



▶ Explanatory note for national delegations

October 2022

Submission of Credentials

Form of credentials

Member States invited by the Governing Body to [the 17th Asia and the Pacific Regional Meeting \(APRM\)](#) of the [International Labour Organization \(ILO\)](#) **must submit the credentials of their delegations via the Online Accreditation System.**¹ The system generates a form to which a signature and/or seal of an authority with power to bind the State, such as the Head of State, the Minister of Foreign Affairs (or the head of the competent diplomatic mission), or the Minister responsible for Labour questions should be affixed.²

Each invited Member State will receive a code to the Online Accreditation System. Member States that have not received an access code are invited to request it directly from the Credentials Secretariat (credentials@ilo.org).

The delegation's credentials must include each participant's email address so that all information concerning the Meeting may be communicated directly to them.

It is the duty of the accrediting Government authority to ensure that the email addresses provided are correct and functioning (email addresses may be verified by sending an email confirmation notice to the individual concerned using the Online Accreditation System).

Time limit

The deadline for submission of credentials has been set at **15 November 2022**.

To the extent possible, credentials should be submitted for the whole duration of the Meeting. In accordance with usual practice, modifications to credentials will nevertheless remain possible throughout the duration of the Meeting.

Purpose 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. Credentials serve to establish the provisional and final lists of delegations, published on the website of the Meeting.

The list of delegations serves to:

- draw up the list of speakers;
- establish the composition of the Credentials Committee and of any subsidiary body that may be appointed by the Meeting;
- generate the voting list and establish the quorum.

Before the opening of the Meeting and throughout its duration, the list of accredited participants is also made available online as credentials are received and processed.

Credentials are examined by the Credentials Committee of the Meeting to ensure that they are in conformity with the provisions of article 1, paragraph 5 (designation made in agreement with the most representative organizations of employers and workers in the State concerned) and paragraph 4 (payment of travel and subsistence expenses) of the [Rules for regional meetings](#). For the Committee to be

¹ <https://www.ilo.org/CredentialsRMMS/Login.aspx>

² The signatory agrees that an image or electronic signature affixed to the form generated by the Online Accreditation System will be considered equivalent to a handwritten signature for the purposes of validity, enforceability and admissibility in connection with this Meeting.

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 national delegations belongs, and his or her 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 Meeting.

Composition of delegations

Gender parity

Member States are called upon to make every effort to achieve gender parity in their delegations. At the [16th APRM](#) (Bali, December 2016), women represented only 27.9 per cent of the total delegates and advisers.

Full members of the meeting

The national tripartite delegation of a Member State invited by the Governing Body as a **full member** to the 17th APRM must be composed of **two Government delegates, one Employers' delegate, and one Workers' delegate**. Delegates may be accompanied by **advisers**. Delegations may also include **ministers** who are not already accredited as delegates. Delegations may include support staff (e.g. assistants, interpreters, etc.).

Observer members of the meeting

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

Requests for disability-related reasonable accommodation or adjustment need

Pursuant to the [ILO Disability Inclusion Policy](#), the ILO is committed to ensuring the accessibility of all its meetings.

Any requests for disability-related reasonable accommodation or adjustment need for a participant may be submitted at the same time as the credentials of the delegation; or, directly by the participant themselves at the time they confirm their email address.

Contact details:

Office of the Legal
Adviser
E: credentials@ilo.org

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