Gender, Employment and the Informal Economy

Glossary of Terms

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Centre of Arab Women for Training and Research
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لا تلتزم التسميات المستخدمة في منشورات مكتب العمل الدولي، التي تتفق مع تلك التي تستخدمها الأمم المتحدة، ولا العرض الوارد فيها للمادة التي تنتمي إلى التعبير عن أي رأي من جانب مكتب العمل الدولي بشأن المركز القانوني لأي بلد أو منطقة أو إقليم، أو لسلطات أي منها، أو بشأن تعين حدودها.

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Gender, Employment, and the Informal Economy: Glossary of Terms
Foreword

The nature of employment is rapidly and dramatically changing around the world, including in Arab States. The increasing flexibility of labour markets at global and local levels has led to a rise of informal employment, self-employment and atypical forms of employment. This process, termed as informalization, has been accompanied by an increase of insecurity and poverty. While employment is the main path out of poverty, International Labour Organization (ILO) Decent Work Agenda underscores the significance of quality as well as quantity of jobs generated. Informalization also has a gendered nature with differential earnings, choices and locations of activities, level of competition, and time allocated to work with significant implications for women, especially young women in the region.

Official statistics, laws, policies, and programmes have not been sufficiently capturing the informalization of jobs, thereby impeding the much needed extension of social protection to informal workers, especially in Arab States. To fill the gap, the ILO and the Centre of Arab Women for Training and Research (CAWTAR) launched in January 2007 a regional initiative on “Gender Equality and Workers’ Rights in the Informal Economies of Arab States”. Funded by the International Development Research Centre (IDRC), Arab Gulf Programme for United Nations Development Organizations (AGFUND), and the ILO, this two-year initiative aims to mainstream Arab States into the current global thinking on informal employment using the perspective of gender equality and workers’ rights.

This glossary was prepared as a compendium to the publications from the regional initiative on “Gender Equality and Workers’ Rights in the Informal Economies of Arab States”, and complements the country case studies (Lebanon, Syria, West Bank and Gaza Strip, and Yemen), the regional overview, and policy briefs. It aims to compile up-to-date definitions of key concepts relevant to the discussion generated by the regional initiative from the most authoritative sources, for use by government agencies, workers’ and employers’ organizations, research and academic institutions, non-governmental organizations and international agencies working on development, employment, gender equality and workers’ rights issues in the region.

It thus relies on texts from the International Labour Conference, the International Conferences of Labour Statisticians, International Labour Standards, and other sources such as the Principles and Recommendations for Population and Housing Censuses, the System of National Accounts, and relevant human rights conventions (such as the Convention on the Elimination of All Forms of Discrimination against Women and the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families). These sources are complemented by key publications and online sources pertaining to gender, employment, social protection, and organizing of informal workers.

The glossary was deemed necessary based on the feedback that the ILO/CAWTAR initiative received from regional constituents on the need to clarify concepts, help overcome terminological confusion related to ‘informality’, and move the discussion forward in Arab States.
Presented in English and Arabic, the glossary is intended to bring clarity to the terms used around informality in both languages. Being the first of its kind in the region, it is a preliminary effort intended to stir debate and discussion around the multiplicity of Arabic terms used for certain concepts. The terms are presented in a table format following the English alphabetical order. The Arabic text is presented along with the English in the next column. In addition to the suggested terms, a list of other terms used to describe the same concept is provided in both languages. The inclusion of different terms is based on a review of relevant documents from national, regional, and international organizations, cross-referencing with the United Nations Multilingual Terminology Database, and feedback from readers of previous drafts of the glossary. The terms are indexed for ease of access in both languages, and the sources for definitions are listed after the term, while a full reference list is made available at the end of the glossary.

The glossary was prepared by Mr. Mansour Omeira. Ms. Simel Esim and Ms. Emanuela Pozzan provided inputs into the development of the glossary in English and Ms. Raja Nehme contributed to the translation and editing of the Arabic text. While Ms. Rana Rayes contributed to an earlier draft, further comments and editorial contributions were provided by Ms. Neda Jafar, Ms. Christina Behrendt, Ms. Sanaa Abousleiman, Mr. Nabil Abdo, and Ms. Reham Rached. The final text was revised and edited by the ILO Official Documentation Branch; therefore the terminology used may not necessarily reflect the preferences or usage of the various contributors to the glossary.
تغذّى طبيعة العمل تغيرات جوهرية بإيقاع سريع في البلدان العربية، كما في البلدان الأخرى من العالم. وتقدم تزامناً مرونة أسواق العمل على المستويين العالمي والمحلي من مظاهر العمل غير المنظم، والعمل للحساب الخاص والأنواع غير النمطية من العمل. وتترافق هذه العملية، المعروفة بالسمة غير المنظمة، بترجيج الأمن والثبات الفكري. فيما يعتبر العمل السبيل الأساسي للخلاص من الفقر، يبرز برنامج منظمة العمل الدولية لتوفير العمل اللائق أهمية نوعية الوظائف المستدامة بالإضافة إلى كميتها. والمصطلح غير المنظمة صلة بوضع الجنس إذ تتفاوت الخيارات المهنية المتاحة للجنسين كما يتفاوت المكب ومتطلبات العمل والأنشطة، ناهيك عن القدرة على التنافس ووفرة الوقت المتاح للعمل. وتبعًا تبعات هذا الواقع على النساء في البلدان العربية لا سيما الشابات منهن.

وعلى كل حال، بمعنى قاموس المصطلحات على تصوص صادرة عن مؤتمر العمل الدولي والمؤتمرات الدولية لخبراء إحصاءات العمل ومعايير العمل الدولية، يمكن تضمين المتصدر المفاهيم الأساسية ذات السمة المنظمة والBrandon. تغذّى طبيعة العمل تغيرات جوهرية بإيقاع سريع في البلدان العربية، كما في البلدان الأخرى من العالم. وتقدم تزامناً مرونة أسواق العمل على المستويين العالمي والمحلي من مظاهر العمل غير المنظم، والعمل للحساب الخاص والأنواع غير النمطية من العمل. وتترافق هذه العملية، المعروفة بالسمة غير المنظمة، بترجيج الأمن والثبات الفكري. فيما يعتبر العمل السبيل الأساسي للخلاص من الفقر، يبرز برنامج منظمة العمل الدولية لتوفير العمل اللائق أهمية نوعية الوظائف المستدامة بالإضافة إلى كميتها. والمصطلح غير المنظمة صلة بوضع الجنس إذ تتفاوت الخيارات المهنية المتاحة للجنسين كما يتفاوت المكب ومتطلبات العمل والأنشطة، ناهيك عن القدرة على التنافس ووفرة الوقت المتاح للعمل. وتبعًا تبعات هذا الواقع على النساء في البلدان العربية لا سيما الشابات منهن.

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Women, Employment, and the Informal Economy: Glossary of Terms

The importance of establishing this glossary of terms was highlighted after the echoes of the UN/ "Kouter" initiative from the regional bodies, regarding the need to clarify concepts and help eliminate confusion related to the "informal" phenomenon, and to advance the debate in Arab countries.

This glossary is presented in both Arabic and English to explain the terms used in the two languages to refer to the "informal" phenomenon. Since this is the first work of its kind in the region, it can be considered an initial effort to raise discussions and debates on the multiplicity of Arabic terms used to express specific concepts. The terms were presented in tables following the alphabetical order in English, where the Arabic text was presented in the corresponding column. In addition to the proposed term, other terms were presented to express the same concept in both languages. The terms were based on an examination of the relevant national, regional, and international organizations, using a multilingual terminology database provided by the UN, with feedback from previous draft readers of this glossary. It should be noted that the terms were indexed to facilitate access in both languages. Sources were cited immediately after the term, noting that a complete list of references was included at the end of the glossary.

Mr. Mansour Yousef compiled the glossary. The ladies Smail Ismail and Iman Bousam provided valuable inputs in preparing this glossary in English. Mrs. Rejya Nour provided a draft of this glossary. In addition, other contributions were made by ladies Nada Gaber and Kirsten Bernt and Sena Abu Sliman and Rania Rashid, and Mr. Nabil Abdou.

This glossary was reviewed and improved by the official documentation unit. Therefore, the terms used may not necessarily reflect preferences or usage of the contributors to this glossary.

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Access to employment

Equal access to employment must be guaranteed to women and men workers before and during the hiring process.

According to Convention No. 183, pregnancy and maternity should not constitute a source of discrimination in access to employment, and member States should take appropriate measures to ensure this. Convention No. 156 calls for the right of workers with family responsibilities to engage in employment without discrimination, to free choice of employment, and training and guidance to promote their access to employment. Recommendation No. 165 expands on these principles.


Affirmative action

Affirmative action denotes special temporary measures aiming to remedy the effects of past discrimination and establish de facto equal opportunity and treatment.

Also used: Positive action, positive discrimination, reverse discrimination.
Arab Labour Organization (ALO)

The Arab Labour Organization (ALO) includes in its membership all Arab States and is the only Arab regional organization with tripartite representation. Founded in 1965, its aims include to:

(a) Coordinate efforts in the field of labour and workers on the Arab and international levels;
(b) Develop and maintain union rights and freedom;
(c) Provide technical assistance in the labour domain to the three parties of production in member States;
(d) Improve labour laws in member States and work on unifying them;
(e) Improve the circumstances and conditions of work in member States;
(f) Develop Arab human resources to benefit from their full potential in economic and social development;
(g) Develop the Arab labour force and enhance its productivity;
(h) Prepare a manual and set the bases for occupational classification and qualification;
(i) Translate labour and vocational training terminology to Arabic.


Atypical work

Atypical work covers a large and growing variety of forms of work and employment characterized by flexibility and reduced security. They include part-time work, casual and seasonal work, job sharing, fixed-term work, temporary agency work, home-based work, etc.

work, telework, own-account work, and contributing family work. These forms of work differ from the norm historically regarded as typical or standard, namely full-time, socially secure employment of unlimited duration, with a single employer, performed at the employer’s workplace and with a guaranteed regular income.

Also used: Non-standard work.

The Bellagio International Declaration of Street Vendors was drafted by the initial founders of StreetNet in 1995. It sets forth a plan to create national policies to promote and protect the rights of street vendors. The Declaration also calls for action at four other levels: by individual traders, by traders’ associations, by city governments, and by international organizations including the United Nations, the ILO, and the World Bank. A longer term objective of StreetNet is to revise and update the Bellagio Declaration to produce a new Code or Declaration to be used with municipalities, and to identify parts of it for incorporation into new laws.


الخاص، والعمل الأمريكي المساهم. وتختلف أشكال العمل هذه عمّا اعتُبر تاريخيًا أنه نمطي أو معياري، أي العمل بدوام كامل، والاستخدام المضمون اجتماعيًا لأجل غير محدد، حيث يتم الاستخدام على أساس دخل منتظم ومضمون لحساب صاحب العمل واحد، تجري أنشطته في موقع العمل التابع لصاحب العمل.


也被称作: 非标工作。

صاغ إعلان بلافاجيو الدولي لباعة الشوارع مؤسسو "شبكة الشوارع" عام 1995. حدد الإعلان خطة عمل تسعى إلى تشكيل سياسات وطنية لترويع حق باعة الشوارع وحمايتها. وقد أطلق الإعلان دعوة رابعة لتشجيع والمناصرة تستهدف: الباعة الفردية، جمعيات الباعة، السلطات المحلية والجهات الدولية بما في ذلك وكالات الأمم المتحدة ومنظمة العمل الدولية والبنك الدولي. كما بلورت "شبكة الشوارع" هدفًا للمدى الطويل، يقضي بمراجعة وتطوير "إعلان بلافاجيو"، بغية التحضير لإعلان جديد أو مدونة جديدة تعتمدها البلدان، وتحديد وإدماج بعضها في قوانين جديدة.

**Benefit**

A benefit is a transfer in cash or kind provided to an individual or household on the basis of an entitlement or need. It can be either a direct benefit in the form of care, or indirect benefit consisting of a reimbursement of the expenses borne by the person concerned.

*Source: Social Security (Minimum Standards) Convention, 1952 (No. 102).*

**Casual worker**

Casual workers are workers who have an explicit or implicit contract of employment, which is not expected to continue for more than a short period and whose duration is to be determined by national circumstances. These workers may be classified as being employees or own-account workers according to the specific characteristics of the employment contract.

*Source: ILO (1993a).*

**Child allowance**

A child allowance is a sum of money paid periodically to a single parent of a child until he/she will have attained a certain age.

Childcare and family care

Childcare and family care cover the provision of public, private, individual or collective services to meet the needs of children, parents, and members of the immediate family. The availability of facilities enabling workers to discharge care responsibilities is an important aspect of the promotion of equality of treatment between women and men workers with family responsibilities, and between such workers and other workers.

To prevent discrimination against women on the grounds of marriage or maternity and to ensure their effective right to work, the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) indicates that States parties to it shall take appropriate measures to encourage the provision of the necessary supporting social services to enable parents to combine family obligations with work responsibilities and participation in public life, in particular through promoting the establishment and development of a network of childcare facilities.


