



Methodology

The course runs at a distance, via internet, during a period of ten weeks. Participation in the training requires approximately 2.5 hours each week, and includes a major written assignment: preparation of a detailed report on the application of a ratified ILO Convention. A tutor will follow participants' progress through the course.

Content relies on the following method:

- 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 APPLIS; and
- discussion forum with topics for discussion.

An internet connection is necessary for participation, ideally of the fast ADSL or similar type. Arrangements are made in the course for materials being available without delivery over the internet; these are designed, however to complement slow or less stable forms of internet connection.



Evaluation and certificate

Course material includes written texts as well as multi-media elements and quizzes. At the end of the training, participants may obtain a certificate for successful completion of the course.

Costs

Tuition fee for the course is **1,100 Euros**.

Fellowships

Fellowships are available to qualifying candidates.

Applications

Applications to participate are open until 4 January 2009. Online enrolment is strongly encouraged and should be done at: http://z298-p255-dev.itcilo.org/ils/ils-reporting/join_form

E.mail (normesturin@itcilo.org) or fax (+39.011.693.6906) applications should be addressed to the Manager of the Standards and Fundamental Principles and Rights at Work Programme of the ITCILO.

Applications should be supported by a curriculum vitae and, when required, a nomination letter from the sponsoring/funding institution.

In line with the ILO's mandate to promote social justice and universally recognized human and labour rights, the Turin Centre encourages applications from women.

To apply, or for additional information, please contact:

International Training Centre of the ILO
Standards and Fundamental Principles and Rights at Work Programme
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10127 Turin (Italy)

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Designer Yvonne Mourglia - Printed by the International Training Centre of the ILO, Turin, Italy



A970022

Training at Distance for Best Practice in ILS Reporting

2 February – 3 April 2009
Turin, Italy



Co-financed by the
Italian Ministry of
Foreign Affairs



International Training Centre

www.itcilo.org

Training at Distance for Best Practice in ILS Reporting

Background

One of the International Labour Organization's (ILO) oldest and most important functions is the setting of International Labour Standards (ILS). These standards 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, 188 Conventions and 199 Recommendations have been adopted.

The ILO has registered more than 7,500 ratifications since its foundation and it has developed mechanisms for monitoring the application of ILS in law and practice. The regular system for supervising the application of ILS is based on the examination by two ILO bodies (the Committee of Experts on the Application of Conventions and Recommendations and the Conference Committee on the Application of Standards) of reports on the application sent by member States and on observations in this regard made by employers' and workers' organizations.

Since the regular system is a living one based on periodic reporting obligations, there is a continuous demand for learning about ILS reporting.

Objectives

General objective

The course aims to strengthen national capacity to discharge the reporting obligations on ILS under the ILO Constitution.

Specific objectives

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

- have background knowledge of the ILO and the ILS system;
- have a detailed knowledge of the role and operation of reporting in the ILS system;
- use ILO data bases relevant to ILS reporting;
- prepare (or participate in the preparation of) the reports on the application, in law and practice, of ILS owed by member countries under the ILO Constitution.

Participants' profile

This course is offered primarily to:

- government officials responsible for reporting on the implementation of ratified and non-ratified ILO Conventions; and
- representatives of employers' and workers' organizations responsible for monitoring reporting activities.

A good knowledge of English and computer literacy is required.

Structure and content

Learning session 1.	Course introduction	Learning session 9.	Recap and reporting assignment presentation
<ul style="list-style-type: none"> • Objective of the course • Internet presentation of the course • Quiz (how a quiz on the internet platform looks and works) 		<ul style="list-style-type: none"> • Summary of previous sessions • Reporting assignment • Quiz 	
Learning session 2.	Background to the ILO and ILS reporting	Learning session 10.	Report of the Committee of Experts
<ul style="list-style-type: none"> • Background aspects and institutions of the ILO that are relevant to reporting under Article 22 of the ILO Constitution • Quiz 		<ul style="list-style-type: none"> • Contents of the report of the Committee of Experts • Quiz 	
Learning session 3.	Reports on ratified Conventions	Learning session 11.	Conference Committee on the Application of Standards (Optional)
<ul style="list-style-type: none"> • Reports to be made periodically on ratified ILO Conventions • How to identify ratified ILO Conventions in APPLIS database • Quiz 		<ul style="list-style-type: none"> • Conference Committee on the Application of Standards as it effects Article 22 reporting • Quiz 	
Learning session 4.	Report types	Learning session 12.	Regular reporting cycle
<ul style="list-style-type: none"> • Detailed reports and simplified reports • When detailed reports are required • When detailed reports should be sent, although not required • Quiz 		<ul style="list-style-type: none"> • 2/5 year reporting cycle • APPLIS presentation of the reporting cycle • How detailed reports are represented in APPLIS • Quiz 	
Learning session 5.	Report forms	Learning session 13.	Exceptions to the regular reporting cycle
<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • Reasons for reports required out of cycle • Quiz 	
Learning session 6.	Report content	Learning session 14.	Calendar of action on ILS
<ul style="list-style-type: none"> • Guidelines on preparing a detailed report, with particular reference to: <ul style="list-style-type: none"> – 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 25 thematic report areas • Quiz 		<ul style="list-style-type: none"> • How yearly calendar of action on ILS affects national administrative work cycle • Quiz 	
Learning session 7.	Committee of Experts comments	Learning session 15.	Reporting challenges
<ul style="list-style-type: none"> • Types of Committee of Experts comments • Committee of Experts comments that can result from employers' and/or workers' comments on the application of the Convention • How comments are found and displayed in APPLIS • Quiz 		<ul style="list-style-type: none"> • Suggestions for dealing with particular challenges in reporting • Quiz 	
Learning session 8.	Communications and consultations	Learning session 16.	Reports under Article 19
<ul style="list-style-type: none"> • Obligations for communicating reports to the representative employers' and workers' organization • Consultation obligations under ILO Convention No. 144 		<ul style="list-style-type: none"> • Obligation under Article 19 of the ILO Constitution • Calendar of work for Article 19 reporting • Quiz 	
		Learning session 17.	Final recap
		<ul style="list-style-type: none"> • Recap • Final quiz 	