

August 2010

## INFORMATION NOTE

# Privileges and obligations of organizations included in the ILO Special List

### 1. Privileges of organizations admitted to the Special List

#### Participation in ILO meetings

1. The mere fact of inclusion in the Special List does not of itself confer on any organization the right to participate in ILO meetings. It does, however, facilitate consideration of the advisability of inviting the organization to a particular meeting, as full information regarding it is deemed to have been made available at the time of its admission to the Special List.

#### International Labour Conference

##### *Criteria*

2. Non-governmental international organizations on the Special List wishing to be invited to be represented at the International Labour Conference should take careful note of the following revised criteria and procedure, which came into force in June 1990, for the issuance of such invitations by the Governing Body.
3. An organization on the Special List wishing to be invited to be represented at the Conference should satisfy the following criteria. It:
  - (a) **should have formally expressed an interest** – clearly defined and supported by its Statutes and by explicit reference to its own activities – **in at least one of the items on the agenda of the Conference** session to which it requests to be invited; these details should be supplied with the request for an invitation; and;
  - (b) should have made its request for an invitation in accordance with the procedure set out in the Standing Orders of the Conference.

##### *Procedure*

4. The procedure to be followed by NGOs for requesting invitations to the International Labour Conference is contained in article 2(4) of the Standing Orders of the Conference revised in 2006. It reads as follows:

Requests from non-governmental international organizations for an invitation to be represented at the Conference shall be made in writing to the Director-General of the International Labour Office and shall reach him **at least one month before the**

opening of the session of the Governing Body preceding the opening of the session of the Conference. Such requests shall be referred to the Governing Body for decision in accordance with criteria established by the Governing Body.

5. The special attention of NGOs is drawn to the fact that the Selection Committee of the Conference will no longer deal, as in the past, with requests for invitations to be represented at the Conference which are submitted late. However, requests to be represented on the committees of the Conference (other than those dealing with the agenda item, "Programme and budget proposals and other financial questions") which are to consider the agenda items in which such international non-governmental organizations have expressed interest will continue to be examined by the Selection Committee of the Conference, once the invitation to the organizations in question to be represented at the Conference has been duly issued by the Governing Body in conformity with the new procedure.

#### Governing Body

6. Admission to the Special List does not change the present situation in respect of meetings of the Governing Body, to which only the non-governmental international organizations with full consultative status are invited.

#### Regional Meetings

7. Organizations on the Special List with a special interest in the work of a Regional Meeting may be invited to be represented at the meeting in conformity with article 1, paragraph 7, of the Rules for Regional Meetings. Applications must be received not later than one month before the session of the Governing Body preceding the Regional Meeting in question.

#### Industrial and joint committees and tripartite technical meetings

8. Upon receipt of duly substantiated requests from organizations on the Special List to participate in meetings of industrial and joint committees and tripartite technical meetings, the Director-General submits to the Governing Body proposals to invite the organizations to be represented by observers at those meetings to which they are in a position to make a significant contribution on account of their special competence. The supporting material accompanying the request from the applicant organization should relate to its interest not only in the subjects to be discussed at the meeting but also in the industry or the branch of economic activity in question. Applications must be received not later than **one month before the session of the Governing Body preceding the meeting in respect of which a request is made.** The provisions of the Standing Orders for such meetings apply to organizations invited to send observers.

#### Committee of experts

9. Organizations on the Special List are not invited to attend meetings of committees of experts (or other meetings that are not tripartite). They may, however, forward to the

Director-General documents of a technical nature on agenda items. The Director-General decides whether to place such documents at the experts' disposal.

#### Circulation of statements by international non-governmental organizations

10. Any organization authorized to circulate a statement under the applicable Standing Orders is responsible for the translation and reproduction of the statement.

#### Technical information

11. In addition to the above rules concerning participation in ILO meetings by organizations on the Special List, the Office is ready at any time to take into account information and suggestions of a technical character provided by such an organization if the Director-General considers the information of real value.

#### Documentation for meetings

12. Organizations on the Special List regularly receive a list of ILO meetings giving the date, place and agenda for the meetings. Documents for the meetings at which they are invited to be represented are also forwarded to them.

## **2. Obligations of organizations on the Special List**

13. Organizations on the Special List are expected to cooperate with the International Labour Organization and to further its activities within the nature and scope of their competence.
14. The organizations are requested to transmit to the ILO the agendas of their meetings, congresses, conferences, etc., other than meetings of a purely private or business nature, together with the background reports or documents published for such meetings and the final reports or minutes thereof.
15. Such organizations are also required to send to the ILO either annual reports on their work or documents from which it is possible to obtain detailed information on their activities during each year.

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*[Source: Governing Body, 132nd Session, sixth item on the agenda. Establishment of a Special List of Non-Governmental International Organizations, modified at its 245<sup>th</sup> Session (March 1990) and at the 95<sup>th</sup> Session of the International Labour Conference (June 2006)].*