Child labour

A child is a person under the age of 18. The ILO has been working towards the abolition of child labour since its foundation in 1919. A number of Conventions and Recommendations have been adopted to this end. Convention No. 138 of 1973 stipulates that no child below the age of completing compulsory education (usually 15) may be employed in any economic sector, while Convention No. 182 of 1999 urges immediate action against the worst forms of child labour.

The worst forms of child labour comprise:

(a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict;

(b) the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances;

(c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties;

(d) work, which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

**Source:** Worst Forms of Child Labour Convention, 1999 (No. 182); ILO (2007a).

**City group**

In recent years, representatives from national statistical agencies have started to meet informally to address selected problems in statistical methods. Some of these groups have become formally known as “city groups”.

**Source:** United Nations Statistis Division (2008a).

**Civil servant**

A civil servant is an employee of the civil service.

**Source:** ILO (2005).
Clandestine employment

Clandestine employment is a sole or secondary gainful non-casual occupation that is carried out in violation of provisions set by legislation. In particular, it is characterized by non-compliance with labour standards and social security provisions on the part of the employer. Strictly speaking, remunerated work, which is not protected through contributions to the social security system, should be considered clandestine. However, there are different views of what constitutes clandestine labour in developed and developing countries, reflecting the strength and effectiveness of the relevant legal provisions in each country.

Much clandestine employment is in the informal economy. However, clandestinity cannot always be equated with informality. Informal employment is more likely to be considered clandestine in the developed countries, whereas in most developing countries, where the majority of people may live in traditional social contexts and may not even be aware of national legislation, informal productive activities are not usually thought of as clandestine.

Also used: Illegal employment, undeclared labour, hidden work.

Commuting accident

A commuting accident is an accident occurring on the habitual route, in either direction, between the place of work or work-related training and:

(a) the worker’s principal or secondary residence;
(b) the place where the worker usually takes his or her meals;

تستخدم أيضاً: العمل غير المعلن، الخفي، غير الشرعي.

الحادث التنقل

حوادث التنقل هي الحوادث التي تقع على الطريق الاعتيادي الذي يسلكه العاملون ذهاباً وإياباً بين مكان العمل أو التدريب المتعلق بالعمل وبين:

أ) مكان إقامة العامل الرئيسي أو الثانوي؟
ب) المكان الذي يتناول فيه العامل طعامه عادة؟
(c) the place where he or she usually receives his or her remuneration;
which results in death or personal injury.


Contributing family worker

A contributing family worker is a person who holds a self-employment job in a market-oriented establishment operated by a related person living in the same household, and who cannot be regarded as a partner (that is to say, an employer or own-account worker) because the degree of his or her commitment to the operation of the establishment, in terms of working time or other factors to be determined by national circumstances, is not at a level comparable with that of the head of the establishment.

Where it is customary for young persons, in particular, to work without pay in an economic enterprise operated by a related person who does not live in the same household, the requirement that the person lives in the same household may be relaxed.

Also used: Unpaid family worker, unpaid family member.

Contributory benefit

Entitlement to a benefit is based on contributions from insured persons and/or their employer.

Cooperative

A cooperative is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise.

The promotion and strengthening of the identity of cooperatives should be encouraged on the basis of:
(a) cooperative values of self-help, self-responsibility, democracy, equality, equity and solidarity; as well as ethical values of honesty, openness, social responsibility and caring for others;
(b) cooperative principles as developed by the international cooperative movement, namely: voluntary and open membership; democratic member control; member economic participation; autonomy and independence; education, training and information; cooperation among cooperatives; and concern for community.


Decent work

Decent work is productive work performed in conditions of freedom, equity, security and human dignity, to

D

التعاونية

التعاونية هي جمعية مستقلة مؤلفة من أشخاص اتحدوا معًا طواعية لتحقيق حاجاتهم وطموحاتهم الاقتصادية والاجتماعية والثقافية المشتركة عن طريق منشأة مملوكة جماعيًا ويُشرَف عليها ديموقراطيًا.

يُنغي أن يُشجع تعزيز وقوية هوية التعاونية استنادًا إلى:
(أ) القيم التعاونية المتمثلة في المساعدة المتبادلة والمسؤولية الشخصية والديمقراطية والمساواة والإنصاف والتضامن، فضلاً عن القيم الأخلاقية المتمثلة في الاستقامة والشفافية والمسؤولية الاجتماعية والعناية بالغير;
(ب) المبادئ التعاونية كما حددها الحركة التعاونية الدولية. وهذه المبادئ هي: العضوية الطوعية والمفتوحة للجميع، وممارسة الأعضاء للسلطة الديمقراطية والمشاركة الإقتصادية للأعضاء والاستقلالية والإستقلال والتعليم والتدريب والمعلومات والتعاون بين التعاونيات والاهتمام بالمجتمع المحلي.

المصدر: توصية تعزيز التعاونيات، 2002 (رقم 193).

العمل اللائق

العمل اللائق هو العمل المنتج الذي يؤدى في ظروف تسودها الحرية والإنصاف والأمن وكرامة الإنسان، والذي يحصل عليه النساء والرجال.

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which women and men have access on equal terms. Decent work is the converging focus of all the ILO’s four strategic objectives: the promotion of rights at work, employment, social protection, and social dialogue.


Dependent

Dependents are individuals whose relationship with a protected person gives them the right to acquire a social security benefit based on that protected person’s rights (such as survivors’ benefits for widow(er) and orphans).


Dependent worker

A dependent worker depends entirely or mostly on one employer for their source of income but are not in formal full-time employment, and thus falls between the two established concepts of employment and self-employment. Dependent workers are closer to employees than they are to independent contractors because of the link to one main employer, although they are not formally employed. They are often similar to employees in a number of ways: they may work on the employer’s premises and/or use the employer’s equipment and they may perform similar tasks to existing employees or to full-time employees whom they have replaced in an outsourcing arrangement. However, they do not usually benefit from the benefits provided to employees.


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protections granted to employees on health and safety, hours of work, maternity protection, provisions enabling them to fulfil family responsibilities, or freedom from discrimination.


**Disability programme**

Disability programmes provide resources to persons who have a disability.

Also used: Invalidity programme.

**Discouraged worker**

A discouraged worker is a person without work, currently available for work, but not seeking work because they believe that no suitable jobs are available. Discouraged workers are not included in the labour force.

**Discrimination**

Discrimination includes:
(a) any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation; and
(b) such other distinction, exclusion or preference which has
the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation as may be determined by the Member State concerned after consultation with representative employers’ and workers’ organizations, where such exist, and with other appropriate bodies.

Any distinction, exclusion or preference in respect of a particular job based on the inherent requirements thereof is not deemed to be discrimination.


**Domestic worker**

Domestic workers are persons exclusively engaged by households to render domestic services for payment in cash or in kind.

In March 2008, an important first step was taken at the global level toward recognizing domestic workers’ rights. The ILO Governing Body has adopted a decision to initiate discussion on an international labour convention toward protecting the rights of domestic workers.

Economic activity

Economic activities are activities that lie within the economic production boundary as defined by the System of National Accounts. They comprise:

(a) Production of goods or services supplied, or intended to be supplied to units other than their producers, including the production of goods and services used up in the process of producing such goods or services (intermediate consumption);
(b) Production of all goods retained by their producers for their own final use (own-account production of goods);
(c) Production of housing services by owner-occupiers;
(d) Production of domestic and personal services produced by paid domestic staff.

Domestic or personal services provided by unpaid household members for final consumption within the same household are excluded from the economic production boundary and, hence, are not considered to be economic activities. Examples are (a) the cleaning, decoration and maintenance of the dwelling occupied by the household, including small repairs of a kind usually carried out by tenants as well as owners; (b) the cleaning, servicing and repair of household durables or other goods, including vehicles used for household purposes; (c) the preparation and serving of meals (d) the care, training

النشاط الاقتصادي

الأنشطة الاقتصادية هي الأنشطة التي تقع ضمن حدود الإنتاج الاقتصادي بحسب تعريف نظام الحسابات القومية. وتضم:

(a) إنتاج السلع أو الخدمات التي تورد أو يعتزم توريدها لوحدات مغايرة عن منتجيها، بما في ذلك إنتاج السلع والخدمات المستخدمة في عملية إنتاج السلع والخدمات الممالة (الاستهلاك الوسيط)؛
(b) إنتاج جميع السلع التي يحتفظ بها منتجوها لاستخدامهم النهائي (إنتاج السلع للحساب الخاص)؛
(c) إنتاج خدمات الإسكان على أيدي المالكين - الساكنين؛
(d) الخدمات المنزلية والشخصية التي ينتجها خدم يدفع لهم الأجر.

وتستبعد من حدود الإنتاج الاقتصادي الخدمات المنزلية أو الشخصية التي يقدمها أفراد الأسرة المعيشية العاملون بالاج للاستهلاك النهائي داخل الأسرة المعيشية نفسها. وهي لهذا لا تعتبر من الأنشطة الاقتصادية. ومن الأمثلة على ذلك ما يلي: (أ) أعمال التنظيف والزخرفة والصيانة للمنزل الذي تشغله الأسرة المعيشية، بما في ذلك الإصلاحات الصغيرة من النوع الذي يقوم به عادة المستأجرين والمالكون على السواء؛ (ب) أعمال تنظيف وصيانة إصلاح السلع المنزلية المعمرة أو غيرها من السلع، بما في ذلك المركبات التي تستعملها الأسرة المعيشية لتلبية احتياجاتها؛ (ج) إعداد وجبات الطعام
and instruction of children; (e) the care of sick, infirm or old people; and (f) the transportation of members of the household or their goods.


Economically active population

The economically active population comprises all persons of either sex who furnish the supply of labour for the production of economic goods and services, as defined by the United Nations Systems of National Accounts, during a specified time-reference period.


Elder care

As life expectancy rises and the world’s population ages, more and more workers in all regions are caring for elderly or disabled parents or relatives. Governments have come to realize that the growing number of elderly people requiring care represents a potentially huge financial burden on the State. The management of elder care and its division between the public and private spheres is the subject of an evolving debate.

Employed population

The employed population comprises all persons above a specified age, who during a specified brief period, either one week or one day, were in the following categories:

(a) paid employment:
   (1) at work: persons who during the reference period performed some work for wage or salary, in cash or in kind;
   (2) with a job but not at work: persons who, having already worked in their present job, were temporarily not at work during the reference period and had a formal attachment to their job. This formal job attachment should be determined in the light of national circumstances, according to one or more of the following criteria: the continued receipt of wage or salary; an assurance of return to work following the end of the contingency, or an agreement as to the date of return; the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs;

(b) self-employment:
   (1) at work: persons who during the reference period performed some work for profit or family gain, in cash or in kind;
   (2) with an enterprise but not at work: persons with an enterprise, which may be a business enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for any specific reason.

Source: ILO (1982).

السكان الملتحقون بعمل

السكان الملتحقون بعمل هم جميع الأشخاص الذين تزيد أعمارهم على سن معينة ويكونون خلال فترة مرجعية قصيرة، مدتها أسبوع واحد أو يوم واحد، في فئة من الفئات التالية:

(أ) عمل باجر:
   (1) قائم بعمل: هو كل شخص أدى خلال الفترة المرجعية بعض الأعمال لقاء أجر أو مرتب، نقدي أو عيني;
   (2) لديه وظيفة ولكنه لا يعمل: هو كل شخص سبق أن عمل في وظيفته الحالية، وكان خلال الفترة المرجعية منقطعًا بصفة مؤقتة عن العمل، وله ارتباط رسمي بوظيفته. هذا الارتباط الرسمي ينبغي أن يحدد على ضوء الظروف الوطنية، وفقًا لمعيار أو أكثر من المعايير التالية: استمرار تلقي الأجر أو المرتب؛ وجود ضمان بالعودة إلى العمل بعد انتهاء الوضع الطارئ أو اتفاق على موعد الرجوع إلى العمل؛ فترة التغيب عن الوظيفة، التي قد تكون في الحالات ذات الصلة، الفترة التي يمكن فيها للعمال الحصول على إعانات التعويض دون التزامات بقبول وظائف أخرى;

(ب) عمل لحساب الخاص:
   (1) قائم بعمل: هو كل شخص أدى خلال الفترة المرجعية بعض الأعمال بغرض الربح أو تحقيق كسب للأسرة، نقدي أو عيني;
   (2) صاحب منشأة ولكنه لا يعمل: هو كل شخص صاحب منشأة، قد تكون منشأة ناجية أو مزرعة أو منشأة خدمات، كان أثناء الفترة المرجعية منقطعًا عن العمل بصفة مؤقتة، لأي سبب معين.

المصدر: مكتب العمل الدولي (1982).

تعتبر أيضاً: المشغلون، المستخدمون، العاملون، الموظفون.
Employee

An employee is a person who works in a paid employment job. Persons in paid employment jobs are typically remunerated by wages and salaries, but may be paid by commission from sales, or through piece rates, bonuses or in-kind payment such as food, housing or training. Some or all of the tools, capital equipment, information systems and/or premises used by the incumbent may be owned by others, and the incumbent may work under the direct supervision of, or according to strict guidelines set by, the owner(s) or persons in the owner’s employment.


