



## Governing Body

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Policy Development Section

POL

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**FOR INFORMATION**

## Sector-specific tools

**Summary:** This document provides an overview of the sectoral tools (which include codes of practice and guidelines, as well as lower-level guidance documents, such as toolkits or manuals) published during the last and the current biennium (2010–mid-2012).

**Author unit:** Sectoral Activities Department (SECTOR).

**Related documents:** None.



## Introduction

1. In addition to establishing international labour standards, the International Labour Organization (ILO) develops a considerable number of guidance documents, such as codes of practice, manuals, toolkits, handbooks and training packages.
2. These tools have great potential for building capacity and are designed to facilitate training activities. This paper provides a short overview of the sector-specific tools published since 2010, which aim to encourage the use of such tools both inside and outside ILO programmes. Guidance documents that primarily target ILO offices and units, such as *BEL (Built Environment & Labour) formulating projects and studies concerning labour issues in greening the sectors of the built environment: Guidance manual*, are not included.<sup>1</sup>
3. For ease of reference, the tools are grouped in accordance with the four strategic objectives of the ILO, as defined in the ILO Declaration on Social Justice for a Fair Globalization, 2008.

## Employment

4. Given that Target 1.B of the first United Nations Millennium Development Goal (MDG) seeks to “achieve full and productive employment and decent work for all, including women and young people”, it is clear that poverty reduction is an important part of the work of the ILO.
5. The *Toolkit on poverty reduction through tourism*<sup>2</sup> illustrates the links between the ILO Decent Work Agenda, poverty reduction and the MDGs, outlines the background to poverty-reduction approaches, summarizes recent developments in tourism, and provides a vision for an inclusive, pro-poor tourism industry. The toolkit, which was published in December 2011, aims to assist developing and least developed countries in creating a sustainable tourism industry and businesses based on decent employment. It is geared towards small and medium-sized enterprises and local communities in rural areas, and includes case studies, training sessions and best practices. It is complemented by a fact sheet on poverty reduction through tourism. The toolkit was promoted through two two-day workshops held in the Lao People’s Democratic Republic and Viet Nam in May 2012,<sup>3</sup> a one-day workshop held in September 2012 in Bangladesh, and is being used in the follow-up to an action plan on decent work, job creation in tourism and poverty reduction through tourism in Nepal, adopted by a tripartite workshop held on 24–25 November 2011.
6. Since jobs and skills for young people depend on them having access to education and training, which, in turn, depends on there being a sufficient number of qualified teachers and trainers, the ILO’s work in the education sector seeks to improve the working conditions of teachers and social dialogue around education in order to raise the profile of teachers and attract highly skilled persons to this challenging profession. Efforts to train

<sup>1</sup> The manual provides guidance to ILO units and field offices wishing to engage in studies and projects related to greening sectors of the built environment.

<sup>2</sup> Available online in English, French and Spanish; Indonesian, Lao, Portuguese and Vietnamese translations also exist.

<sup>3</sup> For more detailed information: GB.316/POL/4, Annex.

more and better teachers also contribute to improving the skills and level of education of jobseekers, and to achieving the goal of education for all.

7. Therefore, in this context, the recently published *Handbook of good human resource practices in the teaching profession* has great potential for furthering the ILO's work related to MDGs. The handbook draws on experiences and good practices from a wide range of member States and gives a large number of examples of good practices and lessons learned that can be adapted to accommodate differences in resource availability, culture, ethnicity, gender, and in political and governance structures.
8. The themes covered in the handbook's eight modules include the recruitment and employment of teachers based on the principles of equal opportunity, non-discrimination and professional competence; leave entitlement and career development; professional roles, responsibilities and accountability of teachers; working environment, including hours of work and workload; class size and pupil–teacher ratios; and health and safety issues. Other modules deal with social dialogue and labour relations within the teaching profession, social security, teacher rewards, salaries and incentive policies, and teacher education and training.
9. A tool with great potential for strengthening skills development in the port sector is *Guidelines on training in the port sector*, which was adopted by a Tripartite Meeting of Experts held from 21–25 November 2011. The guidelines present a competency-based framework for portworker training methods designed to: protect and promote health and safety in ports; improve the skills development of portworkers and enhance their professional status and welfare; secure the greatest possible social and economic advantages from advanced methods of cargo handling and other port operations; improve cargo-handling efficiency and enhance the quality of service to port clients; and protect the natural environment in and around the port area, promote decent work and sustainable jobs in ports. At its March 2012 session, the Governing Body authorized the publication of these guidelines,<sup>4</sup> which is forthcoming.

