



International Labour Organization



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Thank you.

**Julita A. Yap**  
Library/Documentation Assistant

## Table of Contents

### October 2007

02.03	Social Security	1
03.04	Business Economics	1
04.02	Human Rights	2
13.01	Labour Force, Employment, Unemployment	2
13.11	Occupations	3
14.02	Children and Young People	4
14.04	Women	8
14.08	Indigenous and Tribal Peoples	8
14.09	Migration	9

### November

02.02	Social Problems, Crime and Delinquency	9
03.04	Business Economics	10
07.04	Fishing	10
13.01	Labour Force, Employment, Unemployment	10
13.04	Work Environment, Occupational Safety	11
13.05	Arrangement of Working Time and Leave	12
13.06	Labour Relations, Trade Unionism	13
13.11	Occupations	13
14.02	Children and Young people	15
14.04	Women	15
14.09	Migration	16
15.04	Health, Disability, Medicine	17

### December

01.01	Economic Development	17
13.05	Arrangement of Working Time and Leave	24
14.04	Women	24
15.04	Health, Disability, Medicine	24

<b>Subject Headings Index</b>	<b>25-34</b>
-------------------------------	--------------

**ILO SRO-MANILA DOCUMENTATION CENTRE**  
*List of Library Accessions*  
(October-December, 2007)

**OCTOBER 2007**

<b>02.03.1</b>	<b>Lao People's Democratic Republic: report to the government on the actuarial valuation of the social security fund.</b>
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MFN : 4390  
CALL NO. : REG, 02.03.1; HLA. 2007  
ISBN : 978-92-2-118828-5 (print); 978-92-2-118829-2 (pdf)  
PUBLISHER : ILO-ROAP  
DATE : 04.10.07

**DESCRIPTORS**

<ILO pub.>,<Social security>,<Actuarial valuation>,<Actuarial analysis>,<Population>,  
<Labour force>,<Employment>,<Health insurance>,<Lao People's Democratic Republic>,  
<Bangkok>

**ABSTRACT**

This report presents the results of the actuarial valuation of the social security fund (SSF) of the Lao People's Democratic Republic carried out by the International Labour Office (ILO) during 2004 and 2005. The objective of the actuarial valuation was to review the financial situation of the SSF under status quo conditions, in particular to assess the adequacy of present contribution rates and the long-term financial sustainability of the fund.

<b>03.04.5</b>	<b>Safeguarding or disregarding? Community experiences with the Asian development bank's safeguard policies</b>
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MFN : 4392  
CALL NO. : OTHERS, 03.04.5; KSA. 2007  
AUTHORS : Kent, Lia; Michael Simon  
PUBLISHER : Oxfam Australia  
DATE : 04.10.07

**DESCRIPTORS**

<Safeguard policies>,<Community experiences>,<Indigenous peoples>,<Tribal peoples>,  
<Resettlement policy>,<Environment policy>,<ADB operations>

**ABSTRACT**

The Asian Development Bank (ADB) is now engaged in an 'update' of its safeguard policies on indigenous peoples, environment and involuntary resettlement. The update's stated aim is to consider the "relevance, effectiveness, efficiency and sustainability" of the safeguards. It provides a timely opportunity to reflect on their effectiveness and how they might be improved. This report uses case studies to examine how a number of ADB-funded projects impact on local communities, and through this to analyse the safeguards' effectiveness.

<b>04.02.1</b>	<b>Advancing the implementation of human rights in the Pacific.</b>
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MFN : 4391  
CALL NO. : UN, 04.02.1; OAD. 2007  
I SBN : 978-982-9106-01-8  
PUBLISHER : OHCHR Regional Office for the Pacific (Suva, Fiji);  
UNDP Pacific Regional Centre (Suva, Fiji); UNFPA Pacific (Suva, Fiji);  
UNI CEF Pacific (Suva, Fiji); UNIFEM Pacific Regional Office (Suva, Fiji)  
DATE : 04.10.07  
DESCRIPTORS

<Human rights>,<Human rights standards>,<Human rights treaty>,<Pacific>,  
<Australia>,<Cook Islands>,<Fiji>,<Kiribati>,<Marshall Islands>,<Micronesia>,<Nauru>,  
<New Zealand>,<Niue>,<Palau>,<Papua New Guinea>,<Samoa>,<Solomon Islands>,<Tonga>,  
<Tuvalu>,<Vanuatu>,<UN pub.>

**ABSTRACT**

This publication compiles the most recent recommendations adopted by the UN human rights treaty bodies for the 16 countries of the Pacific region. It also offers practical information on treaty related issues, from Pacific ratification status, to concrete examples of follow-up given in Pacific countries to some of the treaty body recommendations.

<b>13.01.3</b>	<b>National action plan for youth employment: Sri Lanka.</b>
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MFN : 0566  
CALL NO. : REG, 13.01.3; I NA. 2007  
PUBLISHERS : ILO-Colombo; World Bank  
DATE : 04.10.07  
DESCRIPTORS

<ILO pub.>,<Youth employment>,<Youth entrepreneurship>,<Labour market>,  
<Labour force>,<Employment creation>,<National action plan>,<Sri Lanka>

**ABSTRACT**

The objective of the national action plan for youth employment is to ensure that talents and aspirations of youth in relation to the labour market are fulfilled, thereby not only addressing existing inequalities but, by providing opportunities for young people to realise their full potential, also contribute to economic growth.

<b>13.01.3</b>	<b>Philosophical and spiritual perspectives on decent work.</b>
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MFN : 1289  
CALL NO. : ILO, 13.01.3; PPH. 2004  
AUTHOR : Peccoud, Dominique  
I SBN : 92-2-114155-1  
PUBLISHERS : ILO; World Council of Churches; ILO-I ILS  
DATE : 17.10.07  
DESCRIPTORS

<ILO pub.>,<Decent work>,<Promotion of employment>,<Work>,<Workers' rights>,  
<Value system>,<Religion>,<Ethics>,<Philosophical aspect>

**ABSTRACT**

This book reflects on the values behind the ILO's decent work agenda and provides a forum for contributors from various humanistic, philosophical, spiritual and religious traditions to express their views on the significance of work at all levels of society, from the individual person to the global

community. Common, universal values are explored, as well as differences, in order to shed more light on the concept of decent work.

<b>13.01.3</b>	<b>Country review on youth employment in Indonesia.</b>
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MFN : 4393  
 CALL NO. : INS, 13.01.3; ICO. 2007  
 ISBN : 978-92-2-019932-9 (print); 978-92-2-019933-6 (pdf)  
 PUBLISHER : ILO-Jakarta  
 DATE : 04.10.07

**DESCRIPTORS**

<ILO pub.>,<Youth employment>,<Youth unemployment>,<Employment>,<Labour force>,  
 <Country review>,<Indonesia>

**ABSTRACT**

With Indonesia's youth six times as likely as adults to be without work, it is imperative to have a solid knowledge base on the nature and dimensions of the youth employment challenge, related government policy responses, and to assess what the international community and other stakeholders have done to support government programmes and initiatives.

<b>13.11.6</b>	<b>Migrant workers' rights: a handbook.</b>
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MFN : 4395  
 CALL NO. : INS, 13.11.6; IMI. 2006  
 ISBN : 978-92-2-119992-2 (print); 978-92-2-119993-9 (pdf)  
 PUBLISHER : ILO-Jakarta  
 DATE : 17.10.07

**DESCRIPTORS**

<ILO pub.>,<Migration>,<Migrant workers>,<Labour migration>,<Human rights>,  
 <Handbook>,<Indonesia>

**ABSTRACT**

The handbook discusses the issue of labour migration in two ways through an: (a) introduction to labour migration – dynamics, causes, and consequences; and (b) outline of the international instruments and mechanisms that can be used to better promote and protect migrant workers' rights. The handbook is aimed at assisting trade unions to better understand the labour migration debate, and the international instruments that provide minimum benchmarks that governments can refer to when formulating appropriate policies for the protection of migrant workers, and the prevention of exploitation and abuse.