Employee holding an informal job

Employees are considered to have informal jobs if their employment relationship is, in law or in practice, not subject to national labour legislation, income taxation, social protection or entitlement to certain employment benefits (such as advance notice of dismissal, severance pay, paid annual or sick leave).

The reasons may be the following: non-declaration of the jobs or the employees; casual jobs or jobs of a limited short duration; jobs with hours of work or wages below a specified threshold (such as for social security contributions); employment by unincorporated enterprises or by persons in households; jobs where the employee’s place of work is outside
the premises of the employer’s enterprise (such as outworkers without employment contract); or jobs for which labour regulations are not applied, not enforced, or not complied with for any other reason.

The operational criteria for defining informal jobs of employees are to be determined in accordance with national circumstances and data availability.


**Employee with a stable contract**

Employees with stable contracts are those employees who have had, and continue to have, an explicit (written or oral) or implicit contract of employment, or a succession of such contracts, with the same employer on a continuous basis. “On a continuous basis” implies a period of employment which is longer than a specified minimum determined according to national circumstances. (If interruptions are allowed in this minimum period, their maximum duration should also be determined according to national circumstances.)


**Employer**

An employer is a person who, working on his or her own economic account or with one or a few partners, holds a self-employment job and, in this capacity, has engaged on a continuous basis (including the reference period) one or more persons to work for him/her as employees. The incumbent


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makes the operational decisions affecting the enterprise, or delegates such decisions while retaining responsibility for the welfare of the enterprise. In this context, an enterprise includes one-person operations.


Employer-liability programme

Employer-liability programmes are usually not pre-financed and benefits are directly paid by the employer to cover social security risks, mostly defined by Labour Codes.


Employment

Employment can be defined from either the supply or the demand side of the labour market. From the supply side, it refers to the total number of employed persons during a given reference period. From the demand side, employment refers to the total number of filled jobs which, owing to the existence of multiple job holding, tends to be higher than the total number of employed persons.


Employment in the informal sector

Employment in the informal sector comprises all
persons who, during a given reference period, were employed in at least one informal enterprise, irrespective of their status in employment and whether it was their main or a secondary job.

Also used: Informal sector employment.

Employment injury benefit

All workers, irrespective of sex or other personal attributes, should be insured in case of an accident or disease resulting from employment. Convention No. 121 specifies that:

National legislation concerning employment injury benefits shall protect all employees, including apprentices, in the public and private sectors, and co-operatives, and, in respect of the death of the breadwinner, prescribed categories of beneficiaries.

The contingencies covered by the employment injury benefit system are:
(a) Medical care to maintain, restore or improve the ability to work;
(b) Incapacity for work involving suspension of earnings;
(c) Total or partial permanent loss of earning capacity;
(d) Loss of support suffered by dependants resulting from death.

In the case of incapacity for work, total loss of earning capacity or the death of a breadwinner, the benefit should be a periodical payment. These benefits should apply equally to women and men, but in practice this is often not the case. National policies and institutional mechanisms should aim at creating effective equality of treatment between women and men.

Employment injury benefit

 Все лица, независимо от полу или других личных характеристик, должны быть застрахованы в случае получения несчастного случая или заболевания в результате труда. Конвенция № 121 определяет следующее:

Национальное законодательство, касающееся страхования от несчастных случаев на рабочем месте, должно защищать всех работников, включая прикрепленных, в государственных и частных секторах, а также в кооперативах, и, в отношении смерти кормильца, определенные категории получателей.

Среди возможных случаев, охватываемых системой страхования от несчастных случаев на рабочем месте, входят:
(a) Медицинская помощь, чтобы сохранить, восстановить или улучшить способность работать;
(b) Недоступность к работе, связанная с приостановкой заработка;
(c) Полное или частичное утраты трудоспособности на всю жизнь;
(d) Потеря поддержки, которая понесли зависимые, вследствие смерти кормильца.

В случае потери трудоспособности, полной утраты трудоспособности или смерти кормильца, выплата должна быть регулярной. Эти выплаты должны применяться также и к женщинам, но в действительности это часто не так. Национальные политики и институциональные механизмы должны стремиться к созданию эффективного равенства в отношении между мужчинами и женщинами.

ILO (2002a).
men workers in this respect. Some governments (such as India) have put structures in place to ensure that various social security benefits, including employment injury benefit, are available to unorganized workers, including women workers.


Enterprise

An enterprise is a unit engaged in the production of goods or services for sale or barter. In terms of legal organization, enterprises may be corporations (including quasi-corporate enterprises), non-profit institutions, unincorporated enterprises owned by government units, or private unincorporated enterprises. The term enterprise is used in a broad sense. It covers not only production units which employ hired labour, but also those that are owned and operated by individuals working on their own account as self-employed persons, either alone or with the help of unpaid family members.

The activities may be undertaken inside or outside the enterprise owner’s home, and they may be carried out in identifiable premises or without fixed location. Accordingly, self-employed street vendors, taxi drivers, and home-based workers are all considered enterprises.


Equal opportunity

Equal opportunity means equal access to all economic, political and social participation and facing no barriers on the grounds of sex.
Equal remuneration


Expert Group on Informal Sector Statistics (Delhi Group)

The Expert Group on Informal Sector Statistics, popularly known as the Delhi Group, was set up in 1997 as one of the City Groups of the United Nations Statistical Commission (UNSC). Since its inception, it has provided an international forum to exchange experience in the measurement of the informal sector, document the data-collection practices, including definitions and survey methodologies followed by member countries, and recommend measures for improving the quality and comparability of informal sector statistics. Its sixth meeting, held in September 2002, discussed the operationalization of the concept of informal employment as distinct from informal sector employment.


Family benefit

A family benefit is an allowance payable to workers who have the responsibility for the maintenance of their dependent children (including adopted children). It should be a periodical payment granted to any protected person, irrespective of sex, who has completed the prescribed qualifying period, if any.


Flexibility of labour

The flexibility of a labour market is determined by its ability to adapt quickly to new conditions. It occurs in several dimensions of a labour market, including adapting the quantity of labour by means of hiring and firing or recurring to temporary contracts (external flexibility) or by variation in working time, the way work is organized, and the adjustment of wages to respond to shocks and other developments (internal flexibility). Flexible forms of work and casualization, including fixed-term and short-term contracts, agency work, project work, multiple jobs, self-employment and so on, are often associated with insecurity in access to, or coverage by, social security schemes, including pensions, health care and other forms of social assistance. In particular, flexibility is problematic when it takes the form of low-waged work with poor working conditions or is regarded as inevitably involving deregulation. In addition to low levels of security, flexibilized labour markets are also

ILO (2007a).
associated with less advantageous contractual/employer-provided legal rights, benefits and working conditions.


**Forced labour**

Forced labour is all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself or herself voluntarily.

The following are excluded from the definition of forced labour:

(a) any work or service exacted in virtue of compulsory military service laws for work of a purely military character;

(b) any work or service which forms part of the normal civic obligations of the citizens of a fully self-governing country;

(c) any work or service exacted from any person as a consequence of a conviction in a court of law, provided that the said work or service is carried out under the supervision and control of a public authority and that the said person is not hired to or placed at the disposal of private individuals, companies or associations;

(d) any work or service exacted in cases of emergency, that is to say, in the event of war or of a calamity or threatened calamity, such as fire, flood, famine, earthquake, violent epidemic or epizootic diseases, invasion by animal, insect or vegetable pests, and in general any circumstance that would endanger the existence or the well-being of the whole or part of the population;

(e) minor communal services of a kind which, being performed by the members of the community in the direct interest of the said community, can therefore be considered as normal civic obligations incumbent upon the members of

**Forced labour**

يشمل العمل الجبري كلّ أعمال أو خدمات تغتصب من أيّ شخص تحت التهديد بأيّ عقوبة ولم يتطوّع هذا الشخص بأدائها بمحض اختياره.

تستثنى من هذا التعريف الأعمال والخدمات التالية:

أ) أيّ أعمال أو خدمات تغتصب بموجب قوانين الخدمة العسكرية الإلزامية ذات صبغة عسكريّة بحتة;

ب) أيّ أعمال أو خدمات تمثل جزءًا من الواجبات المدنيّة الطبيعية للمواطنين في بلد يتمتع بحكم ذاتي كامل;

ج) أيّ أعمال أو خدمات تغتصب من أيّ شخص بناء على إدانة من محكمة قانونيّة، بشرط أن تنفذ هذه الأعمال أو الخدمات تحت إشراف ورقابة سلطة عامّة، ولا يكون هذا الشخص مؤجرًا لأفراد أو شركات أو جماعات أو يكون موضوعًا تحت تصرفهم;

د) أيّ أعمال أو خدمات تغتصب في حالات الطوارئ، أي في حالة نشوب حرب أو وقوع كارثة، أو وجود ما يهدد بوقوع كارثة، كحرق أو فيضان أو مجازر، أو وقوع أو مرض وبائي، أو غزو من حيوانات أو أمراض زراعيّة، وويعتبر عالم أيّ ظرف يهدد بقاء أو رخاء السكان كلهم أو بعضهم;

الخدمات الاجتماعية البسيطة التي يؤديها أفراد المجتمع لتحقيق نفع مباشر لهذا المجتمع، ومن ثم يمكن اعتبارها واجبات مدنيّة طبيعية على أفراد المجتمع، بشرط أن يكون لأفراد المجتمع أو لممثليهم المباشرين الحق في
the community, provided that the members of the community or their direct representatives shall have the right to be consulted in regard to the need for such services.

Source: Forced Labour Convention, 1930 (No. 29).

Formal sector enterprise

Formal sector enterprises comprise corporations (including quasi-corporate enterprises), non-profit institutions, unincorporated enterprises owned by government units, and those private unincorporated enterprises producing goods or services for sale or barter, which are not part of the informal sector.


Also used: Formal enterprise.

Freedom of association and the right to organize

Freedom of association and the right to organize are fundamental principles aiming at the free exercise of the right of workers and employers, without any distinction, to associate for the purpose of furthering and defending their interests.

Workers and employers have the right to establish and join organizations of their own choosing. Such organizations must have the right:

(a) to draw up their own constitutions and rules;
(b) to elect their representatives in full freedom;
(c) to organize their administration and activities, and formulate their programmes;

حريّة الجمعيات والتنظيم

الحريّة النقابية وحق التنظيم من المبادئ الأساسيّة الهادفة إلى ممارسة العمّال وأصحاب العمل بحرية دون تمييز، حقهم في الانضمام معًا وذلك من أجل الدفاع عن مصالحهم والتقدم بها.

وعليه، يحق للعمال وأصحاب العمل إقامة المنظمات أو الانضمام إلى منظمات من اختيارهم. وتعتبر هذه المنظمات بالحقوق التالية:

أ) وضع دستورها وأنظمتها الداخلية;
ب) انتخاب ممثليهم عنها في مناش من الحريّة التامة;
ج) تنظيم إدارتها وأنشطةها وصيانة برامجها;

Source: Forced Labour Convention, 1930 (No. 29).
Workers should be protected from anti-union discrimination. In particular, they should be protected against refusal to employ them because of their union membership or participation in trade union activities. Also, workers’ and employers’ organizations should enjoy protection against acts of interference by each other that are designed to promote domination, financing or control.


Fundamental principles and rights at work

The fundamental principles and rights at work are derived from the ILO Constitution and the Declaration of Philadelphia. The fundamental principles and rights are laid down in eight fundamental Conventions, which means that the member States that ratify them thereby commit themselves to putting their provisions into effect in both law and practice:

(a) Freedom of association and the right to collective bargaining: Freedom of Association and Protection of the Right to Organize Convention, 1948 (No. 87) and Right to Organize and Collective Bargaining Convention, 1949 (No. 98);
(b) Elimination of forced or compulsory labour: Forced Labour Convention, 1930 (No. 29) and Abolition of Forced Labour Convention, 1957 (No. 105);
(c) Abolition of child labour: Minimum Age Convention, 1973 (No. 138) and Worst Forms of Child Labour Convention, 1999 (No. 182);
(d) not to be dissolved or suspended by administrative authority;
(e) to form and join federations and confederations.

W debilitating of forces or compulsory labor: Elimination of forced or compulsory labor should be prohibited, and all forms of forced labor should be abolished. At the same time, workers’ and employers’ organizations should enjoy protection against acts of interference by each other that are designed to promote domination, financing or control.


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Gender refers to the social differences and relations between women and men that are learned, changeable over time, and have wide variations both within and between societies and cultures. These differences and relationships are socially constructed and are learned through the socialization process. They determine what is considered appropriate for members of each sex. They are context-specific and can be modified. Other variables, such as ethnicity, caste, class, age and ability intersect with gender differences.

Gender is distinct from sex since it does not refer to the different physical attributes of women and men, but to socially formed roles and relations of women and men and the variable sets of beliefs and practices about male and female (or other genders) that not only feed into individual identities, but are fundamental to social institutions and symbolic systems.

