

## Background and rationale

One of the International Labour Organization's (ILO) oldest and most important functions is the setting of International Labour Standards (ILS). These standards cover a wide range of subjects in the world of work. They are adopted by the tripartite International Labour Conference and take the form of Conventions and Recommendations. Conventions are international treaties that are open to ratification by member States. By ratifying them, member States formally undertake to make their provisions effective, both in law and in practice, and to periodically report to the ILO on steps being taken in this regard. Recommendations are non-binding instruments which provide guidance for national policy, legislation and practice. Since the foundation of the ILO in 1919, 189 Conventions and 203 Recommendations have been adopted.

The ILO has registered more than 7,960 ratifications of Conventions since its creation and it has developed mechanisms for monitoring the application of ILS in law and practice which are unique at the international level.

The regular system for supervising the application of ILS is based primarily on information provided by governments in their reports on the application of ratified Conventions due in accordance with Article 22 of the ILO Constitution and on observations

in this regard made by employers' and workers' organizations. Two bodies examine this information. They are: the Committee of Experts on the Application of Conventions and Recommendations and the Conference Committee on the Application of Standards. Both Committees have recalled on numerous occasions that failures to fulfil reporting obligations hinder the functioning of the supervisory system as a whole.

## Objectives

### General objective

The course aims to strengthen national capacity to discharge the reporting obligations on ILS under the ILO Constitution, by providing reports on time and with informative and responsive content.

### Specific objectives

At the end of the course, participants will be able to:

- have background knowledge of the ILO and its ILS system;
- have a detailed knowledge of the role and operation of reporting in the ILS system;
- use the ILO's database and resources relevant to ILS reporting; and
- prepare (or participate in the preparation of) the reports on the application of ILS owed by member States under the ILO Constitution.

## Participants' profile

This course is offered primarily to:

- government officials responsible for ILS reporting; and
- representatives of employers' and workers' organizations responsible for monitoring ILS reporting activities.

A good knowledge of the working language and computer literacy is required.

## Structure and content

<b>Session 1.</b> <b>Course introduction</b>
<ul style="list-style-type: none"> <li>• Objective of the course.</li> <li>• Internet presentation of the course.</li> <li>• Quiz (to expose participants to how a quiz on the Internet platform looks and works).</li> </ul>
<b>Session 2.</b> <b>Background to the ILO and ILS reporting</b>
<ul style="list-style-type: none"> <li>• Background aspects and institutions of the ILO relevant to reporting under Article 22 of the ILO Constitution.</li> <li>• Quiz and short answer questions.</li> </ul>
<b>Session 3.</b> <b>Reports on ratified Conventions</b>
<ul style="list-style-type: none"> <li>• Reports to be made periodically on ratified ILO Conventions.</li> <li>• How to identify ratified ILO Conventions in NORMLEX database.</li> <li>• Quiz and short answer questions.</li> </ul>

<b>Session 4.</b> <b>Report types</b>
<ul style="list-style-type: none"> <li>• Detailed reports and simplified reports.</li> <li>• When detailed reports are required.</li> <li>• When detailed reports should be sent, although not required.</li> <li>• Quiz and short answer questions</li> </ul>
<b>Session 5.</b> <b>Report forms</b>
<ul style="list-style-type: none"> <li>• Report forms for periodic reports.</li> <li>• First report after ratification, i.e. detailed report.</li> <li>• Review of the framework in which all Article 22 report forms are constructed.</li> <li>• Quiz and short answer questions</li> </ul>
<b>Session 6.</b> <b>Report content</b>
<ul style="list-style-type: none"> <li>• Guidelines on preparing a detailed report, with particular reference to: definition of terms; scope of application; legislation giving effect to the Convention; information of practical application of the Convention.</li> <li>• Guidelines for preparing detailed reports in the different thematic report areas.</li> <li>• Quiz and short answer questions.</li> </ul>
<b>Session 7.</b> <b>Committee of Experts comments</b>
<ul style="list-style-type: none"> <li>• Types of Committee of Experts comments.</li> <li>• Committee of Experts comments that can result from employers' and/or workers' comments on the application of the Convention.</li> <li>• How comments are found and displayed in NORMLEX database.</li> <li>• Quiz and short answer questions</li> </ul>