<b>13.11.6</b>	<b>Working day and night: the plight of migrant child workers in Mae Sot, Thailand.</b>
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MFN : 4397  
 CALL NO. : REG, 13.11.6; RWO. 2006  
 AUTHORS : Robertson Jr., Philip S.  
 ISBN : 92-2-119252-0 (print); 978-92-2-119252-7 (print)  
 92-2-119253-9 (pdf); 978-92-2-119253-4 (pdf)  
 PUBLISHERS : Mekong Subregional Project, ILO-IPEC;  
 The Federation of Trade Unions, Burma  
 DATE : 17.10.07

**DESCRIPTORS**

<ILO pub.>,<Child labour>,<Trafficking>,<Labour migration>,<Greater Mekong>,  
 <Thailand>

## ABSTRACT

This book provides information about the origins, living and working conditions of child workers in Mae Sot, Burma. For many of these children, this was the first time in their lives that they had participated in such a survey, answering extensive questions about their situation. Considering the daunting circumstances of repressions and deprivation in Burma from which many of these children have fled, engaging in a survey of this sort demonstrates a commendable commitment to support efforts to improve their lives and the lives of others.

<b>13.11.6</b>	<b>Unpaid, overworked and overlooked: the realities of young migrant workers in Thailand (Volume 1).</b>
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MFN : 4398  
CALL NO. : REG, 13.11.6; PUN. 2006  
AUTHORS : Pearson, Elaine; Sureeporn Punpuing; Aree Jampaklay  
ISBN : 92-2-119394-2 (print); 978-92-2-119394-4 (print)  
92-2-119395-0 (pdf); 978-92-2-119395-1 (pdf)  
PUBLISHER : ILO-IPEC  
DATE : 17.10.07  
DESCRIPTORS

<ILO pub.>,<Child labour>,<Migrant workers>,<Labour migration>,<Trafficking>,  
<Underpaid>,<Overworked>,<Exploitation>,<Recruitment>,<Greater Mekong>,  
<Thailand>

## ABSTRACT

The report has studied and found evidence of both human trafficking and labour exploitation of migrants in Thailand. It is one of the first of its kind to examine the exploitation in terms of the demand created in four employment sectors for "exploitable" labour (agriculture, fishing boats and fish processing, manufacturing and domestic work) and how in many cases that exploitation is also definable in terms of forced labour.

<b>14.02.2</b>	<b>Child domestic labour and trade unions: report.</b>
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MFN : 0379  
CALL NO. : ILO, 14.02.2; ICH. 2006  
ISBN : 92-2-119177-X (print); 978-92-2-119177-3 (print)  
92-2-119178-8 (pdf); 978-92-2-119178-0 (pdf)  
PUBLISHER : ILO-IPEC  
DATE : 04.10.07  
DESCRIPTORS

<ILO pub.>,<Child domestic labour>,<Child labour>,<Hazardous work>,<Migration>,  
<Trade union>,<Report>

## ABSTRACT

While all forms of child labour are a constant reminder of how we, the international community, have failed the most vulnerable in society, there are few forms of exploitation of children that are as abhorrent and unacceptable as that of child domestic labour. This book is an important tool for our organizations, one in whose elaboration the trade union shared their experiences and information about how they had been successful in reaching out to child domestic workers and provides them and their families with alternative solutions.

<b>14.02.2</b>	<b>Eliminating child labour: the promise of conditional cash transfers.</b>
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MFN : 0562  
CALL NO. : ILO, 14.02.2; TEL. 2006  
AUTHOR : Tabatabai, Hamid  
ISBN : 92-2-119423-X (print); 978-92-2-119423-1 (print)  
92-2-119424-8 (pdf); 978-92-2-119424-8 (pdf)  
PUBLISHER : ILO-IPEC  
DATE : 04.10.07

DESCRIPTORS  
<ILO pub.>,<Children>,<Child labour>,<Schooling>,<Family benefit>,<Social assistance>,  
<Developing countries>,<Latin America>

**ABSTRACT**

As the name implies, conditional cash transfers are social assistance programmes that provide a certain amount of cash to poor households on a regular basis on condition that the beneficiaries fulfill some obligations aimed at human development, such as sending their children to school or participating in health programmes. In recent years, the perceived success of several large-scale conditional cash transfer (CCT) programmes in some Latin American countries has provoked substantial interest in their replication elsewhere in the region in the reduction of child labour.

<b>14.02.2</b>	<b>Asia's children in peril: a regional study on child trafficking.</b>
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MFN : 0567  
CALL NO. : PHI, 14.02.2; AAS. 2002  
PUBLISHERS : Asia Acts Against Child Trafficking; APHD;  
Trees des Hommes, Germany  
DATE : 12.10.07

DESCRIPTORS  
<Children>,<Trafficking>,<Asia>,<Philippines>,<Indonesia>,<Burma>,<Cambodia>,<Lao PDR>,  
<Thailand>,<Viet Nam>

**ABSTRACT**

Child trafficking is a modern-day abomination that traces its roots to the past, or to some deep cultural value within a given society. To be able to fight child trafficking, it is indispensable to have an adequate amount of knowledge about the phenomenon. This information forms the basis of any concrete strategy that is to be applied within the framework of the campaign: we need to know about the regional variants of child trafficking, we need to know about the different shapes it can take, and we need to know the legislative and political situation in each country of concern that might facilitate the traffickers' lucrative business.

<b>14.02.2</b>	<b>Handbook on handling and reporting CSEC incidence at the workplace.</b>
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MFN : 0568  
CALL NO. : PHI, 14.02.2; NHA. 2005  
PUBLISHERS : NUWHRAIN-APL-IUF; ILO-IPEC  
DATE : 17.10.07

DESCRIPTORS  
<Children>,<Child labour>,<Sexual exploitation>,<Child's rights>,<Child protection>,  
<UN convention>,<ILO convention No. 182>,<Workplace>,<Handbook>,<Philippines>

## ABSTRACT

This handbook serves as a guide to not only trade union leaders and members, but to other workers, employers and all others concerned to help make them more aware of the issue of commercial sexual exploitation of children and to realize that they, in fact all of us, can and should do our share in protecting and advancing the welfare of Filipino children.

<b>14.02.2</b>	<b>Ethical considerations when conducting research on children in the worst forms of child labour in Nepal.</b>
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MFN : 0570  
CALL NO. : ILO, 14.02.2; EET. 2005  
AUTHOR : Edmonds, Casper N.  
ISBN : 92-2-017715-3 (print); 92-2-017716-1 (pdf)  
PUBLISHER : ILO-IPEC  
DATE : 17.10.07  
DESCRIPTORS

<ILO pub.>,<Children>,<Child labour>,<Worst forms>,<Nepal>

## ABSTRACT

The paper explores in some detail the ethical dilemmas that confront the researcher when conducting research on and with children. It addresses three categories of issues, namely: (i) pre-research issues; (ii) issues during research; and (iii) post-research issues. Through the use of illustrative examples from research conducted on the worst forms of child labour by the ILO in Nepal, the paper touches upon concrete dilemmas to be considered when planning research as well as on situations to avoid when going into the field and when making research results public.

<b>14.02.2</b>	<b>Lessons learned when investigating the worst forms of child labour using the rapid assessment methodology: based on experiences from selected rapid assessments carried out between 2000-02.</b>
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MFN : 0571  
CALL NO. : ILO, 14.02.2; FLE. 2005  
AUTHOR : Fee, Jennifer  
ISBN : 92-2-017717-X (print); 92-2-017718-8 (pdf)  
PUBLISHER : ILO-IPEC  
DATE : 17.10.07  
DESCRIPTORS

<ILO pub.>,<Children>,<Child labour>,<Worst forms>,<Rapid assessment>,<Data analysis>,  
<Lessons learned>,< Worst forms>

## ABSTRACT

The purpose of presenting the lessons learned is to improve research on child labour, particularly worst forms of child labour, and more specifically, to improve the rapid assessment methodology. The dissemination of the lessons and their incorporation into training and technical support provided to researchers by IPEC staff and experienced researchers is a step towards improving the availability and quality of information on some of the world's most exploited girls and boys and, in turn, to improve their circumstances.

**14.02.2 Experiences and lessons learned on child labour monitoring: rubber, salt and fishing sectors in Cambodia.**

MFN : 0572  
CALL NO. : REG, 14.02.2; CEX. 2005  
AUTHORS : Chhorvirith, Then; Seang Meng; Sao Kosal  
PUBLISHER : ILO-IPEC  
DATE : 17.10.07  
DESCRIPTORS

<ILO pub.>,<Child labour>,<Children>,<Lessons learned>,<Monitoring>,<Rubber plantations>,<Fishing industry>,<Shrimp industry>,<Salt production>,<Cambodia>

**ABSTRACT**

The experiences and lessons learned from monitoring the child labour situation in rubber plantations, salt production and fish/shrimp processing in Cambodia has been compiled for the purpose of: (a) sharing among implementing agencies, local authorities, communities, parents, children and others who are working to combat child labour and may need to build on their knowledge; and (b) to inform other projects' design, planning, monitoring and evaluation.