The concept of gender also includes expectations held about the characteristics, aptitudes, and likely behaviour of women and men (femininity and masculinity).


Gender and organizational change

Gender and organizational change refers to the fact that organizations are some of the main perpetrators of unequal gender relations.

If gender relations in society are to change, organizations should promote gender-responsive policies and programmes, and ensure gender balance in their structures.


Gender-blindness

Gender-blindness characterizes research, analyses, policies, advocacy materials, project and programme design and implementation that do not explicitly recognize existing gender differences that concern both productive and reproductive roles of women and men.

Gender-blind policies do not distinguish between the sexes. Assumptions incorporate biases in favour of existing gender relations and so tend to exclude women.

Gender division of labour

The gender division of labour depends on the socio-economic and cultural context, and can be analyzed by differentiating between productive and reproductive tasks as well as community-based activities, including who does what, when, how, and for how long.


Gender equality

Gender equality entails the concept that all human beings, both women and men, are free to develop their personal abilities and make choices without the limitations set by stereotypes, rigid gender roles and prejudices.

Gender equality means that the different behaviour, aspirations and needs of women and men are considered, valued and favoured equally. It does not mean that women and men have to become the same, but that their rights, responsibilities and opportunities will not depend on whether they are born male or female.

Equality between women and men is both a human rights issue and a precondition for sustainable people-centered development and decent work.


Also used: Gender justice.
Gender equality in the world of work

Gender equality in the world of work, within the ILO Decent Work Agenda, refers to:
(a) Equality of opportunity and treatment in employment;
(b) Equal remuneration for work of equal value;
(c) Equal access to safe and healthy working environments and to social security;
(d) Equality in association and collective bargaining;
(e) Equality in obtaining a meaningful career development;
(f) A balance between work and home life that is fair to both women and men;
(g) Equal participation in decision-making, including in the constitutive ILO organs.

Also used: Gender justice in the world of work.

Gender equity

Gender equity means fairness of treatment for women and men, according to their respective needs. This may include equal treatment or treatment that is different but which is considered equivalent in terms of rights, benefits, obligations and opportunities. Equity is a means, whereas equality is the goal.

Gender gap

The gender gap is the difference in any area between women and men in terms of their levels of participation, access to resources, rights, power and influence, and remuneration and benefits.


Gender mainstreaming

Gender mainstreaming is the process of assessing the implications for women and men of any planned action, including legislation, policies or programmes, in all areas and at all levels. It is a strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. The ultimate goal is to achieve gender equality.


Gender-neutral policies

Gender-neutral policies use the knowledge of gender differences in a given context to overcome biases in delivery, to ensure that they target and benefit both genders effectively. Moreover, they work within the existing division of resources and responsibilities.

Gender-redistributive policies

Gender-redistributive policies are interventions that intend to transform existing distributions to create a more balanced relationship between women and men; they may target both women and men or one of the two according to the situation.


Gender-responsive analysis

Gender-responsive analysis is a systematic tool to examine social and economic differences between women and men. It looks at their specific activities, conditions, needs, access to and control over resources, as well as their access to development benefits and decision-making. It studies these linkages and other factors in the larger social, economic, political and environmental context.

Gender-responsive analysis entails, first and foremost, collecting sex-disaggregated data (that is, data broken down by sex) and gender-responsive information about the concerned population. Gender-responsive analysis is the first step in gender-responsive planning to promote gender equality. Gender-responsive analysis is not confined to identifying differences.

More importantly, it recognizes the politics of gender relations and the adjustments needed to be undertaken by institutions to attain gender equality. It looks at the inequalities between women and men, asks why they exist, and suggests how the gap can be narrowed.
Gender-responsive analysis in the ILO context entails looking at five key variables:

(a) The division of labour between women and men;
(b) The different needs of women and men;
(c) The gender-based division of access to and control over resources and benefits;
(d) Opportunities and constraints in the social and economic environment;
(e) The capacity of ILO constituents and other partner organizations to promote equality between women and men in employment.

Also used: Gender analysis, gender-sensitive analysis.

Gender-responsive budgeting

Gender-responsive budgeting is the application of gender mainstreaming in the budgetary process. It means incorporating a gender perspective at all levels of the budgetary process and restructuring revenues and expenditures in order to promote gender equality.

Also used: Gender budgeting.

Gender-responsive labour statistics

To usefully address gender concerns, and to understand more fully the labour market functioning, labour statistics should satisfy the following four requirements:

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نوّم الجنس، العمل، الاقتصاد غير المنظم: قاموس المصطلحات
(a) They will be based on a political will at all levels, in the various data collection and analysis agencies and in all agencies which can provide administrative information;

(b) The data collection procedures for labour statistics will ensure that, as far as possible, all relevant topics for describing gender concerns are regularly included. Such topics may include employment in the informal economy, non-System of National Accounts (SNA) work, employment by detailed occupations and status in employment categories, income from paid and self-employment, statistics on the life course, on lifelong learning and on working time;

(c) The data collection and processing procedures for labour statistics programmes will be designed to ensure that definitions and measurement methods cover and adequately describe all workers and work situations in sufficient detail to allow relevant gender comparisons to be made. Household and establishment-based surveys as well as administrative sources are valuable and, in particular, periodical time-use surveys are crucial;

(d) The resulting statistics will always be presented as part of regular publications in a way that will clearly reveal differences and similarities between women and men in the labour market and the factors that may influence their situations. This can be done by (i) presenting relevant topics in sufficient and relevant detail, and by (ii) providing statistics according to relevant descriptive variables, such as personal and family circumstances, work environment and institutional setting.


Gender-responsive planning

Gender-responsive planning consists of developing policies responsive to gender needs in the labor market and in the informal economy. The data collection procedures for labor statistics will ensure that all relevant topics for describing gender concerns are regularly included. Such topics may include employment in the informal economy, non-System of National Accounts (SNA) work, employment by detailed occupations and status in employment categories, income from paid and self-employment, statistics on the life course, on lifelong learning and on working time.

(c) The resulting statistics will always be presented as part of regular publications in a way that will clearly reveal differences and similarities between women and men in the labor market and the factors that may influence their situations. This can be done by (i) presenting relevant topics in sufficient and relevant detail, and by (ii) providing statistics according to relevant descriptive variables, such as personal and family circumstances, work environment and institutional setting.

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and implementing specific measures and organizational arrangements (for example: capacity to carry out gender-responsive analysis and collect sex-disaggregated data) for the promotion of gender equality, and ensuring that adequate resources are available (for example through gender budgeting).


Also used: Gender planning.

**Gender-responsive policies**

Gender-responsive policies recognize that within a society, actors are women and men, who are constrained in different and often unequal ways, and who may consequently have differing and sometimes conflicting needs, interests and priorities.


**Gender roles**

Gender roles are learned behaviour in a given society, community or social group, in which people are conditioned to perceive activities, tasks and responsibilities as male or female. These perceptions are affected by age, class, caste, race, ethnicity, culture, religion or other ideologies, and by the geographical, economical and political environment.

Productive role refers to income generating work undertaken by either women or men to produce goods and services, as well as the processing of primary products that generates an income.

Reproductive role refers to childbearing and the different activities carried out in what is called the care economy; namely, the many hours spent caring for the household members and

**Aدوّار الجنسين**

أدوّار الجنسين كتّاب تدوّر من سوق مكتّب في مجتمع أو مجتمع محلي أو مجموعة اجتماعية محصّدة يكون فيها الأشخاص مهيئين لتصنيف النشاطات والمهام والمسؤوليات بحسب جنسهم. وتناثر هذه الظاهرة بالسن والطائفة والعرق والدين، والدين، عبرها، من الأيديولوجيات والبيئة الجغرافية والاقتصادية والسياسية.

يُقصّد بالدور الإنتاجي العمل المدرّ للدخل، الذي يؤديه النساء أو الرجال لإنتاج السلع والخدمات قضاياً سوق المتّحجدية الأولى المدرّ للدخل.

يُقصّد بالدور الإنجابي إنجاب الأولاد وسائر النشاطات التي تتم في سياق ما يُعرف بأقتصاد العناية، أي الساعات الطويلة المخصصة للعناية بأفراد الأسرة.
the community, for fuel and water collection, food preparation, childcare, education and health care, and care for the elderly, which for the most part remain unpaid.

An analysis of the gender division of labor has revealed that women typically assume three types of roles in terms of the paid and unpaid labor they undertake (women’s triple role). These roles can be described as: the productive role (refers to market production and home/subsistence production undertaken by women, which generates an income); the reproductive role (refers to care economy activities); and the community management role (refers to activities undertaken by women to ensure the provision of resources at the community level, as an extension of their reproductive role).


Glass ceiling

The glass ceiling is composed of invisible artificial barriers created by attitudinal and organizational prejudices that block women from senior executive management positions.


Harassment

Harassment refers to any kind of emotional and physical abuse, persecution or victimization. Harassment and pressure could affect women’s physical and mental health, and their ability to carry out their roles. It can also lead to a decrease in their self-confidence and self-esteem, and to a feeling of insecurity.

at work can consist of various forms of offensive behaviour. Harassment is characterized by persistently negative attacks of a physical or psychological nature on an individual or group of employees, which are typically unpredictable, irrational and unfair.


Health

The term health, in relation to work, indicates not merely the absence of disease or infirmity; it also includes the physical and mental elements affecting health, which are directly related to safety and hygiene at work.


Health insurance

A health insurance scheme is a public or private scheme for the reimbursement of medical or hospital care or compensation for loss of income due to illness, injury or accident. A health insurance system should be compulsory and cover all workers. As necessary, States may make limited exceptions, such as for workers in casual employment and members of the employer’s family living in his/her house in respect of their work for him/her.

Health insurance should be available equally to women and men, although there will be differences depending on whether a worker is in full-time or part-time employment.
Compulsory health insurance schemes are not applicable in many spheres of work in which women predominate, so they are obliged to take personal responsibility for this protection.

The system should be administered by non-profit institutions under the supervision of the competent public authority. The insured persons and the employers should share the financial burden of the system. In case of incapacity for work on health grounds, the insured person is entitled to receive:
(a) a cash benefit for at least the first 26 weeks of incapacity for work;
(b) medical treatment, medicines and appliances free of charge or on paying only a part of the cost.


Home work

Home work refers to work carried out by a person, referred to as a homeworker,
(a) in his or her home or in other premises of his or her choice, other than the workplace of the employer;
(b) for remuneration; and
(c) which results in a product or service as specified by the employer, irrespective of who provides the equipment, materials or other inputs used, unless this person has the degree of autonomy and of economic independence necessary to be considered an independent worker under national laws, regulations or court decisions.

Source: Convention concerning Home Work, 1996 (No. 177).
Homenet South Asia

HomeNet South Asia is a network organization of women home-based workers set up after the Kathmandu Declaration, formulated in a conference in Nepal in 2000 and supported by The United Nations Development Fund for Women (UNIFEM) and Self-Employed Women’s Association (SEWA). The Networks of home-based workers include national networks in India, Sri Lanka, Pakistan, Nepal and Bangladesh. The goal of the network is to: bring visibility to home-based workers and their issues; advocate for national policies for home-based workers in each country; strengthen the grassroots membership-based organizations of home-based workers in each country; and strengthen South Asia Network of home based workers and their organization.


Homenet Southeast Asia

HomeNet Southeast Asia is a network organization of women home-based workers from Thailand, Indonesia, and the Philippines. It has a membership base of around 45,000 home-based producers and workers. The network emerged as part of a subregional initiative 1996 undertaken from 1988 to 1996 by ILO and funded by DANIDA. Formalized in June 1997 HomeNet Southeast Asia is based in Manila, and aims to enable organized homeworkers to democratically run and manage institutionalized and self-sustaining organizations and networks at the sub-regional and national levels.

The vision of the network is for homeworkers to: enjoy better working conditions and standards of living;
attain higher income, steadier employment, and access to social protection; and ensure that their issues and concerns are better addressed in the policies and programs of governments, international agencies, and civil society organizations through the participation of their own representatives in various levels of government related to homeworkers’ concerns.


### Household (as a production unit)

Households as production units are households producing goods for their own final use (e.g. subsistence farmers and households engaged in do-it-yourself construction of their own dwellings), and those employing paid domestic workers (maids, laundresses, watchmen, gardeners, drivers, and others).


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### Incapacity for work

Incapacity for work is the inability of the victim, due to an occupational injury, to perform the normal duties of work in the job or post occupied at the time of the occupational accident.

Industry

Industry (branch of economic activity) refers to the kind of production or activity of the establishment or similar unit in which the job(s) of the economically active person (whether employed or unemployed) was located during the time-reference period. For purposes of international comparisons, it is recommended that countries prepare tabulations involving the industrial characteristics of active persons according to the most recent revision of the International Standard Industrial Classification of All Economic Activities (ISIC).


Informal economy

The informal economy refers to all economic activities by workers and economic units that are – in law or in practice – not covered or insufficiently covered by formal arrangements.

Their activities are not included in the law, which means that they are operating outside the formal reach of the law; or their activities are not covered in practice, which means that – although they are operating within the formal reach of the law, the law is not applied or not enforced; or the law discourages compliance, because it is inappropriate, burdensome, or imposes excessive costs.

