



► **Official Meetings, Documents and
Relations Department**

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TO ALL MEMBER STATES OF THE ILO

3 February 2025

Tripartite meeting on the review of the functioning of the Governing Body
(Geneva and online, 5-8 May 2025)

Dear Sir or Madam,

In accordance with the [decision](#) taken by the Governing Body at its 352nd Session (October-November 2024), it is my pleasure to invite your Government to nominate a representative to attend the first *Tripartite meeting on the review of the functioning of the Governing Body*. The meeting will be held at the headquarters of the International Labour Organization (ILO) in Geneva, from **5 to 8 May 2025**. Arrangements will be made to enable remote participation.

Agenda

The purpose of the meeting will be to undertake a review of the areas of the functioning of the Governing Body identified in section I of [document GB.352/INS/8\(Rev.1\)](#), namely: agenda-setting process; time management; policy-related discussions and use of the High-Level Section; Committee of the Whole and inclusiveness of all interested constituents in policy-related discussions within the Governing Body; Office support to the Government Group; document production and other procedural aspects that call for a possible update of the *Compendium of Rules applicable to the Governing Body*.

Background document

The Office is preparing a document for discussion in English, French and Spanish, which will serve as a basis for the meeting's deliberations. The document will be shared electronically with all representatives and advisers five weeks prior to the start of the meeting, and will be posted on the meeting webpage, where all meeting resources will also be made available.

Composition

The meeting will bring together governments of ILO Member States interested in participating, eight Employer representatives and eight Worker representatives nominated by the Employers' and Workers' groups of the Governing Body, as well as advisers.

In accordance with the *Standing Orders for technical meetings*, each government interested in attending the meeting may appoint one representative, who may be accompanied by one adviser.

Meeting procedures

The meeting will be governed by the [Standing Orders for technical meetings](#), with the suspension of article 3, paragraph 2, and article 9, paragraphs 2, 3 and 8, as decided by the Governing Body.

Interpretation

Simultaneous interpretation will be provided in English, French and Spanish.

Travel arrangements

In keeping with the Standing Orders for technical meetings, travel and subsistence expenses of government participants will be payable by the governments concerned. Please note that the Office neither supplies insurance coverage nor accepts any liability for a participant's claim in connection with an accident or a medical disorder arising before, during or after the meeting. Participants are therefore responsible for obtaining adequate insurance coverage before travelling for the entire duration of the meeting, including time spent travelling to and from the event. Participants are kindly advised to only travel when in good health.

Visas and accommodation

I would also like to draw your attention to the fact that if participants require entry visas for Switzerland, which is part of the Schengen area, they will need to obtain them in their own countries well in advance of their departure.

Lastly, please note that the Office is not equipped to make reservations for hotel accommodation. A list of hotels offering preferential rates for participants in ILO meetings may be furnished upon request.

Accreditation

If your Government wishes to participate in this meeting, kindly send a letter of nomination, **before 3 March 2025**, with the name, title and **e-mail address** of your Government's representative and of the adviser, if any, by e-mail to reloff@ilo.org. Furthermore, kindly advise in this letter if your Government's representative and adviser, if any, will be participating in person or remotely.

Gender parity

When making these nominations, your Government is invited to bear in mind the resolutions adopted by the International Labour Conference, calling upon members to include a greater number of women in their delegations to ILO meetings, as well as the applicable resolutions and targets of the United Nations concerning the promotion of gender parity.

Delegates with disabilities

The ILO recognizes that social justice and decent work for all can be realized only if persons with disabilities are fully and meaningfully included in the world of work. In this context, the ILO strives to lead by example at the meetings it hosts and organizes. Should your nominated representative or their adviser(s) require any assistance in this regard, kindly address your request to alonso-maestre@ilo.org.

I look forward to welcoming your Government's representative to this meeting.

Yours sincerely,
For the Director-General:

A handwritten signature in blue ink that reads "Luca Bormioli." The signature is written in a cursive style with a period at the end.

Luca Bormioli
Director
Official Meetings, Documents and Relations Department