**14.02.2 Child abuse in the Philippines: an integrated literature review and annotated bibliography.**

MFN : 1690  
CALL NO. : PHI, 14.02.2; PCH. 2000  
AUTHORS : Protacio-Marcelino, Elizabeth, et al.  
ISBN : 971-742-036-X  
PUBLISHERS : PLAN International Philippines; UP CIDS  
DATE : 04.10.07  
DESCRIPTORS

<Children>,<Child abuse>,<Bibliography>,<Philippines>

**ABSTRACT**

The research was undertaken at the request of PLAN International to support programmes and services for victims/survivors of child abuse in the Philippines. It sees the need to: (a) understand the complexities of child abuse; (b) analyze the range of existing intervention programmes; (c) establish the ingredients of successful intervention; and (d) identify the gaps in knowledge.

**14.02.2 Linking theory and practice to eliminate the worst forms of child labor.**

MFN : 4394  
CALL NO. : OTHERS, 14.02.2; ULI . 2006  
PUBLISHER : U.S. Department of Labor  
DATE : 17.10.07  
DESCRIPTORS

<Child labour>,<Worst forms>,<Entrepreneurship>,<Enterprise>,<Microfinance>,<Education>,<Nutrition>,<Nepal>

**ABSTRACT**

The Bureau of International Labor Affairs (ILAB) carries out the international responsibilities of the Department of Labor under the direction of the Deputy Undersecretary for International Labor Affairs. ILAB conducts research on and formulates international economic, trade, immigration and labor policies in collaboration with other U.S. Government agencies and provides international technical assistance in support of U.S. foreign labour policy objectives. ILAB's Office of Child

Labor, Forced Labor and Human Trafficking develops policy, researches, investigates and reports on international child labor, trafficking in persons and forced labor, and supports efforts to eradicate exploitative child labor worldwide.

<b>14.02.2</b>	<b>Child domestic labour in South East and East Asia: emerging good practices to combat it.</b>
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MFN : 4396  
 CALL NO. : REG, 14.02.2; MCH. 2006  
 AUTHORS : Matsuno, Ayaka; Jonathan Blagbrough  
 ISBN : 92-2-188366-1 (print); 978-92-2-118366-2 (print)  
 92-2-118367-X (pdf); 978-92-2-118367-9 (print)  
 PUBLISHER : ILO-Bangkok  
 DATE : 17.10.07

**DESCRIPTORS**

<ILO pub.>,<Child labour>,<Domestic workers>,<Trafficking>,<Education>,<Migration>,  
 <Minimum age>,<Employment>,<Good practices>,<Cambodia>,<Indonesia>,<Mongolia>,  
 <Philippines>,<Thailand>

**ABSTRACT**

This report presents a look into the "hidden" practice of child domestic labour in six countries in southeast and east Asia (data was not available in China and Lao PDR) to help cultivate a better understanding of the real situation of children working in households and to highlight emerging good practices to combat exploitative/abusive child domestic labour.

<b>14.04.1</b>	<b>Trafficking in women and prostitution in the Baltic States: social and legal aspects.</b>
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MFN : 1281  
 CALL NO. : UN, 14.04.1; ITR. 2001  
 ISBN : 92-9068-117-9  
 PUBLISHER : IOM  
 DATE : 17.10.07

**DESCRIPTORS**

<Woman>,<Women workers>,<Trafficking>,<Prostitution>,<Legal aspects>,<Migration>,  
 <International standards>,<Baltic States>

**ABSTRACT**

IOM actively seeks to prevent migrant trafficking through awareness and information campaigns, counselling and safe, dignified return and reintegration in their home countries, and protecting migrants' rights in the process.

<b>14.08</b>	<b>C169 indigenous and tribal peoples convention, 1989.</b>
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MFN : 0563  
 CALL NO. : INS, 14.08; IIN. 2007  
 ISBN : 978-92-2-019934-3 (print); 978-92-2-019935-0 (pdf)  
 PUBLISHER : ILO-Jakarta  
 DATE : 04.10.07

**DESCRIPTORS**

<ILO pub.>,<Indigenous peoples>,<Tribal peoples>,<Convention No. 169>,  
 <ILO convention>,<Indonesia>

## ABSTRACT

The ILO is the UN agency devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue in handling work-related issues. ILO Convention No. 169 is concerning indigenous and tribal peoples.

<b>14.09.2</b>	<b>ILO multilateral framework on labour migration: non-binding principles and guidelines for a rights-based approach to labour migration.</b>
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MFN : 0569  
CALL NO. : ILO, 14.09.2; IIL. 2006  
ISBN : 92-2-119118-4; 978-92-2-119118-6  
PUBLISHER : ILO  
DATE : 17.10.07

### DESCRIPTORS

<ILO pub.>,<Labour migration>,<Migration>,<Remittances>,<Employment creation>,  
<Employment policy>,<Decent work>,<National plan>,<Skills development>,  
<Social dialogue>,<Working conditions>,<Social protection>,<Gender equality>,  
<Human resources>

## ABSTRACT

The multilateral framework on labour migration represents a considered response to widespread demands for practical guidance and action with a view to maximizing the benefits of labour migration for all parties. The framework will be useful to governments, employers' and workers' organizations and all those who are involved in the development, strengthening, implementation and evaluation of national, regional and international labour migration policies and practices.

## NOVEMBER 2007

<b>02.02.1</b>	<b>The IOM handbook on direct assistance for victims of trafficking,</b>
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MFN : 4409  
CALL NO. : UN, 02.02.1; ITH. 2007  
ISBN : 978-9068-371-1  
PUBLISHER : IOM  
DATE : 23.11.07

### DESCRIPTORS

<Trafficking>,<Security>,<Reintegration assistance>,<Health>,<Guidelines>,  
<Handbook>

## ABSTRACT

This handbook provides guidance and advice necessary to effectively deliver a full range of assistance to victims of trafficking from the point of initial contact and screening up to the effective social reintegration of the individuals concerned.

<b>03.04.3</b>	<b>Peace-building in times of institutional crisis: ten years of the GRP-MNLF peace agreement.</b>
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MFN : 4414  
CALL NO. : UN, 03.04.3; OPE. 2006  
AUTHORS : Oquist, P.; A. Evangelista  
PUBLISHER : UNDP-Manila  
DATE : 23.11.07

DESCRIPTORS

<Crisis>,<Peace-building>,<Political autonomy>,<Fiscal autonomy>,<Peace and development>,  
<GRP-MNLF>,<Philippines>

ABSTRACT

The paper examines the current peace-building context in the Philippines, identifying challenges, opportunities and institutional platforms for peace and development in Mindanao as well as the national level. It suggests that challenges in national political processes, including the move for charter change, also provide opportunity to leverage substantive changes in structures, processes and mechanisms for self-governance in Mindanao.

<b>07.04.4</b>	<b>Socially inclusive and gender-responsive transport projects: a case study of the Timor-Leste road sector improvement project.</b>
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MFN : 4416  
CALL NO. : ADB, 07.04.4; GSO. 2007  
AUTHORS : Gajewski, G.; M. Ihara; F. Tornieri  
PUBLISHER : ADB  
DATE : 23.11.07

DESCRIPTORS

<Gender and development>,<Gender mainstreaming>,<Gender equality>,<Transportation>,  
<Road sector>,<Case study>,<Good practices>,<Poverty analysis>,<Timor-Leste>,  
<Indonesia>

ABSTRACT

This case study highlights the innovative design features of the Timor-Leste road sector improvement project in 2005. The project was designed specifically to engender sustainability and include stakeholders and beneficiaries that have been ignored in typical road improvement projects.

<b>13.01.1</b>	<b>Strengthening the trade unions: the key role of labour education.</b>
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MFN : 4405  
CALL NO. : ILO, 13.01.1; ISO. 2007  
ISSN : 0378-5467  
PUBLISHER : ILO-Geneva  
DATE : 16.11.07

DESCRIPTORS

<ILO pub.>,<Trade union>,<Labour education>,<Globalization>,<Gender equality>,  
<Africa>,<Asia>,<Europe>,<Nordic>,<Latin America>

ABSTRACT

Labour education is the main implement at the trade union movement's disposal. We should never forget that it is, to a large extent, financed by trade unionists' dues. It is therefore also a precious investment. "If you think education is expensive, try ignorance!"