Informal employment

Informal employment comprises the total number of informal jobs, whether carried out in formal sector enterprises, informal sector enterprises, or households, during a given reference period. It includes the following types of jobs:

(a) own-account workers employed in their own informal sector enterprises;
(b) employers employed in their own informal sector enterprises;
(c) contributing family workers, irrespective of whether they work in formal or informal sector enterprises;
(d) members of informal producers’ cooperatives;
(e) employees holding informal jobs in formal sector enterprises, informal sector enterprises, or as paid domestic workers employed by households; where they exist, employees holding formal jobs in informal sector enterprises should be excluded from informal employment;
(f) own-account workers engaged in the production of goods exclusively for own final use by their household, if considered employed.


Informal employment outside the informal sector

Informal employment outside the informal sector comprises the following types of jobs:

(a) employees holding informal jobs in formal sector enterprises or as paid domestic workers employed by households;


يرجى ملاحظة استخدام أيضًا: العمل الاقتصادي الاستخدام غير المنظم، العمل غير المنتظم، العمل غير المحمي، العمل غير الرسمي، التشغيل غير النظامي، التشغيل غير الرسمي، التشغيل غير النظامي، التشغيل غير الرسمي، التشغيل غير النظامي، التشغيل غير الرسمي، التشغيل غير النظامي، التشغيل غير الرسمي.
(b) contributing family workers working in formal sector enterprises;
(c) own-account workers engaged in the production of goods exclusively for own final use by their household, if considered employed.

*Source: ILO (2003a).*

**Informal producers’ cooperative**

Producers’ cooperatives are considered informal if they are not formally established as legal entities and also meet the other criteria of informal sector enterprises.

*Source: ILO (2003a).*

**Informal sector**

The informal sector may be broadly characterised as consisting of units engaged in the production of goods or services with the primary objective of generating employment and incomes to the persons concerned. These units typically operate at a low level of organization, with little or no division between labour and capital as factors of production and on a small scale. Labour relations – where they exist – are based mostly on casual employment, kinship or personal and social relations rather than contractual arrangements with formal guarantees.

*Source: ILO (1993b).*

*Also used: Unorganized sector, non-structured sector.*
Informal sector enterprise

Informal sector enterprises are private unincorporated enterprises, whose size in terms of employment is below a certain threshold to be determined according to national conditions (usually five or ten workers), and/or which are not registered under specific forms of national legislation, such as factories or commercial acts, tax or social security laws, professional groups regulatory acts, or similar acts, laws or regulations established by national legislative bodies (as distinct from local regulations governing trade licenses or business permits).

Households employing paid domestic workers should be excluded from informal sector enterprises and treated separately as part of a category named “households”.


Also used: informal enterprise.

Informal sector/ informal employment

The concept of informal sector refers to production units as observation units, while the concept of informal employment refers to jobs as observation units.


Institutional sector of employment

The institutional sector of employment relates to the legal organization and principal functions, behaviour and objectives of the entity in terms of the law and its aims, purposes and functions.

of the enterprise with which a job is associated. Following the definitions provided in the SNA it is recommended that the following institutional sectors be distinguished:

(a) Corporation, comprising non-financial and financial corporations (in other words incorporated enterprises, private and public companies, joint-stock companies, limited liability companies, registered cooperatives, limited liability partnerships, and so forth) and quasicorporations, as well as non-profit institutions, such as hospitals, schools and colleges, that charge fees to cover their current production costs;

(b) General government, comprising central, state and local government units together with social security funds imposed or controlled by those units, and non-profit institutions engaged in non-market production controlled and financed by government, or by social security funds;

(c) Non-profit institutions serving households comprising units engaged in the production of non-market goods and services for households and whose main resources are from voluntary contributions;

(d) Households (including unincorporated enterprises owned by households) comprising unincorporated enterprises directly owned and controlled by members of private and institutional households (made up of persons staying in hospitals, retirement homes, convents, prisons and so forth, for long periods of time), either individually or in partnership with others. Partners may be members of the same household or from different households.


The emerald in the system of national accounts, is recommended by the following institutional sectors similar:

(A) Corporation, which includes non-financial and financial corporations (in other words incorporated enterprises, private and public companies, joint-stock companies, limited liability companies, registered cooperatives, limited liability partnerships, and so forth) and quasicorporations, as well as non-profit institutions, such as hospitals, schools and colleges, that charge fees to cover their current production costs;

(B) Government, general, comprising central, state and local government units together with social security funds imposed or controlled by those units, and non-profit institutions engaged in non-market production controlled and financed by government or social security funds;

(C) Non-profit institutions serving households comprising units engaged in the production of non-market goods and services for households and whose main resources are from voluntary contributions;

(D) Households (including unincorporated enterprises owned by households) comprising unincorporated enterprises directly owned and controlled by members of private and institutional households (made up of persons staying in hospitals, retirement homes, convents, prisons and so forth, for long periods of time), either individually or in partnership with others. Partners may be members of the same household or from different households.


The type of economy, the informal: the following definitions:

(A) Corporation, which includes non-financial and financial corporations (in other words incorporated enterprises, private and public companies, joint-stock companies, limited liability companies, registered cooperatives, limited liability partnerships, and so forth) and quasicorporations, as well as non-profit institutions, such as hospitals, schools and colleges, that charge fees to cover their current production costs;

(B) General government, comprising central, state and local government units together with social security funds imposed or controlled by those units, and non-profit institutions engaged in non-market production controlled and financed by government or social security funds;

(C) Non-profit institutions serving households comprising units engaged in the production of non-market goods and services for households and whose main resources are from voluntary contributions;

(D) Households (including unincorporated enterprises owned by households) comprising unincorporated enterprises directly owned and controlled by members of private and institutional households (made up of persons staying in hospitals, retirement homes, convents, prisons and so forth, for long periods of time), either individually or in partnership with others. Partners may be members of the same household or from different households.

International Confederation of Arab Trade Unions (ICATU)

The International Confederation of Arab Trade Unions (ICATU) was founded in 1956 in Damascus. Its main objectives include:
(a) Defending the rights and interests of the Arab working class and its trade union movement;
(b) Securing the right to work; creating equal opportunities for all Arab workers;
(c) Ensuring the Right to Organize and Collective Bargaining and strengthening the tripartite dialogue;
(d) Reinforcing working women’s right to employment and equality of all rights and encouraging their involvement in union work.


International Trade Union Confederation (ITUC)

The primary mission of the International Trade Union Confederation (ITUC) is the promotion and defence of workers’ rights and interests, through international cooperation between trade unions, global campaigning, and advocacy within the major global institutions. The Programme Document adopted in 2006 at the ITUC founding Congress sets out the Confederation’s overall policy framework, which builds on existing International Confederation of Free Trade Unions (ICFTU) and World Confederation of Labour (WCL) policies.

The ITUC main areas of activity include: trade union and human rights; economy, society and the workplace; equality and non-discrimination; and international solidarity.


المؤسسات النقابية في العالم العربي

تأسس الاتحاد الدولي لنقابات العمال العرب عام 1956 في دمشق. ومن أبرز أهدافه:
(أ) الدفاع عن حقوق ومصالح الطبقة العاملة العربية وحركتها النقابية;
(ب) ضمان الحق في العمل؛ تهيئة فرص متكافئة لجميع العمال العرب;
(ج) ضمان حق التنظيم النقابي والمفاوضة الجماعية، وتعزيز الحوار الثلاثي بين أطراف الانتاج;
(د) تأكيد حق المرأة العاملة في العمل ومساواتها بالرجل في جميع الحقوق وتشجيع مشاركتها في العمل النقابي.


المؤسسات النقابية في العالم

إن المهمة الرئيسية للاتحاد الدولي لنقابات العمال هي ترويج حقوق العمال ومصالحهم والدفاع عنها، عبر التعاون الدولي بين النقابات العمالية، والحملات العالمية، والدعوة داخل المؤسسات العالمية الكبرى. وتحدد وثيقة البرنامج المعتمدة في مؤتمر تأسيس الاتحاد عام 2006 الاطار العام لسياسات الاتحاد، الذي يبنى على السياسات القائمة لكل من الاتحاد الدولي لنقابات العمال الحرة والاتحاد العالمي للعمل.

من أهم مجالات نشاط الاتحاد: حقوق النقابات لعمالية وحقوق الإنسان؛ الاقتصاد والمجتمع ومكان العمل؛ المساواة وعدم التمييز؛ والتشابه الدولي.

A job is a set of tasks and duties meant to be executed by one person. A person can have more than one job at a time (e.g. a teacher driving a taxi during evening hours and weekends).


Job evaluation and classification

Job evaluation and classification are elements in a system of comparing different jobs to provide a basis for grading and pay structures. Job classification is a set of categories used to classify jobs in a particular enterprise or organization. In a job classification scheme, individual jobs are graded by reference to benchmark jobs and grade descriptions. Job evaluation is the logical determination of the relative value of individual jobs in an organization for such purposes as wage determination and promotion.

The aim is to evaluate the job, not the person who is doing the job; in this sense job evaluation should not be confused with performance appraisal, which does evaluate the performance of the person doing the job. The process involves evaluating one job in relation to others by means of a weighting scheme.

وتعتبر القيمة الوظيفية موضوع التقييم بالوظائف الأخرى انطلاقاً من إطار قياسي يخضع في الاعتبار مختلف العناصر التي تشكل الوظيفة والوظيفة ذاتها لا الشخص الذي يقوم بها. وبالتالي ينبغي التمييز ما بين تقييم الوظيفة وتقييم الأداء الذي يقوم به الشخص المكلف بها.

The purpose of job evaluation and classification is to provide a basis for grading and pay structures in an enterprise or organization. Job classification is a set of categories that are used to classify jobs, with each job being graded based on benchmark jobs and grade descriptions. Job evaluation is the logical determination of the relative value of individual jobs within an organization for purposes such as wage determination and promotion.

The aim is to evaluate the job itself, not the person doing the job; this is different from performance appraisal, which does evaluate the performance of the person doing the job. The evaluation process involves evaluating one job in relation to others through the use of a weighting system.
system for the various elements of the jobs compared. Non-discriminatory job evaluation should lead to a payment system within which work of equal value receives equal pay regardless of the sex of the person doing the job.


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Kathmandu Declaration

In October 2000, representatives from governments, trade unions and non-governmental organizations of India, Nepal, Pakistan, Bangladesh and Sri Lanka gathered in Kathmandu for the South Asian Meeting on Women Workers in the Informal Economy and adopted the Kathmandu Declaration.

The Declaration highlights the plight of home-based workers in South Asia, and calls for bringing them into the national economic mainstream in accordance with ILO Convention no. 177 through the formulation of national policies on home-based workers by each country; calls for minimum protection, including the right to organize, minimum remuneration, occupational health and safety, statutory social protection, maternity, childcare, skill development and literacy programmes; and calls for the need to facilitate access to markets and economic resources (including raw materials, marketing infrastructure, technology, credit and information) among a series of key measures.

Labour force

The labour force comprises all persons who are either employed or unemployed.

Source: ILO (1982).
Also used: Currently active population.

Labour inspection

The system of labour inspection has the following functions:
(a) to secure the enforcement of the legal provisions relating to conditions of work and the protection of workers while engaged in their work, such as provisions relating to hours, wages, safety, health and welfare, the employment of children and young persons, and other connected matters, in so far as such provisions are enforceable by labour inspectors;
(b) to supply technical information and advice to employers and workers concerning the most effective means of complying with the legal provisions;
(c) to bring to the notice of the competent authority defects or abuses not specifically covered by existing legal provisions.

Source: Labour Inspection Convention, 1947 (No. 81).
Labour market

The labour market is the arena in which jobs and workers are matched, or where labour is exchanged for wages or payment in kind, whereas the labour force comprises the supply of workers to that market. Strictly speaking, the labour market is the context in which the labour force is constituted – the sea in which the labour force swims, so to speak. But the labour force is necessarily shaped by trends in the labour market (such as globalization and the informalization of labour).

The labour market and its institutions are not neutral, but reflect power relations in the economy and society at large. Changes in the labour market are therefore gendered and produce changes in the gender structure of the labour force, for instance in occupational segregation, women and men’s relative participation in employment, and so on.


Long-term benefit

Types of benefit that are aimed at replacing earned income in the case of the more or less permanent loss of earnings resulting from old age, disability or the death of the breadwinner (survivor benefits).

Lump sum

One-time capital payments to members of a scheme designed to provide only capital sums upon the retirement, invalidity or death of a protected person (that is, provident funds).


Mandatory private insurance programme

Mandatory private insurance programmes are programmes based on insurance principles but privately managed. These programmes are usually considered as part of the social security system, if mandatory.


Maternity benefit

Most countries provide maternity benefits in the form of social insurance.

See also: Maternity protection.

