding active participation rights under the Standing Orders of the Conference. These are two government delegates, one employer delegate and one worker delegate, who may each be accompanied by a maximum of two advisers for each technical item placed on the agenda (paragraph 5 of the Operational arrangements), as well as any Minister or Secretary of State not included among the delegates and advisers. An [Explanatory Note](#) for national delegations provides full details.

Persons without active participation rights under the Standing Orders will not need to be accredited as they will be able to follow the discussions remotely as members of the general public (paragraph 7 of the Operational arrangements).

### ***Credentials***

The accreditation of Conference participants is done through a password-protected online accreditation system, which has been activated. A communication was sent to the Permanent Missions of all Member States with details regarding the accreditation of national delegations to the Conference, including access codes for the [online accreditation system](#). In this connection, I would like to remind you of the importance of ensuring that credentials of national delegations are submitted before **Friday, 6 May**.

### ***Registration for speeches in plenary***

The plenary sittings to discuss the reports of the Director-General and of the Chairperson of the Governing Body will take place from 6 to 9 June 2022. The speeches of accredited delegates (**maximum 4-minute duration**) may be delivered either in person or through pre-recorded video statements. [Registration for speeches](#) will open on **Thursday, 12 May** and close on **Tuesday, 7 June** at 6 p.m. (Central European Summer Time).

### ***Registration in committees***

Membership in the committees will be based on registrations by delegates and advisers from each of the three constituent groups. Government, employer and worker delegates and advisers who intend to participate in committees are therefore kindly asked to complete the [on-line registration forms](#) as soon as possible and **no later than Monday, 23 May** so as to be able to participate in the work of the first sitting of each committee.

### ***Travel***

Delegations requiring visas should contact the Swiss consular services directly, as early as possible, to obtain the visas required for those delegates who will attend the Conference in person.

Please note that the ILO does not provide participants with insurance coverage for accident or illness while travelling to or from Geneva or during the Conference. It is therefore essential that all participants ensure that they have adequate insurance coverage in respect of illness and accident before travelling to Geneva.

Under the exceptional circumstances in which the 110th Session of the Conference will be held, delegations are requested to comply with COVID-19-related restrictions in their country of origin and in Geneva throughout their stay, and ensure that any costs related to possible travel and accommodation changes for COVID-19 related reasons during their stay in Geneva will be covered.

### ***Remote participation***

Individual and non-transferrable access codes to participate in the Conference remotely will be sent starting from **Wednesday, 25 May** to the personal e-mail address of delegates provided to the Office.

### ***Further practical information***

The [Conference website](#) contains further details on the 110th Session's agenda and will be regularly updated with practical information for delegates, including a *Conference Guide* in the near future.

Member States are invited to pursue the consultation process with the most representative national organizations of employers and workers to determine the composition of their delegations to the 110th Session of the Conference, to ensure that they are **fully tripartite** and balanced as regards the number of advisers accompanying the respective tripartite delegates. Every effort should be made to achieve **gender balance** in the composition of delegations.

The International Labour Office looks forward to welcoming national tripartite delegations to the 110th Session of the International Labour Conference in Geneva.

Yours sincerely,

(signature)

Guy Ryder  
Director-General