<b>13.01.3</b>	<b>Poverty reduction in Pakistan: the strategic impact of macro and employment policies.</b>
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MFN : 2127  
CALL NO. : ILO, 13.01.3; MPO. 2006  
AUTHOR : Mahmood, Moazam  
ISBN : 92-2-118084-0 (print); 92-2-118085-9 (pdf)  
PUBLISHER : ILO-Policy Integration Department  
DATE : 16.11.07

**DESCRIPTORS**

<ILO pub.>,<Poverty reduction>,<Employment>,<Employment policies>,<Productivity>,  
<Labour intensive>,<Pakistan>

**ABSTRACT**

The paper is divided into two parts. It begins with an analysis of poverty and goes on to review employment and policy to address it. The significance of the analytical work on poverty lies in the estimates made jointly by the ILO and the Planning Division, which have been adopted by the Government of Pakistan.

<b>13.01.3</b>	<b>The impact of global food chains on employment in the food and drink sector.</b>
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MFN : 4417  
CALL NO. : ILO, 13.01.3; ITH. 2007  
ISBN : 978-92-2-119630-3 (print); 978-92-2-119630-0 (pdf)  
PUBLISHER : ILO-Sectoral Activities Programme  
DATE : 23.11.07

**DESCRIPTORS**

<ILO pub.>,<Food chains>,<Food industry>,<Drink sector>,<Food production>,  
<Food processing>,<Food distribution>

**ABSTRACT**

This paper has been prepared to examine the impact of global food chains on employment and the associated social and labour implications, and would focus on the need to strengthen social dialogue in order to achieve better policy coherence.

<b>13.04.2</b>	<b>Proceedings: the 9th national occupational safety and health congress.</b>
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MFN : 2170  
CALL NO. : PHI, 13.04.2; GPR. 2004  
AUTHOR : Gust, G.A. (ed.)  
PUBLISHER : DOLE-OSHC  
DATE : 09.11.07

**DESCRIPTORS**

<Occupational safety>,<Occupational health>,<Proceedings>,<Philippines>

**ABSTRACT**

The well-being of workers in a safe and healthy work environment has always been part and parcel of our preoccupation with the prevention of occupational accidents and illnesses and its links to productivity. The Congress is a suitable forum for sharing the accumulated knowledge and experience among interested experts and practitioners, serving as an opportunity to integrate new insights and experiences into a package of OSH policies and programs in the wider context of the National Program for Decent Work.

**13.04.2 Proceedings: 1st Mindanao summit on occupational safety and health.**

MFN : 2580  
CALL NO. : PHI, 13.04.2; DPR. 2006  
PUBLISHER : OSHC-DOLE  
DATE : 16.11.07

DESCRIPTORS

<Occupational safety>,<Occupational health>,<Proceedings>,<Mindanao>,<Philippines>

ABSTRACT

The Summit gathering yielded a strong commitment for observance of OSH standards, encourages the crafting of sound research-based policies and programmes, and laid the ground work for the establishment of a network of OSH advocates instrumental for the promotion of a culture of safety and health in the workplace of Mindanao and elsewhere.

**13.05.1 Decent working time: balancing workers' needs with business requirements.**

MFN : 4403  
CALL NO. : ILO, 13.05.1; IDE. 2007  
ISBN : 978-92-2-119901-4 (print); 978-92-2-119902-1 (pdf)  
PUBLISHER : ILO-TRAVAIL  
DATE : 09.11.07

DESCRIPTORS

<ILO pub.>,<Decent work>,<Working time>,<Gender equality>,<Productivity>

ABSTRACT

This booklet serves to summarize five dimensions of decent working time, and how these principles can be put into action. It identifies how each dimension can contribute to reaching the desired working time win-win-situation by being mutually beneficial for workers and employers, as it improves work-life balance while simultaneously making enterprises more competitive.

**13.05.1 Working time around the world: trends in working hours, laws and policies in a global comparative perspective.**

MFN : 4404  
CALL NO. : ILO, 13.05.1; LWO. 2007  
AUTHORS : Lee, Sangheon; Deirdre McCann; Jon C. Messenger  
ISBN : 978-0-415-43937-4  
PUBLISHERS : ILO-Geneva; Routledge  
DATE : 09.11.07

DESCRIPTORS

<ILO pub.>,<Working time>,<Working hours>,<Global trends>,<Informalization>,  
<Gender and development>,<Tertiarization>,<Developing countries>

ABSTRACT

This book takes up historical perspective in the context of global economic integration and the decent work agenda, and offers useful insights based on a number of unique information sources. As is well known, working time has been controversial and has accrued great social importance in many industrialized countries, but a systematic study that embraces both developing and industrialized countries has been surprisingly lacking.

<b>13.06.1</b>	<b>Tackling unregistered work through social dialogue: the Turkish and European experience.</b>
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MFN : 4406  
CALL NO. : ILO, 13.06.1; HTA. 2007  
AUTHOR : Heyes, Jason  
ISBN : 978-92-2-119980-9 (print); 978-92-2-119981-6 (pdf)  
PUBLISHER : ILO-DIALOGUE  
DATE : 16.11.07

**DESCRIPTORS**

<ILO pub.>,<Social dialogue>,<Informal employment>,<Clandestine employment>,  
<Informal workers>,<Informal economy>,<Labour relations>,<Turkey>,<Europe>

**ABSTRACT**

This publication represents the culmination of three years' work on the subject of social dialogue, employment promotion and unregistered work in Turkey. This work was undertaken in line with the follow-up to the 2002 International Labour Conference resolution concerning tripartism and social dialogue, which encouraged both the governments and the social partners of all ILO member states to make better use of social dialogue and tripartism as a mechanism for addressing key national concerns.

<b>13.11.6</b>	<b>Rehabilitation of the victims of child trafficking: a multidisciplinary approach.</b>
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MFN : 4399  
CALL NO. : REG, 13.11.6; IRE. 2006  
ISBN : 92-2-118450-1 (print); 978-92-2-118450-8 (print)  
92-2-118451-X (pdf); 978-92-2-118451-5 (pdf)  
PUBLISHER : ILO-TICSA-II  
DATE : 09.11.07

**DESCRIPTORS**

<ILO pub.>,<Child trafficking>,<Trafficking>,<Sexual exploitation>,<Rehabilitation>,  
<Multidisciplinary approach>

**ABSTRACT**

The multidisciplinary approach (MDA) to rehabilitation is based on the principle that the effective rehabilitation of trafficking victims who have experienced various types of abuse requires systematic and coordinated services from physicians, psychologists, legal experts, social workers and other relevant experts.

<b>13.11.6</b>	<b>Child-friendly standards and guidelines for the recovery and integration of trafficked children</b>
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MFN : 4400  
CALL NO. : REG, 13.11.6; ICH. 2006  
ISBN : 92-2-118456-0 (print); 978-92-2-118456-0 (print)  
92-2-118457-9 (pdf); 978-92-2-118457-7 (pdf)  
PUBLISHER : ILO-TICSA-II  
DATE : 09.11.07

**DESCRIPTORS**

<ILO pub.>,<Child trafficking>,<Child protection>,<Education>,<Trafficking>,  
<Sexual exploitation>,<Legal support>,<Social integration>,<Nutrition>,<Guidelines>,  
<Physical health care>,<Life skills>

## ABSTRACT

The standards and guidelines in this document refer to the different steps, procedures and services needed for the protection, recovery and social integration of the child victims of trafficking. These guidelines were developed through an interview of existing shelter-based rehabilitation services in the countries covered by ILO-IPEC project, followed by a series of national consultations in those countries and finally validated through a regional tripartite workshop of government officials and representatives of employers' and workers' organizations from all the relevant countries.

<b>13.11.6</b>	<b>Anti-child trafficking legislation in Asia: a six-country review (Bangladesh, Nepal, Pakistan, Sri Lanka, Thailand and Indonesia).</b>
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MFN : 4401  
CALL NO. : REG, 13.11.6; CAN. 2006  
AUTHORS : Coomaraswamy, Radhika; Ambika Satkunanathan  
ISBN : 92-2-118448-X (print); 978-92-2-118448-5 (print)  
92-2-118449-8 (pdf); 978-92-2-118449-2 (pdf)  
PUBLISHER : ILO-TICSA-II  
DATE : 09.11.07  
DESCRIPTORS

<ILO pub.>,<Child labour>,<Trafficking>,<Sexual exploitation>,<Legislation>,  
<Case studies>,<Asia>,<Bangladesh>,<Nepal>,<Pakistan>,<Sri Lanka>,<Thailand>,  
<Indonesia>

## ABSTRACT

Human trafficking is generally considered as a crime by international standards. Anyone involved in the process is guilty of a crime that results in the unacceptable exploitation of people. ILO-IPEC has been promoting national dialogue towards necessary legislative reforms and encourage bilateral collaboration between countries in addressing the problem of cross-border trafficking.