## Social protection

### Occupational safety and health

10. Given the importance of occupational safety and health, specifically in hazardous sectors, over the years, the Office has, through its Sectoral Activities Programme, prepared a large number of guidance documents targeting specific sectors. These include codes of practice for sectors such as basic metal production,<sup>5</sup> construction,<sup>6</sup> mining,<sup>7</sup> ports,<sup>8</sup> and shipping<sup>9</sup> or guidelines for sectors, such as ship-breaking.<sup>10</sup>

<sup>4</sup> Available in English, French and Spanish.

<sup>5</sup> Code of practice on safety and health in the iron and steel industry, 2005; and Code of practice on safety and health in the non-ferrous metals industries, 2001.

<sup>6</sup> Code of practice on safety and health in construction, 1992.

<sup>7</sup> Code of practice on safety and health in opencast mines, 1991; Code of practice on safety and health in underground coalmines, 2006; Safety and health in small-scale surface mines: A handbook, 2001.

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- 11.** The newest addition to these codes of practice is the code of practice on safety and health in agriculture,<sup>11</sup> which was published in 2011 following its endorsement by the Governing Body.<sup>12</sup> The product of two meetings of experts held in 2009 and 2010, the code aims to raise awareness about the hazards and risks associated with agriculture and to promote their effective management and control in order to: help prevent occupational accidents and diseases; improve the working environment in practice; encourage governments, employers, workers and other stakeholders to cooperate to prevent accidents and diseases; and promote more positive attitudes and behaviour towards occupational safety and health throughout the sector. Most importantly, it complements the Safety and Health in Agriculture Convention, 2001 (No. 184), and the supplementary Safety and Health in Agriculture Recommendation, 2001 (No. 192), by providing further guidance for their application in practice. Workshops to promote the code of practice have been held in Zimbabwe (Kadoma, July 2011, and Harare, May 2012). A follow-up workshop is envisaged for the second half of 2012. These activities are being conducted in accordance with a national action plan adopted at the first of these workshops in 2011, which provides further details on the recommendations made by the experts at the meeting that led to the adoption of the code. A subregional promotional workshop (for Kyrgyzstan, the Russian Federation and Tajikistan) is also planned for 2013.
- 12.** Like the code of practice, the *Occupational safety and health manual for tourism* also serves to translate higher-level policy into practical guidance that can be implemented in the tourism sector. Based on international labour standards concerning occupational safety and health,<sup>13</sup> and, in particular, on the *Guidelines on occupational safety and health management systems* (ILO–OSH, 2001), the manual provides suggestions on how recurring hazards can be dealt with in the workplace, thus providing practitioners with inspiration on how to address these hazards and on what considerations to take into account. Based on the results of a web-based self-assessment, over the period 2009–10, 60 hotels in Egypt agreed to implement the manual, which will also be used in a project carried out by the ILO, the International Training Centre of the ILO (Turin Centre), the United Nations Conference on Trade and Development (UNCTAD), the United Nations Industrial Development Organization (UNIDO) and the United Nations Office for Project Services (UNOPS) in the Lao People’s Democratic Republic.
- 13.** In order to address the shortage of freely available, comprehensive construction safety training materials, the 2010 training package in occupational safety and health for the construction industry provides tutors with the materials required to plan, create and deliver a construction safety and health course that is tailored to the needs of participants. To allow for greater flexibility in tailoring the subjects covered to the needs of a specific audience, the training package has a highly flexible, modular structure, which will enable it to be used in very different training scenarios. Therefore, participants (the future trainers) can take part in a range of training activities with different focuses and of varying duration, from half-day seminars to two-week courses. The package is relevant to a global audience
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<sup>8</sup> Code of practice on safety and health in ports, 2005.

