

INTERNATIONAL LABOUR OFFICE

NOTE VERBALE

Ref.: ILO/RELOFF/16-05-2022/18

Operational arrangements for the 110th Session of the International Labour Conference (27 May – 11 June 2022)

Badges for officials accompanying Ministers or Secretaries of State

The International Labour Office presents its compliments to the Permanent Missions of Member States of the International Labour Organization (ILO) and has the honour to recall the information contained in paragraph I/7 of the [Operational arrangements for the 110th Session of the International Labour Conference](#): “While officials accompanying Ministers or Secretaries of State under article 2.2(a) of the Standing Orders will also not be accredited at this session, special protocol badges for the exclusive purpose of allowing a **maximum of two non-accredited persons accompanying Ministers** or other dignitaries to access Conference premises for the plenary sittings of 6-9 June, the World of Work Summit on 10 June, and the closing ceremony on 11 June.”

In order to request these badges, Permanent Missions should provide the following information by email to frassier@ilo.org at their earliest convenience for each of the **two non-accredited accompanying persons**:

Permanent Mission of:

Full name:

Title:

Email address:

Mobile number:

Date of arrival in Geneva:

It is important to note that the maximum of two non-accredited accompanying persons includes security personnel.

Badges for officials accompanying Ministers will be available for collection from the **registration office**, on presentation of a valid identity document containing a photograph.

The opening hours of the registration office located at the **desk (P1 level) of the ILO building** are as follows:

- **On Friday, 27 May 2022 from 10 a.m. to 4 p.m.**

The opening hours of the registration office located at the **Pregny Gate of the Palais des Nations** are as follows:

- **On Saturday, 28 May, from 10 a.m. to 5 p.m.;**
- **On Sunday, 29 May, from 10 a.m. to 7 p.m.;**
- During the first week:
 - on Monday 30 and Tuesday 31 May, from 8 a.m. to 7 p.m.;
 - From Wednesday 1 to Saturday 4 June, from 9 a.m. to 5 p.m.;
- During the second week:
 - from Monday 6 to Saturday 11 June, from 9 a.m. to 5 p.m.

Permanent Missions are encouraged to register and collect badges on Friday 27 (ILO), Saturday 28 or Sunday 29 May (Palais de Nations). Very lengthy waiting times are expected at the registration office the morning of Monday, 30 May 2022.

Collection of badges for Ministers

Permanent Missions will have the possibility to collect the badges of Ministers on presentation of a written authorisation in the form of a **note verbale** and the **biometric passport** of the Minister.

Ambassadors

Kindly note that Ambassadors accompanying Ministers **must be accredited to the ILC** and **must have registered and collected their ILC photo badge** from the registration office. Access to Conference premises at the Palais des Nations and the ILO building is restricted to persons bearing an ILC photo badge, which must be worn visibly at all times. It will also be necessary to carry a valid photo ID at all times, in case of a random check.

The International Labour Office thanks Permanent Missions of Member States of the ILO for their understanding and avails itself of this opportunity to renew to them the assurances of its highest consideration.