<b>13.11.6</b>	<b>Demand side of human trafficking in Asia: empirical findings.</b>
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MFN : 4402  
CALL NO. : REG, 13.11.6; IDE. 2006  
ISBN : 92-2-118448-X (print); 978-92-2-118448-5 (print)  
92-2-118449-8 (pdf); 978-92-2-118449-2 (pdf)  
PUBLISHER : ILO-TICSA-II  
DATE : 09.11.07  
DESCRIPTORS

<ILO pub.>,<Trafficking>,<Human trafficking>,<Sexual exploitation>,<Organized begging>,  
<Domestic labour>,<Migration>,<Fireworks industry>,<Children>,<Armed conflict>,  
<Child soldiers>,<Asia>

## ABSTRACT

IPEC commissioned a series of empirical studies to probe the "demand side" of trafficking, which covers the attitudes and policies that help enable the crime and which includes "demand" – the specific desires and preferences of employers, consumers and third parties for certain types of persons or particular services. This first series of research concentrated on Bangladesh, Indonesia, Nepal, Pakistan and Sri Lanka and covered five sectors: commercial sexual exploitation, domestic labour, organized begging, fireworks production, and child soldiers.

**14.02.1 Guiding youth careers: a handbook for those who help young jobseekers.**

MFN : 4412  
CALL NO. : PHI, 14.02.1; I GU. 2007  
ISBN : 978-92-2-120313-1 (print); 978-92-2-120315-5 (print)  
978-92-2-120314-8 (pdf); 978-92-2-120316-2 (pdf)  
PUBLISHERS : ILO-Manila; DOLE  
DATE : 23.11.07  
DESCRIPTORS

<ILO pub.>,<Job searching>,<Job seeker>,<Job placement>,<Youth>,<Counselling>,  
<Handbook>,<Philippines>

**ABSTRACT**

The handbook is designed for use by guidance counsellors and practitioners, public employment service office (PESO) managers and staff, parents, peers, and all those whom young job seekers get career advice. It is intended to help users in advising young job seekers, particularly new graduates, school leavers and out-of-school and unemployed youth in their job search.

**14.02.2 Child trafficking in the Philippines: a situational analysis.**

MFN : 4413  
CALL NO. : PHI, 14.02.2; I CH. 2007  
ISBN : 978-92-2-120043-7  
PUBLISHERS : ILO-IPEC-Manila  
DATE : 23.11.07  
DESCRIPTORS

<ILO pub.>,<Child labour>,<Trafficking>,<Situational analysis>,<Institutional framework>,  
<Economic implication>,<Social implication>,<Philippines>

**ABSTRACT**

The study sought to: (a) review current literature on child trafficking in the country; (b) construct a model that could be used to determine the probability of an area being the source of trafficked children; (c) determine the actual situation in selected areas; and (d) assess the existing institutional arrangements that have been set up to combat child trafficking vis-a-vis international and national commitments.

**14.04.2 ABC of women workers' rights and gender equality.**

MFN : 4411  
CALL NO. : ILO, 14.04.2; I AB. 2007  
ISBN : 978-92-2-119622-8  
PUBLISHER : ILO-Geneva  
DATE : 23.11.07  
DESCRIPTORS

<ILO pub.>,<Gender equality>,<Women's rights>,<Woman workers>,  
<Equal employment opportunity>,<ILO convention>,<ILO recommendation>

**ABSTRACT**

This edition incorporates important information relevant to women workers in entries on sexual harassment, women in development, the glass ceiling and many more. Other major developments for both female and male workers are included under gender mainstreaming and other gender issues, fundamental principles and rights at work, globalization, export processing zone, part-time work, and workers with family responsibilities.

<b>14.04.2</b>	<b>Gender, law and policy in ADB operations: a tool kit.</b>
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MFN : 4415  
CALL NO. : ADB, 14.04.2; AGE. 2006  
PUBLISHER : ADB  
DATE : 23.11.07

DESCRIPTORS

<Gender and development>,<Country partnership>,<Policy development>,<Sector issues>,  
<Tool kit>

ABSTRACT

In line with ADB's policy on gender and development, it is important for ADB staff and consultants to recognize the gender implications of their work on law and policy reforms. The tool kit is intended to build upon and complement the ADB gender checklist that has already been developed for key sectors.

<b>14.09.2</b>	<b>For good: life stories of Filipino migrant workers living with HIV/AIDS.</b>
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MFN : 2631  
CALL NO. : PHI, 14.09.2; MFO. 2004  
AUTHORS : Martin, Ma. Lourdes; Amara T. Quesada; Carolyn I. Sobritchea  
ISBN : 971-92721-4-7  
PUBLISHER : ACHI EVE-CARAM  
DATE : 16.11.07

DESCRIPTORS

<Migration>,<Migrant workers>,<HIV>,<AIDS>,<Philippines>

ABSTRACT

This book is a result of a participatory action research on the lives of Filipino migrant workers living with HIV/AIDS. Like migrant workers who embark on various journeys to distant lands, this research became a personal and organizational journey for Action for Health, Inc. (ACHI EVE).

<b>14.09.2</b>	<b>Converting migration drains into gains: harnessing the resources of overseas professionals.</b>
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MFN : 4408  
CALL NO. : ADB, 14.09.2; WCO. 2006  
AUTHORS : Wescott, C.; J. Brinkerhoff  
ISBN : 978-971-561-614-0  
PUBLISHER : ADB  
DATE : 23.11.07

DESCRIPTORS

<Migration>,<Overseas workers>,<Remittances>,<Skills transfer>,<Developing countries>,  
<Afghanistan>,<China>,<Philippines>

ABSTRACT

Developing country governments and international donors are taking notice of diasporas' potential contributions to economic development. Attention has primarily focused on the impressive totals of economic remittances, whose global estimates now outpace official development assistance. Three case studies of diaspora knowledge exchange/transfer: Afghanistan, People's Republic of China and the Philippines provide empirical and anecdotal data relating to: (a) knowledge exchange/transfer; (b) its potential relationship to economic remittances; (c) diaspora motivations; and (d) home country policies and programs. The potential for diaspora knowledge exchange suggests greater opportunities for gain than may be currently recognized and realized.

**14.09.2 International migration law: developing paradigms and key challenges.**

MFN : 4410  
CALL NO. : UN, 14.09.2; CIN. 2007  
AUTHORS : Cholewinski, R.; R. Perruchoud; E. MacDonald  
PUBLISHER : IOM  
DATE : 23.11.07

## DESCRIPTORS

<Migration>,<International migration>,<Migration law>,<Labour migration>,<Migrants>,  
<Anti-terrorism law>,<Asylum seekers>,<State sovereignty>,<Human rights>

## ABSTRACT

The human rights of vulnerable groups of migrants, such as migrant workers, women, victims of trafficking, and stateless persons are also examined. The issue of forced migration warrants a consideration of the international migration law relating to groups such as internally displaced persons, as well as the international community's response to secondary movements of asylum-seekers.

**15.04.1 Health microinsurance schemes: monitoring and evaluation guide.**

MFN : 4407  
CALL NO. : ILO, 15.04.1; IHE. 2007  
ISBN : 978-92-2-112551-1 (print); 978-92-2-119662-4 (pdf)  
978-92-2-112552-5 (print); 978-92-2-119663-1 (pdf)  
PUBLISHERS : ILO-STEP; Flemish Government;  
Swiss Agency for Development and Cooperation  
DATE : 16.11.07

## DESCRIPTORS

<ILO pub.>,<Health insurance>,<Micro-insurance>,<Community participation>,  
<Evaluation>,<Monitoring>,<Guide>

## ABSTRACT

This guide is adapted to the reality of countries in East Africa and Asia. It is based on the contributions of field practitioners and international experts and the collaboration of numerous actors involved in the development of health microinsurance schemes.

**DECEMBER 2007****01.01.6 Developing emotional intelligence.**

MFN : 4418  
CALL NO. : ILO, 01.01.6; IDE. 2005  
PUBLISHER : ILO-HRD  
DATE : 07.12.07

## DESCRIPTORS

<ILO pub.>,<Leadership>,<Planning>,<Organizing>,<Emotional development>,  
<Emotional intelligence>,<Role of ILO>

## ABSTRACT

The objectives of this book are to explain emotional intelligence and the emotional competency framework and to become familiar with the various leadership styles and reflect on one's own leadership preferences.

