



INTERNATIONAL LABOUR STANDARDS

DISTANCE TRAINING IN BEST PRACTICES IN ILS REPORTING

20 APRIL – 12 JUNE 2020
ONLINE COURSE

Information Note

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, Recommendations and Protocols. 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 on steps being taken in this regard. Recommendations are non-binding instruments which provide guidance for national policy, legislation and practice. Protocols are partial and optional revisions or amendments of earlier Conventions. Since the foundation of the ILO in 1919, 190 Conventions, 206 Recommendations and 6 Protocols have been adopted.

Almost 8,200 ratifications have been registered so far. Since its creation the ILO 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: the Committee of Experts on the Application of Conventions and Recommendations (CEACR) and the Conference Committee on the Application of Standards (CAS). Both Committees have recalled on numerous occasions that failures to fulfil reporting obligations hinder the functioning of the supervisory system as a whole.

WHO IS THE TARGET AUDIENCE?

- Government officials responsible for ILS reporting.
- Representatives of employers' and workers' organizations involved in ILS reporting activities.

WHY SHOULD I JOIN?

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.

WHAT WILL I GAIN FROM THIS COURSE?

- Background knowledge of the ILO and its ILS system.
- Detailed and updated knowledge of the role and operation of reporting in the ILS system.

- Knowledge on how to use the databases and resources relevant to ILS reporting.
- Capacity to prepare (or participate in the preparation of) the reports on the application of ILS owed by member States under the ILO Constitution.

WHAT TOPICS DOES THIS COURSE COVER?

GETTING STARTED

- Objective of the course.
- Internet presentation of the course.
- Quiz (to expose participants to how a quiz on the Internet platform looks and works).

SESSION 1. ILO REPORTING BACKGROUND

- Background aspects and institutions of the ILO relevant to reporting under article 22 of the ILO Constitution.
- Quiz and short answer questions.

SESSION 2. REPORTS ON RATIFIED CONVENTIONS

- Reports to be made periodically on ratified ILO Conventions.
- How to identify ratified ILO Conventions in NORMLEX database.
- Quiz and short answer questions.

SESSION 3. REPORT TYPES

- Detailed reports and simplified reports.
- When detailed reports are required.
- When detailed reports should be sent, although not required.
- Quiz and short answer questions.

SESSION 4. REPORT FORMS

- Report forms for periodic reports.
- First report after ratification, i.e. detailed report.
- Review of the framework in which all article 22 report forms are constructed.
- Quiz and short answer questions.

SESSION 5. REPORT CONTENT

- 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.
- Guidelines for preparing detailed reports in the different thematic report areas.
- Quiz and short answer questions.

SESSION 6. CEACR COMMENTS

- Types of CEACR comments.
- CEACR comments that can result from employers' and/or workers' comments on the application of the Convention.
- How comments are found and displayed in NORMLEX database.
- Quiz and short answer questions.

SESSION 7. COMMUNICATION AND CONSULTATION

- Obligation to communicate reports to the representative organizations of employers and workers.
- Obligation to consult the representative organizations of employers and workers under ILO Convention No. 144.
- Quiz and short answer questions.

SESSION 8. RECAP AND REPORTING ASSIGNMENT PRESENTATION

- Summary of previous seven sessions.
- Reporting assignment presentation.

SESSION 9. CEACR REPORT

- Content of the CEACR report.
- Quiz and short answer questions.

SESSION 10. CAS

- CAS as it effects article 22 reporting.
- Quiz and short answer questions.

SESSION 11. REPORTING PERIODICITY

- 3/6 year reporting cycles.
- NORMLEX database presentation of the reporting cycles.
- How detailed reports are presented in NORMLEX database.
- Quiz and short answer questions.

SESSION 12. EXCEPTIONS IN REGULAR REPORTING

- Reasons for reports required out of cycle.
- Quiz and short answer questions.

SESSION 13. REPORT CONTENT

- How yearly calendar of action on ILS affects national administration work cycle.
- Quiz and short answer questions.

SESSION 14. REPORTING CHALLENGES

- Suggestions for dealing with particular challenges in reporting.
- Managing ILS Reporting (MILRS) website.
- Quiz and short answer questions.

SESSION 15. FINAL RECAP

- Summary of last six sessions.
- Short answer questions.

HOW IS THE COURSE STRUCTURED?

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

WHAT IS THE LANGUAGE OF THE COURSE?

The course will be offered in English.

A good command of the working language is required.

WHAT METHODS AND MATERIALS WILL BE USED?

- Downloadable pdf files with step-by-step substance of the course.
- Internet-based quizzes, with multiple choice and short answer, for return to tutor.
- Short film presentations, including screen shot presentations of NORMLEX database.
- A forum with topics for discussion.
- A library with a collection of relevant publications and documents.
- Knowledge assessment at the start and at the end of the training.

WHO ARE THE 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.

HOW MUCH DOES THIS COURSE COST?

The tuition fee for the course is 1230 Euros.

ARE THERE ANY FELLOWSHIPS?

A very limited number of fellowships are available to qualified candidates coming from eligible countries.

HOW TO PAY FOR THIS COURSE?

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 G030 6909 2141 0000 0560 002
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 indicated.