Maternity protection

Maternity protection for employed women includes:
(a) protection of the health of mother and child during pregnancy, childbirth and breastfeeding;
(b) maternity leave: the mother’s right to a period of rest in relation to childbirth;
(c) cash and medical benefits: the right to cash benefits during absence for maternity;
(d) employment protection and non-discrimination: guaranteeing the woman employment security and the right to return to the same position or an equivalent position paid at the same rate at the end of her maternity leave;
(e) the mother’s right to one or more daily breaks or a daily reduction of hours of work to breastfeed her child.

Source: Maternity Protection Convention, 2000 (No. 183).

Medical care

The contingencies covered by the Medical Care and Sickness Benefits Convention, 1969 (No. 130) include:
(a) need for medical care of a curative nature and, under prescribed conditions, need for medical care of a preventive nature;
(b) incapacity for work resulting from sickness and involving suspension of earnings, as defined by national legislation.

Source: Medical Care and Sickness Benefits Convention, 1969 (No. 130).
Member of a producers’ cooperative

A member of a producers’ cooperative is a person who holds a self-employment job in an establishment organized as a cooperative, in which each member takes part on an equal footing with other members in determining the organization of production, sales and/or other work, investments and the distribution of proceeds among the members. Note that employees of producers’ cooperatives are not to be classified as in this group but should be classified as employees. Members of informal cooperatives should be classified as employers or own-account workers, depending on whether or not they employ any employees on a continuous basis.


Men and masculinity

This term refers to the need to better understand the male side of gender relations. It involves understanding the masculine values and norms that society places on men’s behaviour, identifying and addressing issues confronting men and boys in the world of work, and promoting the positive roles that men and boys can play in attaining gender equality.

Migrant worker

A migrant worker is a person who is to be engaged, engaged, or has been engaged in a remunerated activity in a State of which he or she is not a national.


Minimum wage

The primary goal of the adoption of a minimum wage policy is to set a floor for a national wage structure so as to protect low-waged earners. It is designed to improve the earnings of those disproportionately represented at the bottom end of the occupational hierarchy, namely women, migrants, and other groups susceptible to discrimination.


Night work

Night work means all work which is performed during a period of not less than seven consecutive hours, including the interval from midnight to 5 a.m., to be determined by the competent authority after consulting the most representative organizations of employers and workers or by collective agreements.

Source: Night Work Convention, 1990 (No. 171).
Night worker

A night worker is an employed person whose work requires the performance of a substantial number of hours of night work which exceeds a specified limit. This limit shall be fixed by the competent authority after consulting the most representative organizations of employers and workers or by collective agreements.

Source: Night Work Convention, 1990 (No. 171).

Non-contributory benefit

Entitlement to a benefit is not based on the previous payment of contributions but on other criteria. Non-contributory benefits are usually financed out of general taxation.


Non-traditional occupation

Although women’s presence in occupations that are not “traditionally” regarded as suitable for them, particularly in the scientific and technical fields, is growing, it is still far from equal to that of men. Worldwide, women’s employment is concentrated in a relatively small number of branches of economic activity. This restricted presence contributes to creating stereotypes of women and excludes them from professions that are better remunerated.

On the other hand, boys and men also tend to be corralled into occupations traditionally thought of as masculine – such as construction, engineering, finance, the military, and so on. They should also have equal access to the traditionally feminized professions, such as teaching, nursing and care work. Horizontal occupational segregation by sex has its roots, at least in part, in gender inequalities in education and vocational training systems.

*Source: ILO (2007a).*

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**Occupation**

Occupation refers to the type of work done during the time-reference period by the person employed (or the type of work done previously, if the person is unemployed), irrespective of the industry or the status in employment in which the person should be classified. For purposes of international comparisons, it is recommended that countries prepare tabulations involving occupations in accordance with the latest revision available of the International Standard Classification of Occupations (ISCO).

*Source: United Nations Statistics Division (2008b).*
Occupational accident

An occupational accident is an unexpected and unplanned occurrence, including acts of violence, arising out of or in connection with work, which results in one or more workers incurring a personal injury, disease or death. The following are to be considered as occupational accidents: travel, transport or road traffic accidents, in which workers are injured and which arise out of or in the course of work, that is, while engaged in an economic activity, or at work, or carrying on the business of the employer.


Occupational injury and occupational disease

An occupational injury is any personal injury, disease or death resulting from an occupational accident. An occupational injury is therefore distinct from an occupational disease, which is a disease contracted as a result of an exposure over a period of time to risk factors arising from work activity.


Occupational sex segregation

Occupational sex segregation refers to a situation in which women and men are concentrated in different types of jobs and at different levels of activity and employment, with women being confined to a narrower range of occupations (horizontal segregation) than men, and to the lower grades of work (vertical segregation).

Old-age benefit

*See:* Pensions.

Old-age programme

Old-age programmes are designed to provide resources to former workers who stop their activities or to any person reaching retirement age. Old-age benefits represent usually the largest share of social security expenditures. It is probably also the area with the most varied provisions.


Outworker

Outworkers are persons who agree to work for a particular enterprise, or to supply a certain quantity of goods or services to a particular enterprise, by prior arrangement or contract with that enterprise, but whose place of work is not within any of the establishments which make up that enterprise. Outworkers may either constitute production units on their own (self-employed outworkers) or form part of the enterprise which employs them (employee outworkers). Self-employed and employee outworkers should be distinguished from each other by using the criteria recommended in the SNA.
Outworkers should be included in the informal sector, or in the population employed in the informal sector, if the production units which they constitute as self-employed persons or for which they work as employees, are informal.

*Source: ILO (1993a).*

**Own-account production of goods**

Own-account production of goods includes, for example, production of agricultural products and their subsequent storage; production of other primary products such as mining of salt, cutting of peat, supply of water; processing of agricultural products (the preparation of meals for own consumption is excluded); and other kinds of processing, such as weaving of cloth, dressmaking and tailoring; production of footwear, pottery, utensils or durables; making of furniture or furnishings; and major renovations, extensions to dwellings, replastering of walls or re-roofing by owners of owner-occupied dwellings.

*Source: United Nations Statistics Division (2008b).*

**Own-account worker**

An own-account worker is a person who, working on his own account or with one or a few partners, holds a self-employment job, and has not engaged on a continuous basis any employees. Note, however, that during the reference period an own-account worker may have engaged one or more
employees on a short-term and non-continuous basis without being thereby classifiable as an employer.


**Owner-manager of an incorporated enterprise**

Owner-managers of incorporated enterprises are workers who hold a job in an incorporated enterprise, in which they (a) alone, or together with other members of their families or one or a few partners, hold controlling ownership of the enterprise; and (b) have the authority to act on its behalf as regards contracts with other organizations and the hiring and dismissal of employees, subject only to national legislation regulating such matters and the rules established by the board of the enterprise.


**Paid employment job**

Paid employment jobs are those jobs where the incumbents hold explicit (written or oral) or implicit employment contracts, which give them a basic remuneration and which is not directly dependent upon the revenue of the unit for which they work (this unit can be a corporation, a nonprofit institution, a government unit or a household).

Part-time worker

A part-time worker is an employed person whose normal hours of work are less than those of comparable full-time workers, which may be calculated weekly or on average over a given period of employment.

The term ‘comparable full-time worker’ refers to a full-time worker who:
(a) has the same type of employment relationship;
(b) is engaged in the same or a similar type of work or occupation; and
(c) is employed in the same establishment or, when there is no comparable full-time worker in that establishment, in the same enterprise, or, when there is no comparable full-time worker in that enterprise, in the same branch of activity, as the part-time worker concerned;

Full-time workers affected by partial unemployment, that is by a collective and temporary reduction in their normal hours of work for economic, technical or structural reasons, are not considered to be part-time workers.

Source: Part-Time Work Convention, 1994 (No. 175).

Pay equity

See: Equal remuneration.
Pension

A pension is a periodic benefit that is payable to retired persons after the prescribed age, which should not be more than 65 years. In many cases, this term is used to refer to periodic long-term benefits. All workers, irrespective of sex or other personal attributes, should be protected by a pension system financed by the contributions of active workers and employers.

The benefit is secured after the person has completed a prescribed period of contributions (normally 30 years of contributions or employment). A reduced benefit may be secured after at least 15 years of contributions or employment. A reduced benefit can also be paid under certain conditions to a person who has not fulfilled the contribution period or the employment conditions required. This benefit may be suspended or reduced if the person undertakes any gainful activity.

In countries where there is the opportunity for women to take earlier retirement, it should be possible for them to choose to remain in work up to the same age as is set for men.

Source: Commission of the European Communities et al. (1993).

Person not classifiable by status

Persons not classifiable by status include those economically active persons for whom insufficient information is available, and/or who cannot be included in any of the other status-in-employment categories.

**Personal remittances**

Personal remittances consist of current and capital transfers in cash or in kind, made or received, by resident households to or from non-resident households and net compensation of employees from persons working abroad for short periods of time (less than one year).

*Source: Commission of the European Communities et al. (1993).*

**Personal transfers**

Personal transfers consist of all current transfers in cash or in kind made, or received, by resident households to or from other non-resident households.

*Source: Commission of the European Communities et al. (1993).*

**Population employed in the informal sector**

The population employed in the informal sector comprises all persons who, during a given reference period, were employed in at least one informal sector unit, irrespective of their status in employment and whether it is their main or a secondary job.

*Source: ILO (1993b).*
Private unincorporated enterprise

Private unincorporated enterprises are enterprises owned by individuals or households that are not constituted as separate legal entities independently of their owners, and for which no complete accounts are available that would permit a financial separation of the production activities of the enterprise from the other activities of its owner(s).


Production unit

Production units are classified into three groups: formal sector enterprises, informal sector enterprises, and households.


Provident funds programme

Provident fund programmes are compulsory savings programmes usually developed as an old age programme. A lump sum is usually provided based on contributions and interests from there. In some cases, there is a possibility of conversion of the lump sum into an annuity.

Regular employees are those employees with stable contracts for whom the employing organization is responsible for payment of relevant taxes and social security contributions and/or where the contractual relationship is subject to national labour legislation.


Remuneration

Remuneration includes the ordinary, basic or minimum wage or salary and any additional emoluments whatsoever payable directly or indirectly, whether in cash or in kind, by the employer to the worker and arising out of the worker’s employment. ‘Equal remuneration for women and men workers for work of equal value’ refers to rates of remuneration established without discrimination based on sex.

Source: Equal Remuneration Convention, 1951 (No. 100).
Scheme (social security scheme)

A scheme is a distinct body of rules, supported by one or more institutional units governing the provision of social protection benefits and their financing. Schemes are not themselves institutional units, one institution may administer more than one scheme.


Self-Employed Women’s Association (SEWA)

Self Employed Women’s Association (SEWA) is the largest member-based organization of poor working women in India, with seven hundred thousand members across sectors. Its members are women workers who earn a living through their own labour or small businesses without access to regular salaried jobs or welfare benefits.

SEWA’s goal is to reach optimal employment, where workers obtain job security, income security, food security and social security (at least health care, childcare and shelter). In 2006, SEWA became an affiliate of the International Trade Union Confederation as the largest organization of informal women workers to achieve affiliation.
Over the past twenty-five years SEWA has developed an integrated set of strategies to address the deficits of economic, social and cultural rights of its members, ranging from organizing and micro-credit to insurance and health care services.


Self-employment job

A self-employment job is a job where the remuneration is directly dependent upon the profits (or the potential for profits) derived from the goods and services produced (where own consumption is considered to be part of the profits). The incumbents make the operational decisions affecting the enterprise, or delegate such decisions while retaining responsibility for the welfare of the enterprise. In this context, enterprise includes one-person operations.


Sex discrimination

Sex discrimination entails the differential treatment of women and men, such as in employment, education and access to resources and benefits, on the basis of their sex. Sex discrimination may be direct or indirect.
Direct sex discrimination exists when unequal treatment between women and men stems directly from laws, rules or practices making an explicit difference between women and men (e.g., laws which do not allow women to sign contracts).

Indirect discrimination is when rules and practices that appear gender neutral in practice lead to disadvantages primarily suffered by persons of one sex. Requirements which are irrelevant for a job and which typically only men can meet, such as certain height and weight levels, constitute indirect discrimination. The intention to discriminate is not required.


Sex-disaggregated data

Collection and use of quantitative and qualitative data by sex (that is, not gender) is critical as a basis for gender-responsive research, analysis, strategic planning, implementation, monitoring and evaluation of programmes and projects.

The use of these data reveals and clarifies gender-related issues in areas such as access to and control over resources, division of labour, violence, mobility and decision-making.

Short-term benefit

Short-term benefits are aimed at replacing earned income in case of a temporary loss of earnings resulting from sickness, maternity or unemployment.

See also: Long-term benefits.

Sickness programme

Sickness programmes provide short-term cash benefits in case of illness, which result in incapacity to work (usually up to one year, afterwards the case is considered under disability programmes). Cash benefits are paid out to compensate for the loss of earnings (part or all).


Social assistance benefit

Social assistance benefits are intended to meet the same kinds of needs as social insurance benefits but are provided outside of an organized social insurance scheme and are not conditional on previous payments of contributions.