<b>01.01.6</b>	<b>Interpersonal communication skills.</b>
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MFN : 4419  
CALL NO. : ILO, 01.01.6; IIN. 2005  
PUBLISHER : ILO-HRD  
DATE : 07.12.07

**DESCRIPTORS**

<ILO pub.>,<Communication>,<Active listening>,<Learning approach>,  
<Interpersonal communication>,<Intercultural communication>,<Feedback>,  
<Role of ILO>

**ABSTRACT**

This module is one of a series developed for the ILO Management and Leadership Development Programme. Most of these modules are designed in such a way that they can be undertaken as part of a wider learning programme or as a stand-alone activity.

The objectives of this module is to appreciate the importance of interpersonal communication as an effective tool to build a positive relationship with staff, clients, constituents and a positive interpersonal culture in the organization.

<b>01.01.6</b>	<b>Managing teams.</b>
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MFN : 4420  
CALL NO. : ILO, 01.01.6; IMA. 2005  
PUBLISHER : ILO-HRD  
DATE : 07.12.07

**DESCRIPTORS**

<ILO pub.>,<Team diversity>,<Team dynamics>,<Team development>,<Team performance>,  
<Relationships>,<Role of ILO>

**ABSTRACT**

The managing teams objectives are to: (a) recognize the importance of teams as effective, functional and productive units within the ILO context; (b) understand the nature of effective teams, their characteristics and the various roles team members may play; and (c) reflect on the effectiveness of the current team, identify strengths and areas for team development and begin to take action on improving team performance and relationships.

<b>01.01.6</b>	<b>Strategic planning and decision making.</b>
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MFN : 4421  
CALL NO. : ILO, 01.01.6; IST. 2005  
PUBLISHER : ILO-HRD  
DATE : 07.12.07

**DESCRIPTORS**

<ILO pub.>,<Strategic planning>,<Strategic thinking>,<Decision making>,  
<Operational decision making>,<Planning>,<Organizing>,<Role of ILO>

**ABSTRACT**

This module aim is to understand and explain the benefits and the process of strategic thinking and planning within the context of the ILO and own mandate and responsibilities. It also reflect on the approach to making decisions and formulate strategy and action plans that address key issues affecting the organization, team, programme or project within the framework of the ILO strategic, mainstreamed and operational objectives.

<b>01.01.6</b>	<b>Performance management.</b>
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MFN : 4422

CALL NO. : ILO, 01.01.6; IPE. 2005

PUBLISHER : ILO-HRD

DATE : 07.12.07

DESCRIPTORS

<ILO pub.>,<Performance management>,<Effective performance>,<Staff development>,  
<Career planning>,<Planning>,<Role of ILO>

ABSTRACT

In this module, the competencies which are generally defined as the knowledge, skills and attitudes required to effectively and efficiently perform a particular job or task will be explored. You will gain knowledge and explore some of the skills required to manage the performance of staff, facilitate their development and counsel them in planning their careers.

<b>01.01.6</b>	<b>Motivating and empowering staff.</b>
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MFN : 4423

CALL NO. : ILO, 01.01.6; IMO. 2005

PUBLISHER : ILO-HRD

DATE : 07.12.07

DESCRIPTORS

<ILO pub.>,<Motivation>,<Empowerment>,<Planning>,<Organizing>,<Role of ILO>

ABSTRACT

Motivation is the force that makes us do things: the result of our individual needs being satisfied (or met) so that we have the inspiration, energy and will to complete tasks or above standards.

<b>01.01.6</b>	<b>Client orientation.</b>
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MFN : 4424

CALL NO. : ILO, 01.01.6; ICL. 2005

PUBLISHER : ILO-HRD

DATE : 12.12.07

DESCRIPTORS

<ILO pub.>,<Orientation>,<Planning>,<Client orientation>,<Client service>,  
<Role of ILO>

ABSTRACT

The importance of client orientation is clear in the commercial world, where unhappy customers can take their business elsewhere, directly affecting company profit and performance. Client orientation may initially seem less relevant in the ILO, since there is no issue of profit and clients cannot affect performance as directly as they can in the commercial world.

<b>01.01.6</b>	<b>Managing meetings.</b>
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MFN : 4425

CALL NO. : ILO, 01.01.6; IMA. 2005

PUBLISHER : ILO-HRD

DATE : 12.12.07

DESCRIPTORS

<ILO pub.>,<Meetings>,<Monitoring meetings>,<Managing meetings>,<Role of ILO>

## ABSTRACT

This module introduces the elements of effective management of meetings. It will allow you to conduct structured observation of meetings, and will be able to reflect on the key issues and skills required for managing meetings.

<b>01.01.6</b>	<b>Presentation skills.</b>
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MFN : 4426

CALL NO. : ILO, 01.01.6; IPR. 2005

PUBLISHER : ILO-HRD

DATE : 12.12.07

DESCRIPTORS

<ILO pub.>,<Presentation skills>,<Preparation>,<Timing>,<Planning>,<Organizing>,  
<Role of ILO>

## ABSTRACT

Good presentation techniques are powerful tools in all professional and personal situations. This module covers a range of presentations that you might expect to have to deliver: from informative to persuasive and from formal to informal. It takes into consideration the standards imposed by formal mechanisms such as ILO conferences guided by agreed standing orders.

<b>01.01.6</b>	<b>Conflict management.</b>
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MFN : 4427

CALL NO. : ILO, 01.01.6; ICO. 2005

PUBLISHER : ILO-HRD

DATE : 14.12.07

DESCRIPTORS

<ILO pub.>,<Conflict>,<Management>,<Conflict management>,<Competing>,<Collaborating>,  
<Compromising>,<Role of ILO>

## ABSTRACT

In this module, new approaches to conflict management, which will begin in Section 1, by helping you assess your natural approach to conflict (competing, collaborating, compromising, avoiding, or accommodating) identify when and how this style is an is not serving you, and suggest some general principles that will help you when you find yourself involved in a conflict or believe a difficult issue needs to be raised.

In Section 2 will identify sources of conflicts (relationships, data, values, structure and interests) and specific strategies for addressing these within the context of the collaborative approach. Sections 3 and 4 respectively focus on two of the roles as a manager will be called on to play in conflict that of a negotiator and a facilitator and describe competitive and collaborative approaches for playing these roles.

<b>01.01.6</b>	<b>Managing diversity.</b>
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MFN : 4428

CALL NO. : ILO, 01.01.6; IMA. 2005

PUBLISHER : ILO-HRD

DATE : 14.12.07

DESCRIPTORS

<ILO pub.>,<Diversity>,<Human conditioning>,<Transformation of mindset>,  
<Role of ILO>

## ABSTRACT

It is the intention of this module to challenge you, reveal your conditioning as well as embrace the emotional and sometimes uncomfortable aspects of diversity. Diversity sounds nice and has tremendous creative potential, yet it remains a challenge. It is a very demanding concept that is rarely understood. It requires us to confront our hidden beliefs and our deeply entrenched patterns of thinking and behaviour. It calls for sincerity and honesty.

<b>01.01.6</b>	<b>Managing change.</b>
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MFN : 4429  
CALL NO. : ILO, 01.01.6; IMA. 2005  
PUBLISHER : ILO-HRD  
DATE : 14.12.07

### DESCRIPTORS

<ILO pub.>,<Changes>,<Management>,<Managing change>,<Role of ILO>

## ABSTRACT

Change comes in many shapes and sizes. Some changes are chosen and some are thrust upon us. A simple change in technology can have unforeseen effects (think of the advent of email, for example, and how that has changed the way we work and communicate). But 'change' is only half of the title of this module: the focus will be on understanding the processes of change with the aim of increasing the capacity to manage it, in other words to bring about positive change in the ILO.

<b>01.01.6</b>	<b>Minimizing stress.</b>
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MFN : 4430  
CALL NO. : ILO, 01.01.6; IMI. 2005  
PUBLISHER : ILO-HRD  
DATE : 14.12.07

### DESCRIPTORS

<ILO pub.>,<Stress>,<Minimizing stress>,<Harassment>,<Violence at work>,  
<Physical violence>,<Abuse of authority>,<Sexual harassment>,<Mobbing>,<Bullying>,  
<Gender dimensions>,<Cultural dimensions>,<Role of ILO>

## ABSTRACT

This module will not liberate you absolutely from stress, nor will it dictate how to live your life. It will, however, raise your awareness of how stress, harassment and the other issues discussed in the module affect the way you work and manage your staff, and how that, in turn, affects your work and potentially the health and well-being of those with whom you work.