<b>Session 8.</b> <b>Communications and consultations</b>
<ul style="list-style-type: none"> <li>• Obligations for communicating reports to the representative employers' and workers' organization.</li> <li>• Consultation obligations under ILO Convention No. 144.</li> <li>• Quiz and short answer questions.</li> </ul>
<b>Session 9.</b> <b>Recap and reporting assignment</b>
<ul style="list-style-type: none"> <li>• Summary of previous eight sessions.</li> <li>• Reporting assignment presentation.</li> </ul>
<b>Session 10.</b> <b>Report of the Committee of Experts</b>
<ul style="list-style-type: none"> <li>• Contents of the report of the Committee of Experts.</li> <li>• Quiz and short answer questions.</li> </ul>
<b>Session 11.</b> <b>Conference Committee on the Application of Standards</b>
<ul style="list-style-type: none"> <li>• Conference Committee on the Application of Standards as it effects Article 22 reporting.</li> <li>• Quiz and short answer questions.</li> </ul>
<b>Session 12.</b> <b>Regular reporting cycle</b>
<ul style="list-style-type: none"> <li>• 3/5 year reporting cycles.</li> <li>• NORMLEX database presentation of the reporting cycles.</li> <li>• How detailed reports are represented in NORMLEX database.</li> <li>• Quiz and short answer questions.</li> </ul>

<b>Session 13.</b> <b>Exceptions to the regular reporting cycle</b>
<ul style="list-style-type: none"> <li>• Reasons for reports required out of cycle.</li> <li>• Quiz and short answer questions.</li> </ul>
<b>Session 14.</b> <b>Calendar of action on ILS</b>
<ul style="list-style-type: none"> <li>• How yearly calendar of action on ILS affects national administration work cycle.</li> <li>• Quiz and short answer questions.</li> </ul>
<b>Session 15.</b> <b>Reporting challenges</b>
<ul style="list-style-type: none"> <li>• Suggestions for dealing with particular challenges in reporting.</li> <li>• Quiz and short answer questions.</li> </ul>
<b>Session 16.</b> <b>Final recap</b>
<ul style="list-style-type: none"> <li>• Summary of last six sessions.</li> <li>• Short answer questions</li> </ul>

## Methodology and materials

The course runs at a distance, via Internet, during a period of eight weeks. Participation in the training requires approximately 5 hours each week (which must be set aside as a part of normal work time), and includes a major written assignment, namely the preparation of a detailed report on the application of a ratified ILO Convention.

Content relies on the following methods:

- downloadable pdf files with step-by-step substance of the course;
- downloadable, as well as Internet-based, multiple choice and short answer quizzes for return to tutor;
- short film presentations, including screen shot presentations of NORMLEX database; and
- a forum with topics for discussion.

An Internet connection is necessary for participation, ideally of the fast ADSL or similar type. Course material includes written texts as well as multi-media elements and quizzes.

Arrangements are made for materials being available without delivery over the Internet; these are designed, however, to complement slow or less stable forms of Internet connection.

## Resource persons

A tutor will follow participants' progress through the course. He will be supported by experts from the International Labour Office and trainers from the International Training Centre of the ILO.

## Certificate

At the end of the training, participants that have submitted the assignment will obtain a certificate for completion of the course.

## Fellowships

A very limited number of fellowships are available to qualifying candidates.

## Cost of participation

Tuition fee for the course is 1,450 Euros.

## Payment modalities

Tuition cost must be paid in advance before the beginning of the course by the participant or the sponsor through bank transfer or credit card.

Payments by bank transfer should be made to:

International Training Centre of the ILO

Account No. 560002

Bank: Intesa-Sanpaolo Ag. 523

IBAN: IT96 G 03069 09214

100000560002

BIC: BCITITMM

Address: Viale Maestri del Lavoro 10,

10127 Turin – Italy

*Note: on the bank transfer form, the participant's name and the course code should be stated.*

For payments by credit card, please e-mail to [ils@itcilo.org](mailto:ils@itcilo.org).

## Applications

The deadline for submission of candidatures is **8 March 2015**.

Candidates must submit the following documents:

- on-line application form duly filled in, available at: <http://intranetp.itcilo.org/SHF/A978094/en>;
- letter from the sponsor indicating financial support (or letter from the applicant stating that participation cost is covered by himself/herself), to be uploaded when filling in the on-line application.

*As an Organization dedicated to promoting social justice and internationally recognized human and labour rights, the ILO is taking a leading role in international efforts to foster gender equality. In line with this ILO focus, women are particularly encouraged to apply to ITCILO courses.*



A978094

## Distance training in best practices in ILS reporting

16 March 2015 – 8 May 2015

### For further information, please contact:

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