Source: Commission of the European Communities et al. (1993).
Social assistance programme

Social assistance benefits are provided by programmes usually designed for the poorest to cover their basic needs. Usually, a means-test is used to determine whether individuals or households qualify for the benefits. These programmes are commonly tax financed.

*See also:* Social assistance benefit.


Social benefit

Social benefits are current transfers received by households intended to provide for the needs that arise from certain events or circumstances, for example, sickness, unemployment, retirement, housing, education or family circumstances. There are two kinds of social benefits: social insurance benefits and social assistance benefits.

*Source:* Commission of the European Communities et al. (1993).

Social contribution

Social contributions are actual or imputed payments to social insurance schemes to make provision for social insurance benefits to be paid. They may be made by employers on behalf of their employees or by employees, self-employed or non-employed persons on their own behalf.

*Source:* Commission of the European Communities et al. (1993).
Social dialogue

Social dialogue includes all types of negotiation, consultation or simply exchange of information between, or among, representatives of governments, employers and workers, on issues of common interest relating to economic and social policy.

Source: ILO (2008c).

Social fund

A social fund is an organization which channels resources into mostly small-scale projects for eligible poor and vulnerable groups. It covers various programmes designed to play both a distributive role to reduce the impact of poverty, and a risk reduction role, to protect individuals, households and communities against unexpected and uninsured income and consumption risks.

Since the first social fund was set up in Bolivia in 1987, they have become a popular and high-profile instrument of social policy. They are introduced into a variety of situations and in countries with diverse socio-economic backgrounds. Originally designed and implemented as a short-term emergency response to alleviate the negative social consequences of economic reform and structural adjustment policies, particularly in Latin America and Africa, over time their focus has shifted towards achieving the longer-term objectives of poverty reduction and the delivery of social services on a permanent basis.

Social insurance benefit

To qualify as social insurance benefits, the transfers must be provided under organized social insurance schemes. Social insurance benefits may be provided under general social security schemes, under private funded social insurance schemes or by unfunded schemes managed by employers for the benefit of their existing or former employees without involving third parties in the form of insurance enterprises or pension funds.

Payments by insurance enterprises under policies arranged individually and on the individual’s own initiative and not under an organized social insurance scheme are excluded even when the same risks and conditions are concerned.

See also: Social insurance scheme.
Source: Commission of the European Communities et al. (1993).

Social insurance scheme

Social insurance schemes are schemes in which social contributions are paid by employees or others, or by employers on behalf of their employees, in order to secure entitlement to social insurance benefits, in the current or subsequent periods, for the employees or other contributors, their dependants or survivors.

They may be organized privately or by government units. Social insurance benefits may be provided in cash or in kind. They become payable when certain events occur, or certain circumstances exist that may adversely affect the welfare of the

See also: Social insurance scheme.
Source: Commission of the European Communities et al. (1993).
households concerned either by imposing additional demands on their resources or reducing their incomes. The contingencies covered are liable to vary from scheme to scheme. However, the identification of certain receivables as social insurance benefits depends not just on the contingencies covered but also the way in which coverage is provided.

Source: Commission of the European Communities et al. (1993).

Social protection

Social protection includes public social security schemes as well as private or non-statutory schemes with a similar objective, such as mutual benefit societies and occupational pension schemes. Social protection includes all sorts of non-statutory schemes, formal and informal, provided that, if the scheme is contributory, contributions are not wholly determined by market forces. These schemes may feature for example group solidarity, or an employer subsidy, or perhaps a government subsidy.

Source: ILO (1999b).

Social security

Social security is a basic human right. It covers health care and family benefits and provides income security in the event of such contingencies as sickness, unemployment, old age, invalidity, employment injury, maternity or loss of a breadwinner. Social security schemes include are social assistance schemes, universal schemes, social insurance, and public or private provisions.
See also: Social Security (Minimum Standards) Convention, 1952 (No. 102).

Status in employment

The status in employment refers to the type of explicit or implicit contract of employment that the incumbent of a job has with other persons or organizations. The basic criteria for classification are the type of economic risk, including the strength of attachment between the incumbent and the job, and the type of authority that the job incumbents have over enterprises and other workers. The 1993 ICSE distinguishes six groups: employees; employers; own-account workers; members of producers’ cooperatives; contributing family workers; and workers not classifiable by status.


StreetNet International Alliance of Street Vendors

StreetNet is an international alliance consisting of membership-based organizations (unions, cooperatives or associations) directly organizing street vendors, market vendors and/or hawkers. It was launched in Durban, South Africa, in November 2002, for member organizations to gain an understanding of the common problems of street vendors, develop new ideas for strengthening their organizing and advocacy efforts, and join in international campaigns to promote policies and actions that can contribute to improving the lives of millions of street vendors, market vendors and hawkers around the world.

The status in employment

يشير تعريف الوضع في الاستخدام إلى نوع عقد العمل الصريح أو الضمني الذي يوجد لدى الشخص في عمله مع أشخاص آخرين أو منظمات أخرى. والمعايير الأساسية المستخدمة للتعرف على نوع المخاطرة الاقتصادية، ومن عناصرها قوة ارتباط الشخص بالوظيفة، وتوعية السلطة التي يملكها الشخص في عمله فيما يتعلق بالمنتجات أو بغيره من المنتجين. وينقسم التصنيف الدولي للوضع في الاستخدام لعام 1993 إلى ست فئات هي: المستخدمون؛ أصحاب العمل؛ العاملون لحسابهم الخاص؛ الأعضاء في تعاونيات المنتجين؛ العاملون المساهمون من الأسرة؛ العمال الذين لا يمكن تصنيف وضعهم.


التحالف الدولي لباعة الشوارع (الشبكة الدولية للشوارع)

التحالف الدولي لباعة الشوارع (شبكة الشوارع) هو تحالف يتضمن منظمات تعمل على ضمان التواجد في المجالات المعنية بالتعارضات أو التعاونيات أو الجمعيات) الناشئة في تنظيم باعة الشوارع باعة الأسواق أو جالبي الزبائن. وقد استثمرت هذه الشبكة في دربان في جنوب إفريقيا في تسرين الثاني/نوفمبر 2002 لتمكين المنظمات الأعضاء من إدراك المشاكل المشتركة لباعة الشوارع، واتباع أفكار عديدة من شأنها تعزيز جهودهم في التنظيم والمناصرة، والانضمام إلى الحملات الدولية التي تشجع سياسات وإجراءات من شأنها أن تسهم في تحقيق معيشة أفضل من باعة الشوارع، باعة السوق أو جالبي الزبائن في جميع أنحاء العالم.
Representatives from four organizations, in particular, have played a key role in the genesis and evolution of StreetNet International: the Self-Employed Women’s Association (SEWA) in Ahmedabad, India; the Self-Employed Women’s Union (SEWU) in Durban, South Africa; Women’s World Banking in New York; and the International Coalition of Women and Credit in New York. StreetNet is supported by the action research from Women in Informal Employment: Globalizing and Organizing (WIEGO) and its Urban Policies Programme.


Structural change

Structural change is long-term and substantial change taking the form of shifts in demand, of the emergence of new sources of supply, national or foreign (including supplies of goods from countries with lower costs of production) or of new techniques of production, or of changes in the size of the labour force.

Source: Recommendation concerning Employment Policy, 1964 (No. 122).

Survivors’ programme

Survivors’ programmes are usually part of old age and employment injury pension programmes. Survivors’ benefits are paid to eligible family members upon death of the insured person.


source

Gender, Employment, and the Informal Economy: Glossary of Terms
Time-use surveys present advantages for capturing detailed information on time spent on all types of productive activities performed in employment and/or in unpaid non-market services, within a short reference period. When all activities are recorded they can provide a solid basis for obtaining information on hours actually worked, as well as on some aspects of working time arrangements, and are best suited to provide good quality measures of absence from work hours.

For individuals and the economy as a whole, time-use collection methods give fewer measurement errors for hours actually worked. This is particularly important for some self-employment jobs (often done by women) that risk being omitted from the conventional employment count due to their working hours being considered atypical, irregular, less regulated or interchangeable with activities performed close to home.

The use of time-use surveys as the single source for working time statistics may be constrained by their generally non-annual or irregular frequency, small sample size and high response burden and cost of data compilation. They can be important for comparing and assessing the data quality of hours actually worked, improving questionnaires, as well as for adjusting data for certain population groups from other household surveys.


Transfer

A transfer is defined as a transaction in which one institutional unit provides a good, service or asset to another unit without receiving from the latter any good, service or asset in return as counterpart. A cash transfer consists of the payment of currency or transferable deposit by one unit to another without any counterpart. A transfer in kind consists either of the transfer of ownership of a good or asset, other than cash, or the provision of a service, again without any counterpart.

*Source:* Commission of the European Communities et al. (1993).

Tripartism

Tripartism is the process of cooperation between governments, employers’ organizations and workers’ organizations – the constituents of the ILO – in decision-making in the sphere of competence of the ILO. The tripartite constituents are the primary agents for promoting equality at work.

Underemployment reflects underutilization of the productive capacity of the employed population, including those which arise from a deficient national or local economic system. It relates to an alternative employment situation in which persons are willing and available to engage.

Persons in time-related underemployment comprise all persons in employment, who satisfy the following three criteria during the reference period used to define employment:

(a) willing to work additional hours, in other words, wanted another job (or jobs) in addition to their current job (or jobs) to increase their total hours of work; to replace any of their current jobs with another job (or jobs) with increased hours of work; to increase the hours of work in any of their current jobs; or a combination of the above;

(b) available to work additional hours, in other words, are ready, within a specified subsequent period, to work additional hours, given opportunities for additional work;

(c) worked less than a threshold relating to working time, in other words, persons whose hours actually worked in all jobs during the reference period were below a threshold.

Among time-related underemployed persons, the following two groups can be identified:

تعكس البطالة الجزئية قصور استغلال القدرة الإنتاجية للسكان الملتزمين بالعمل، بما في ذلك نتيجة عجز النظام الاقتصادي الوطني أو المحلي، و يتعلق البطالة الجزئية بحالة بديلة من العمل يكون الأشخاص فيها مستعدين للعمل و متاحون للقيام به.

والشخص في البطالة الجزئية المتصلة بالوقت هو كل شخص ملتزم بالعمل يستجيب لثلاثة معايير خلال الفترة المرجعية المعتمدة لتحديد العمل:

(أ) مستعد للعمل ساعات إضافية، أي ساع إلى وظيفة (أو وظائف) أخرى بالإضافة إلى وظيفته (أو وظائفه) الحالية بغية زيادة عدد ساعات العمل الإجمالية؛ ساع إلى استبدال أي من وظائفه الحالية بوظيفة (أو وظائف) أخرى عدد ساعات العمل فيها أكبر؛ ساع إلى زيادة ساعات العمل في أي من وظائفه الحالية؛ ساع إلى الجمع بين الظروف المذكورة أعلاه;

(ب) متاح للعمل ساعات إضافية، أي مستعد خلال فترة زمنية تالية محددة، للعمل ساعات إضافية، إن توفرت الفرص لذلك;

(ج) عمل عدد ساعات تقل عن حد معين متعلق بوقت العمل، أي الشخص الذي يقل عدد ساعات عمله في جميع وظائفه، خلال فترة مرجعية محددة، عن حد معين.

يمكن الإشارة إلى مجموعتين ضمن السكان في البطالة الجزئية المتصلة بالوقت:
persons who usually work part-time schedules and want to work additional hours;
(b) persons who during the reference period worked less than their normal hours of work.


Unemployed population

The unemployed population comprises all persons above a specified age who during the reference period were:
(a) without work, in other words, were not in paid employment or self-employment;
(b) currently available for work, in other words, were available for paid employment or self-employment during the reference period; and
(c) seeking work, in other words, had taken specific steps in a specified recent period to seek paid employment or self-employment. The specific steps may include registration at a public or private employment exchange; application to employers; checking at worksites, farms, factory gates, market or other assembly places; placing or answering newspaper advertisements; seeking assistance of friends or relatives; looking for land, building, machinery or equipment to establish own enterprise; arranging for financial resources; applying for permits and licences.

In situations where the conventional means of seeking work are of limited relevance, where the labour market is largely (أ) الأشخاص الذين يعملون عادة بدوام جزئي ويرغبون في العمل ساعات إضافية;
(ب) الأشخاص الذين أنجزوا في الفترة المرجعية عدد ساعات عمل أقل عموماً اعتدواً إجازة.


السكان العاطلون من العمل خلال الفترة المرجعية:
(أ) بلا عمل، أي غير متاح للالتحاق بعمل بأجر أو عامل لحسابه الخاص;
(ب) متاح حاليًا للالتحاق بعمل، أي متاح للالتحاق بعمل بأجر أو كعامل لحسابه الخاص خلال الفترة المرجعية;
(ج) يبحث عن عمل، أي اتخاذ إجراءات محددة في فترة قرية معينة للبحث عن عمل بأجر أو كعامل لحسابه الخاص. وقد تكون الإجراءات المحددة قد شملت التسجيل في مكتبات التوظيف العامة أو الخاصة، وتقديم طلبات لأصحاب العمل، والاستفسار في مواقع العمل، أو الزراع، أو على أبواب المصانع، أو في الأسواق أو غيرها من أماكن التجمع، ونشر إعلانات في الصحف والمجلات، أو في الأوراق المطبوعة، وتوزيع مساعدة الأصدقاء والأقارب، والبحث عن أرض أو مبنى أو آلات أو معدات لإقامة مشروع لنفسه، وتقدم الموارد المالية، وتقدم بطلبات للحصول على تصاريح وترخيص.