<b>01.01.6</b>	<b>Developing external partnerships.</b>
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MFN : 4433  
CALL NO. : ILO, 01.01.6; IDE. 2006  
PUBLISHER : ILO-HRD  
DATE : 14.12.07

### DESCRIPTORS

<ILO pub.>,<Partnership>,<Tripartism>,<External partnerships>,<External relations>,  
<Role of ILO>

## ABSTRACT

Tripartism is ILO's institutional identity. It must systematically continue to reinforce. The ILO must expand its capacity to work in partnership with other institutions, organizations and actors sharing its messages and approaches.

<b>01.01.6</b>	<b>Managing media and external communications.</b>
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MFN : 4434  
CALL NO. : ILO, 01.01.6; IMA. 2006  
PUBLISHER : ILO-HRD  
DATE : 14.12.07

DESCRIPTORS

<ILO pub.>,<Media>,<Communications>,<Listening>,<Quality service>,<Role of ILO>

ABSTRACT

This module is designed to provide ILO managers with the skills needed to plan, manage, monitor and evaluate the external communications function and learn how to engage the media around ILO activities and issues more effectively.

<b>01.01.6</b>	<b>Results based management.</b>
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MFN : 4435  
CALL NO. : ILO, 01.01.6; IRE. 2005  
PUBLISHER : ILO-HRD  
DATE : 14.12.07

DESCRIPTORS

<ILO pub.>,<Results-based management>,<Strategic planning>,<Decision making>,  
<Managing for performance>,<Role of ILO>

ABSTRACT

Results-based management (RBM) is a critical part of an ongoing global reform in the way public institutions are managed, including many national governments, the ILO and the rest of the UN family. This module's reflections ask you to consider what you personally are doing to advance your own understanding of this approach, and to apply it.

<b>01.01.6</b>	<b>Human resource management.</b>
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MFN : 4436  
CALL NO. : ILO, 01.01.6; IHU. 2006  
PUBLISHER : ILO-HRD  
DATE : 14.12.07

DESCRIPTORS

<ILO pub.>,<Human resource management>,<Planning>,<Organizing>,<Role of ILO>

ABSTRACT

The objective of human resources management is to maximize the contribution and performance of individuals, while simultaneously attempting to attain organizational and individual goals and objectives. This module aims to assist managers by providing knowledge, guidance and a few simulation exercises, which will help become familiar with the various areas of human resources management and the relevant ILO rules and policies.

<b>01.01.6</b>	<b>Budget and financial management.</b>
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MFN : 4437  
CALL NO. : ILO, 01.01.6; IBU. 2006  
PUBLISHER : ILO-HRD  
DATE : 14.12.07

DESCRIPTORS

<ILO pub.>,<Budget>,<Financial management>,<Planning>,<Organizing>,<Role of ILO>

## ABSTRACT

The module will provide guidelines to assist officials whose primary role is non-financial in better understanding their financial responsibilities, the resources available to assist in financial decision-making and ILO financial rules and procedures.

<b>01.01.6</b>	<b>IRIS for managers.</b>
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MFN : 4438

CALL NO. : ILO, 01.01.6; IRI. 2005

PUBLISHER : ILO-HRD

DATE : 14.12.07

### DESCRIPTORS

<ILO pub.>,<Strategic planning>,<Management>,<Planning>,<Organizing>,<Driving change>,  
<People development>,<Role of ILO>

## ABSTRACT

As managers, you may have accountability for personnel and programmes. It is thus incumbent on you to use IRIS as the strategic and managerial tool for which it is intended: to realise some additional capabilities; and to promote collaborative relationships.

<b>01.01.6</b>	<b>Team development workbook: a compendium of team development activities.</b>
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MFN : 4439

CALL NO. : ILO, 01.01.6; ITE. 2005

PUBLISHER : ILO-HRD

DATE : 14.12.07

### DESCRIPTORS

<ILO pub.>,<Team development>,<Team skills>,<Assessment report>,<Workbook>,  
<Role of ILO>

## ABSTRACT

The workbook objectives are to: (a) practice new skills and increase the confidence of team members to improve key aspects of their teamwork; (b) provide focused development activities based on the team's needs that were identified by the Team Characteristics Assessment Questionnaire; (c) help the team reflect on their current level of effectiveness and begin to take action on improving team performance and human relationships; and (d) encourage teams to take responsibility for improving their effectiveness through the use of self-directed workplace learning activities.

<b>01.01.6</b>	<b>Managing yourself: enhancing your personal effectiveness.</b>
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MFN : 4440

CALL NO. : ILO, 01.01.6; IMA. 2005

PUBLISHER : ILO-HRD

DATE : 14.12.07

### DESCRIPTORS

<ILO pub.>,<Personal effectiveness>,<Planning>,<Self-awareness>,<Time management>,  
<Stress management>,<Handbook>,<Role of ILO>

## ABSTRACT

This handbook was developed for use by ILO staff who do not manage others, even though the material in the handbook is based primarily on modules in the ILO management and leadership development programme (MLDP). The material has been revised to focus on helping individuals manage themselves better.

**13.05.1 Working time and workers' preferences in industrialized countries: finding the balance.**

MFN : 4431  
CALL NO. : ILO, 13.05.1; MWO. 2007  
AUTHOR : Messenger, J.C. (ed.)  
ISBN : 978-92-2-119697-6  
PUBLISHER : ILO-Geneva  
DATE : 14.12.07

**DESCRIPTORS**

<ILO pub.>,<Working time>,<Working hour>,<Hours of work>,  
<Arrangement of working time>,<Flexible hours of work>,<OECD countries>

**ABSTRACT**

This report provides an international comparative analysis of working time in the truest sense of the term; the individual chapters do not present national cases; rather, each chapter adopts a comparative perspective covering most of the major industrialized countries.

**14.04.1 Women's handbook.**

MFN : 3216  
CALL NO. : PHI, 14.04.1; BWO. 2007  
PUBLISHER : Bacolod City Gender and Development Council  
DATE : 07.12.07

**DESCRIPTORS**

<Woman>,<Women workers>,<RA 9262>,<RA 9208>,<RA 9231>,<RA 7877>,<RA 8353>,  
<RA 8504>,<RA 8505>,<CO 423>,<CO 385>,<CO 314>,<CO 411>,<Handbook>

**ABSTRACT**

This handbook serves as a guide for all the advocates and a source of wisdom and courage to those who want to share in the goal of ensuring a community suitable and conducive to the overall growth and development of men and women.

**15.04.3 The right to decent work of persons with disabilities.**

MFN : 4432  
CALL NO. : ILO, 15.04.3; OTH. 2007  
AUTHOR : O'Reilly, A.  
ISBN : 978-92-2-120144-1 (print); 978-92-2-120145-8 (pdf)  
PUBLISHER : ILO-Geneva  
DATE : 14.12.07

**DESCRIPTORS**

<ILO pub.>,<Decent work>,<Right to work>,<Promotion of employment>,<Disabled person>,  
<Disabled worker>,<International law>,<Labour legislation>,<Comment>,<Developed countries>,  
<Developing countries>

**ABSTRACT**

The United Nations Convention on the Rights of Persons with Disabilities (CRPD), together with ILO Conventions and other international, regional and national initiatives, will contribute to improving the living conditions and status of people with disabilities around the world in years to come. Their effective implementation will promote the rights and dignity of people with disabilities, empowering them, as well as strengthening economies and enriching societies at large.