For payments by credit card, please e-mail to ils@itcilo.org.

For detailed information regarding payments, cancellations and refunds, please consult: <https://www.itcilo.org/application>.

HOW TO APPLY FOR THIS COURSE?

The deadline for submitting applications is **9 April 2020**.

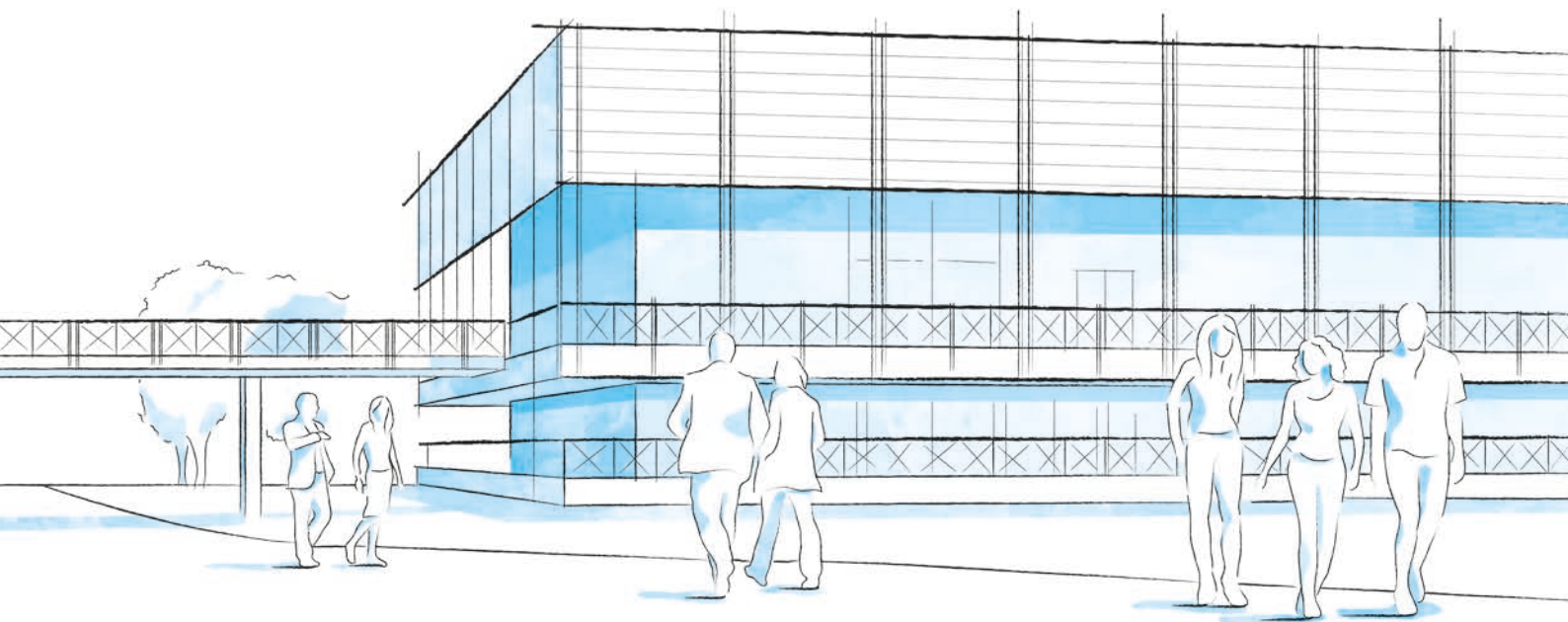
Candidates must submit through the course webpage the following documents:

- on-line application form duly completed, available at:
<https://oarf2.itcilo.org/STN/A9712806/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.

Incomplete applications will not be considered.

Applications from employers' organizations and workers' organizations will have to be endorsed by the Secretaries of the Employers' group and of the Workers' group of the Governing Body of the ILO.

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.



CAMPUS LIFE

A THRIVING UNITED NATIONS CAMPUS AND COMMUNITY OF PROFESSIONAL PEOPLE FROM AROUND THE WORLD

- **Three organizations** from the United Nations system on campus
- **More than 300 training courses** and activities in a stimulating international environment
- **Thousands of participants** from all over the world

ENVIRONMENT AND SURROUNDINGS

Grab a campus bicycle and explore the Turin Centre. Located in a leafy park on the banks of the Po River, it's a great place for study and collaboration. Experience innovative learning and training methods in modern classrooms equipped with simultaneous translation services.

HOUSING, DINING, AND MORE

Comprising more than 280 private dormitories, the **Turin Campus provides a broad range of services for course participants and partners** including a free-flow restaurant, bank, travel agency, laundromat, post office, gym, medical services and a reception desk open 24/7.

COMMUNITY ENGAGEMENT AND DIVERSITY

Participants can enjoy social events organized by the Turin Centre as well as by their course facilitators. Whether on or off campus, people from different cultural backgrounds have the opportunity to listen to live music together, cook and share traditional foods, or team up to play games and network.

INFO

FOR FURTHER INFORMATION PLEASE CONTACT

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International Labour Standards, Rights at Work and Gender Equality
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COURSE CODE: A9712806

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