وفي الحالات التي لا تفيد فيها كثيرًا الوسائل التقليدية للبحث عن عمل،
unorganized or of limited scope, where labour absorption is, at the time, inadequate or where the labour force is largely self-employed, the standard definition of unemployment given above may be applied by relaxing the criterion of seeking work.

Source: ILO (1982).

Unemployment benefit

Unemployment benefits are usually paid only to the involuntarily unemployed, who are capable and available for work. Unemployment programmes are usually provided to compensate after a lay off. However, some unemployment programmes may not be related to a previous activity, such as unemployment assistance programmes.


Universal programme

Universal programmes are tax-financed programmes providing flat-rate cash benefits, usually based on a condition of residence and without means-test.

Unorganized worker

Unorganized workers are workers who are not members of a trade union.

Also used: Non-unionized worker.

Unpaid care work

Unpaid care work refers to the provision of services within households for other household and community members. It avoids the ambiguities of other terms, including ‘domestic labour’, which can refer both to unpaid care work and to the work of paid domestic workers; ‘unpaid labour’, which can also refer to unpaid care work as well as unpaid work in the family business; ‘reproductive work’, which can refer to unpaid care work as well as giving birth and breastfeeding; and ‘home work’, which can also refer to paid work done in the home on subcontract from an employer.

Each word in the term ‘unpaid care work’ is important:
(a) unpaid: meaning that the person doing the activity does not receive a wage for it;
(b) care: meaning that the activity serves people and their well-being;
(c) work: meaning that the activity has a cost in terms of time and energy and arises out of a social or contractual obligation, such as marriage or less formal social relationships.

Source: Chen et al. (2005).
Unprotected employment

Unprotected employment is employment without a written work contract or without the legally established social security coverage.

Source: ILO (1999c).

Usually active population

The usually active population comprises all persons above a specified age, whose main activity status as determined in terms of number of weeks or days during a long specified period (such as the preceding 12 months or the preceding calendar year), was either employed or unemployed.

Source: ILO (1982).

Vocational training

Vocational training comprises activities intended to provide the skills, knowledge, competencies, and attitudes required for employment in a particular occupation, or a group of related occupations, in any field of economic activity. By equipping groups that are discriminated against with the skills needed to improve their employability, productivity, and income,

Source: Gender, Employment, and the Informal Economy: Glossary of Terms
vocational training can play an important role in promoting equality of opportunities for all workers to obtain decent work.


**Vulnerable worker**

Vulnerable workers comprise own-account workers and contributing family workers.

**Woman-headed household**

Woman-headed households are households where either no adult men are present, owing to divorce, separation, migration, non-marriage, or widowhood; or where the men, although present, do not contribute to the household income, because of illness or disability, old age, alcoholism or similar incapacity (but not because of unemployment).

Household headship has ‘real’ (de facto) and ‘perceived’ (de jure) dimensions. The de facto head is the main decision-maker responsible for financial support and welfare of the household. The de jure head, traditionally associated with the man ‘breadwinner’, is a person who usually lives with the household and is recognized as head of household by its other members. Often implicit in woman’s headship is the fact that households headed by women are usually small and the income is lower than those headed by men.

perceived problematic of the de facto status running counter to the established de jure norm, that is, man’s headship.

*Source: ILO (2007a).*

**Women in Informal Employment: Globalizing and Organizing (WIEGO)**

WIEGO is a global research-policy network that seeks to improve the status of the working poor, especially women, in the informal economy. It does so by highlighting the size, composition, characteristics, and contribution of the informal economy through improved statistics and research; by helping to strengthen membership-based organizations of informal workers; and by promoting policy dialogues and processes that include representatives of informal workers’ organizations. Its five programme areas are: Global Markets, Organization and Representation, Social Protection, Statistics, and Urban Policies.

The Members and Associates of the WIEGO network, including the members of its Steering Committee and Advisory Committees, are drawn from its three constituencies:

(a) membership-based organizations of informal workers;
(b) research, statistical, and academic institutions; and
(c) international development agencies (non-governmental and inter-governmental).

*Source: WIEGO (2008).*
Women’s empowerment

Women’s empowerment is the process by which women become aware of gender-based unequal power relationships and acquire a greater voice in which to speak out against the inequality found in the home, workplace, and community. It involves women taking control over their lives: setting their own agendas, gaining skills, solving problems, and developing self-reliance.

Women’s empowerment perspective, within the ILO context, is to promote the equal position of women in the world of work, and to further that aim at one or more levels by:

(a) Promoting capacity building of women to enable them to participate equally in all societal activities and decision-making at all levels;
(b) Promoting equal access to and control over resources and the benefits of productive, reproductive, and community activities by affirmative action for women;
(c) Working to achieve equality and safe and respectful working conditions;
(d) Promoting and strengthening the capacity of women’s/development organizations to act in favour of women’s empowerment and gender equality;
(e) Promoting changes in the socio-economic conditions in society that often subordinate women to men such as laws, educational systems, political participation, violence against women and women’s human rights;
(f) Making men aware of the significance of gender equality.


تمكين المرأة

تمكين المرأة هو العملية التي تكتسب النساء من خلالها وعيًا بشأن علاقات السلطة غير المتكافئة القائمة على أساس نوع الجنس ويحظين بصوت أكبر وحوله مناجمة ضد اليسارات السائدة في المنزل ومكان العمل والمجتمع المحلي. ويهدف التمكين إلى حث النساء على التحكم بحياتهم من خلال وضع برامج عمل خاصة بهن وأكتساب المهارات ومعالجة المشاكل وتطوير قدراتهن على الاعتماد على أنفسهن.

ويقضي منظور تمكين المرأة ضمن سياق منظمة العمل الدولية بتوزيع موقع النساء النسائي في عالم العمل وتوزيع هذه الغاية على أكثر من صعيد من خلال:

أ) تعزيز بناء قدرات النساء لتمكينهن من المشاركة على قدم المساواة في مختلف النشاطات المجتمعية، وفي صنع القرارات على المستويات كافة.
ب) تعزيز النفوذ المتكافئ إلى الموارد وفوائد النشاطات الإنتاجية والإنجابية والمجتمعية والتحكم بها عبر اتخاذ إجراءات إيجابية لصالح النساء.
ج) العمل لتحقيق المساواة وظروف عمل آمنة وقائمة على الاحترام.
د) تعزيز ودعم قدرة المنظمات النسائية الإنجازية على العمل في سبيل تمكين المرأة وتحقيق المساواة بين الجنسين.
ه) توزيع التغييرات في الظروف الاجتماعية والاقتصادية السائدة في المجتمع، ونشرها على النسا لسلطة الرجال، مثل القوانين وأنظمة التعليم والمشاركة السياسية والعنف ضد النساء وحقوق الإنسان الخاصة بالنساء.
و) توعية الرجال بشأن أهمية المساواة بين الجنسين.

Work

Work means engagement in economic activities.

Source: UN (2008).

Work–family balance

Motherhood and the gender division of labour that places primary responsibility for maintaining the home and family on women are important determinants of gender inequality as well as inequality among women in the world of work. Conflict between family responsibilities and the demands of work contributes significantly to women’s disadvantage in the labour market and the sluggish progress towards equal opportunity and treatment for women and men in employment.

While women are forced, or choose, to accept poorly-paid, insecure, part-time, home-based, or informal work to combine their family responsibilities with their paid employment, difficulties in reconciling the demands of work and family contribute to men’s disadvantage in the family and limit their ability to be involved in family matters.

Workplace schedules that do not take into account workers’ family responsibilities can constitute indirect discrimination in that they force such workers to “underperform” in terms of participation in workplace activities and thus potentially damage their career development prospects. In particular, women’s career advancement may suffer when

القيام بعمل

القيام بعمل يعني ممارسة أنشطة إقتصادية.


tuwazn bi’n al’mla wa’l’aṣṣara

إنّ الأمومة وتقسيم العمل بين الجنسين، الذي يلقي المسؤوليات الأساسية لصون المنزل والأسرة على كاهل النساء، هما من المحددات الرئيسية لعدم المساواة بين النساء أنسهتن في عالم العمل. ويسهم التنازع بين المسؤوليات العائلية ومتطلبات العمل، إسهالًا كبيرًا في حرحان المرأة في سوق العمل وفي بسط التقدم نحو تكافؤ الفرص والمساواة في المعاملة بين المرأة والرجل في الاستخدام.

وفيما تجد النساء أنفسهنّ مضطربات - أو مختارات - لقبول عمل ذي أجر ضئيل أو غير أمن أو بدؤام جزئي أو قبول عمل غير منظم أو من المنزل بعهجم بين عملهنّ بأجر ومسؤولياتهنّ الأسرية، تسهم صعوبة التوافق بين متطلبات العمل ومسؤوليات الأسرة في حرمان الرجال في الأسرة وتحدد من قدرتهم على المشاركة في شؤونها.

كما أن البرامج الخاصة يمكن أن تؤثر في اعتبار المسؤوليات العمالية الأسرية ما يشكل تميزًا غير مباشر بحيث تدفع هؤلاء العمال إلى "التقصير في الأداء" المهني وتؤدي بالتالي إلى التأثير السلبي على تطور مسارهم الوظيفي في المستقبل. ويزداد الوضع صعوبة حين تضطر الأم "للانقطاع عن العمل" أو...
they take a “career break” longer than the statutory maternity leave for the purposes of family care or take up parental leave provisions immediately after maternity leave.


**Work injury programme**

A work injury programme provides compensation for work-connected injuries and occupational illnesses. Work injury is probably the most widely covered social security risk in the world. Benefits can be in the form of short-term benefits or long-term benefits (disability or survivor pensions).

*Also used:* Employment injury programme.


**Work–life balance**

Work–life balance necessitates adjusting working patterns in ways which allow people to combine work with their other responsibilities or aspirations.


**Worker**

The term workers, covers all employed persons, including public employees.

Worker in precarious employment

Workers in precarious employment can be either:

(a) workers whose contract of employment leads to the classification of the incumbent as belonging to the groups of casual workers, short-term workers or seasonal workers; or

(b) workers whose contract of employment will allow the employing enterprise or person to terminate the contract at short notice and/or at will, the specific circumstances to be determined by national legislation and custom.


Worker in seasonal employment

Workers in seasonal employment are workers who hold explicit or implicit contracts of employment, where the timing and duration of the contract is significantly influenced by seasonal factors, such as the climatic cycle, public holidays and/or agricultural harvests. These workers may be classified as employees or own-account workers according to the specific characteristics of the employment contract.


Worker in short-term employment

Workers in short-term employment are workers who hold explicit or implicit contracts of employment, which are expected to last longer than the period used to define casual
workers, but shorter than the one used to define regular employees. These workers may be classified as employees or own-account workers according to the specific characteristics of the employment contract.


**Worker not classifiable by status**

Workers not classifiable by status include those for whom insufficient relevant information is available, and/or who cannot be included in any of the other categories.


**Worker with family responsibilities**

Workers with family responsibilities are women and men workers with responsibilities in relation to their dependent children, or other members of their immediate family, who clearly need their care or support, where such responsibilities restrict their possibilities of preparing for, entering, participating in or advancing in an economic activity (or economic activities).

*Source:* Workers with Family Responsibilities Convention, 1981 (No. 156).
Workplace

The term workplace covers all places where workers need to be or to go by reason of their work and which are under the direct or indirect control of the employer.


Youth employment

The United Nations General Assembly defined youth as those persons falling between the ages of 15 and 24 years inclusive. This definition was made for International Youth Year, held around the world in 1985. In the framework of reporting progress towards the achievement of the Millennium Development Goals, the ILO takes the lead in reporting on trends concerning the youth employment rate.


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Convention concerning Home Work, 1996 (No. 177)
Part-Time Work Convention, 1994 (No. 175)
Night Work Convention, 1990 (No. 171)
Workers with Family Responsibilities Convention, 1981 (No. 156)
Occupational Safety and Health Convention, 1981 (No. 155)
Minimum Age Convention, 1973 (No. 138)
Discrimination (Employment and Occupation) Convention, 1958 (No. 111)
Maternity Protection Convention (Revised), 1952 (No. 103)
Social Security (Minimum Standards) Convention, 1952 (No. 102)
Equal Remuneration Convention, 1951 (No. 100)
Right to Organize and Collective Bargaining Convention, 1949 (No. 98)
Freedom of Association & Protection of the Right to Organize Convention, 1948 (No. 87)
Labour Inspection Convention, 1947 (No. 81)
Forced Labour Convention, 1930 (No. 29)

Recommendations

Promotion of Cooperatives Recommendation, 2002 (No. 193)
Recommendation concerning Employment Policy, 1964 (No. 122)
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