## SUBJECT HEADINGS INDEX

Abuse of authority 4430	Baltic States 1281
Active listening 4419	Bangkok 4390
Actuarial analysis 4390	Bangladesh 4401
Actuarial valuation 4390	Bibliography 1690
ADB operations 4392	Budget 4437
Afghanistan 4408	Bullying 4430
Africa 4405	Burma 0567
AIDS 2631	Cambodia 0567, 0572, 4392
Anti-terrorism law 4410	Career planning 4422
Armed conflict 4402	Case studies 4401, 4416
Arrangement of working time 4431	Changes 4429
Asia 0567, 4401, 4402, 4405	Child abuse 1690
Assessment report 4439	Child domestic labour 0379
Asylum seekers 4410	Child labour 0379, 0562, 0568, 0570, 0571, 0572, 4394, 4396, 4397, 4398, 4401, 4413
Australia 4391	

Child protection 0568, 4400	Community experiences 4392
Child soldiers 4402	Community participation 4407
Child trafficking 4399, 4400	Competing 4427
Child's rights 0568	Compromising 4427
Children 0562, 0567, 0568, 0570, 0571, 0572, 1690, 4402	Conflict 4427
China 4408	Conflict management 4427
Clandestine employment 4406	Cook Islands 4391
Client orientation 4424	Cultural dimensions 4430
Client service 4424	Counselling 4412
CO 314 3216	Country partnership 4415
CO 385 3216	Country review 4393
CO 411 3216	Crisis 4414
CO 423 3216	Data analysis 0571
Collaborating 4427	Decent work 0569, 1289, 4403, 4432
Comments 4432	Decision making 4435
Communications 4419, 4434	Developed countries 4432

Developing countries  
0562, 4404, 4408, 4432

Disabled person  
4432

Disabled worker  
4432

Diversity  
4428

Domestic labour  
4402

Domestic workers  
4396

Drink sector  
4417

Driving change  
4438

Economic implication  
4413

Education  
4394, 4396, 4400

Effective performance  
4422

Emotional development  
4418

Emotional intelligence  
4418

Employment  
4390, 4393, 4396, 2127

Employment creation  
0566, 0569

Employment policy  
0569, 2127

Empowerment  
4423

Enterprise  
4394

Entrepreneurship  
4394

Environment policy  
4392

Equal employment opportunity  
4411

Ethics  
1289

Europe  
4405, 4406

Evaluation  
4407

Exploitation  
4398

External partnership  
4433

External relations  
4433

Family benefit  
0562

Feedback  
4419

Fiji  
4391

Financial management  
4437

Fireworks industry  
4402

Fiscal autonomy  
4414

Fishing industry  
0572

Flexible hours of work 4431	Harassment 4430
Food chains 4417	Hazardous work 0379
Food distribution 4417	Health 4409
Food industry 4417	Health insurance 4390, 4407
Food processing 4417	HIV 2631
Food production 4417	Hours of work 4431
Gender and development 4404, 4415, 4416	Human conditioning 4428
Gender dimensions 4430	Human resource management 4436
Gender equality 0569, 4403, 4405, 4411, 4416	Human resources 0569
Gender mainstreaming 4416	Human rights 4391, 4395, 4410
Global trends 4404	Human rights standards 4391
Globalization 4405	Human rights treaty 4391
Good practices 4396, 4416	Human trafficking 4402
Greater Mekong 4397, 4398	ILO convention 0563, 0568, 4411
Guide 4407	ILO convention No. 169 0563
Guidelines 4400, 4409	ILO convention No. 182 0568
Handbook 4395, 4409, 4412	

I LO pub.	I nterpersonal communication
0379, 0562, 0563, 0566, 0569, 0570, 0571, 0572, 1289, 2127, 4390, 4393, 4395, 4396, 4397, 4398, 4399, 4400, 4401, 4402, 4403, 4404, 4405, 4406, 4407, 4411, 4412, 4413, 4417, 4418, 4419, 4420, 4421, 4422, 4423, 4424, 4425, 4426, 4427, 4428, 4429, 4430, 4431, 4432, 4433, 4434, 4435, 4436, 4437, 4438, 4439, 4440	4419
I LO recommendation	J ob placement
4411	4412
I ndigenous peoples	J ob searching
0563, 4392	4412
I ndonesia	J ob seeker
0563, 0567, 4393, 4395, 4396, 4401	4412
I nformal economy	K iribati
4406	4391
I nformal employment	L abour education
4406	4405
I nformal workers	L abour force
4406	0566, 4390, 4393
I nformalization	L abour intensive
4404	2127
I nstitutional framework	L abour legislation
4413	4432
I ntercultural communication	L abour market
4419	0566
I nternational law	L abour migration
4432	0569, 4395, 4397, 4398, 4410
I nternational migration	L abour relations
4410	4406
I nternational standards	L ao PDR
1281	0567, 4390
	L atin America
	0562, 4405
	L eadership
	4418
	L earning approach
	4419
	L egal aspects
	1281

Legal support 4400	Migration 0379, 0569, 1281, 2631, 4395, 4396, 4402, 4408, 4410
Legislation 4401	Migration law 4410
Lessons learned 0571, 0572	Mindanao 2580
Life skills 4400	Minimizing stress 4430
Listening 4434	Minimum age 4396
Management 4427, 4429, 4438	Mobbing 4430
Managing change 4429	Monitoring 0572, 4407
Managing for performance 4435	Monitoring meetings 4425
Managing meetings 4425	Mongolia 4396
Marshall Islands 00004391	Motivation 4423
Media 4434	Multidisciplinary approach 4399
Meetings 4425	National action plan 0566
Micro-insurance 4407	National plan 0569
Microfinance 4394	Nauru 4391
Micronesia 4391	Nepal 0570, 4394, 4401
Migrant workers 2631, 4395, 4398	New Zealand 4391
Migrants 4410	

Niue 4391	Partnership 433
Nordic 4405	Peace and development 4414
Nutrition 4394, 4400	Peace-building 4414
Occupational health 2170, 2580	People development 4438
Occupational safety 2170, 2580	Performance management 4422
OECD countries 4431	Personal effectiveness 4440
Operational decision making 4421	Philippines 0567, 0568, 1690, 2170, 2580, 2631, 4396, 4408, 4412, 4413, 4414
Organized begging 4402	Philosophical aspect 1289
Organizing 4418, 4421, 4423, 4426, 4436, 4437, 4438	Physical health care 4400
Orientation 4424	Physical violence 4430
Overseas workers 4408	Planning 4418, 4421, 4422, 4423, 4424, 4426, 4436, 4437, 4438, 4440
Overworked 4398	Policy development 4415
Pacific 4391	Political autonomy 4414
Pakistan 2127, 4401	Population 4390
Palau 4391	Poverty analysis 4416
Papua New Guinea 4391	

Poverty reduction 2127	Reintegration assistance 4409
Preparation 4426	Relationships 4420
Presentation of skills 4426	Religion 1289
Proceedings 2170, 2580	Remittances 0569, 4408
Productivity 2127, 4403	Report 0379
Promotion of employment 1289, 4432	Resettlement policy 4392
Prostitution 1281	Results-based management 4435
RA 7877 3216	Right to work 4432
RA 8353 3216	Road sector 4416
RA 8504 3216	Role of ILO 4418, 4419, 4420, 4421, 4422, 4423, 4424, 4425, 4426, 4427, 4428, 4429, 4430, 4433, 4434, 4435, 4436, 4437, 4438, 4439, 4440
RA 8505 3216	
RA 9208 3216	Rubber plantation 0572
RA 9231 216	Safeguard policy 4392
RA 9262 3216	Salt production 0572
Rapid assessment 0571	Samoa 4391
Recruitment 4398	Schooling 0562
Rehabilitation 4399	

Sector issues 4415	Staff development 4422
Security 4409	State sovereignty 4410
Self-awareness 4440	Strategic planning 4421, 4435, 4438
Sexual exploitation 0568, 4399, 4400, 4401, 4402	Strategic thinking 4421
Sexual harassment 4430	Stress 4430, 4440
Shrimp industry 0572	Stress management 4430, 4440
Situational analysis 4413	Team development 4420, 4439
Skills development 0569	Team diversity 4420
Skills transfer 4408	Team dynamics 4420
Social assistance 0562	Team performance 4420
Social dialogue 0569, 4406	Team skills 4439
Social implication 4413	Tertiarization 4404
Social integration 4400	Thailand 0567, 4396, 4397, 4398, 4401
Social protection 0569	Time management 4440
Social security 4390	Timing 4426
Solomon I slands 4391	Timor-Leste 4416
Sri Lanka 0566, 4401	Tool kit 4415

Tonga 4391	Woman workers 3216, 4411
Trade union 0379, 4405	Women workers 1281, 3216
Trafficking 0567, 1281, 4396, 4397, 4398, 4399, 4400, 4401, 4409, 4413	Women's rights 4411
Transformation of mindset 4428	Workbook 4439
Transportation 4416	Working hours 4403, 4404, 4431
Tribal peoples 0563	Working time 4403, 4404, 4431
Tripartism 4433	Work 1289
Tuvalu 4391	Workers' rights 1289
UN convention 0568	Working conditions 0569
UN pub. 4391	Workplace 0568
Underpaid 4398	Worst forms 0570, 0571, 4394, 4396
Value system 1289	Youth 4412
Vanuatu 4391	Youth employment 0566, 4393
Viet Nam 0567	Youth entrepreneurship 0566
Violence at work 4430	Youth unemployment 4393