<sup>9</sup> Code of practice on accident prevention on board ship at sea and in port, 1996.

<sup>10</sup> Safety and Health in Ship Breaking: Guidelines for Asian Countries and Turkey, 2004.

<sup>11</sup> Available in English, French and Spanish. Russian and Turkish translations are forthcoming.

<sup>12</sup> GB.310/STM/2/1 and GB.310/PV, para. 162.

<sup>13</sup> Such as, but not limited to, the Occupational Safety and Health Convention, 1981 (No. 155), and the Promotional Framework for Occupational Safety and Health Convention, 2006 (No. 187).

and is designed so that it may be easily adapted to different national or local contexts. It targets four main construction sector actors: workers, clients, contractors and design and project management teams. In 2010–11, training workshops were held in Panama, Tajikistan and the United Republic of Tanzania; in May 2012, a workshop was held in Kenya;<sup>14</sup> and, in August 2012, workshops were also held in Azerbaijan and Paraguay.

14. The ILO has also worked closely with the Food and Agriculture Organization of the United Nations (FAO) and the International Maritime Organization (IMO) to produce a series of joint publications, published by the IMO, concerning the safety of fishers and fishing vessels. The most recent of these publications has been submitted to the upcoming session of the Governing Body for approval.<sup>15</sup>
15. Other recent work on tools for the transport and maritime sectors includes the updating of the modules of the Portworker Development Programme. The programme, which has an important occupational safety and health component, provides centrally prepared training materials to specially trained instructors working within a carefully established organizational framework, extending from national to port level. It comprises 30 training units (offering around 1,000 hours of training) and support materials that are based on best international practices, with a particular focus on container operations. Portworker Development Programme training, including training for chief instructors, is being undertaken in most regions and at the Turin Centre.

## HIV and AIDS

16. In keeping with the guidance given to the Office by the Committee on Sectoral and Technical Meetings and Related Issues during its review<sup>16</sup> of sectoral initiatives on HIV and AIDS at the Governing Body's 309th Session (November 2010),<sup>17</sup> further sectoral work has been carried out and, inter alia, has resulted in the preparation of guidance targeting the health, postal, railway and tourism sectors.
17. In most cases, these tools were prepared in collaboration with employers' and workers' organizations, thereby confirming and reinforcing the unique role of employers' and workers' organizations in promoting and supporting sectoral, national and international efforts to respond to the epidemic, as emphasized by the HIV and AIDS Recommendation, 2010 (No. 200).<sup>18</sup>
18. In line with the decision of the Governing Body to adopt policy guidelines on improving health workers' access to HIV and TB prevention, treatment, care and support services,<sup>19</sup> the Office published these in the *Joint WHO–ILO–UNAIDS policy guidelines on improving health workers' access to HIV and TB prevention, treatment, care and support services: A guidance note* and launched them at a high-level event with the participation of the Joint United Nations Programme on HIV/AIDS (UNAIDS), the World Health Organization

<sup>14</sup> For more detailed information on the workshop: GB.316/POL/4, Annex.

<sup>15</sup> GB.316/POL/4.

<sup>16</sup> GB.309/15(Rev.), paras 23 to 34.

<sup>17</sup> For further information, GB.309/STM/1/2.

<sup>18</sup> Paragraph 37 of Recommendation No. 200.

<sup>19</sup> GB.309/PV, para. 320.

(WHO), the International Organisation of Employers (IOE) and the International Trade Union Confederation (ITUC). These policy guidelines have been reflected in the 2011 pilots of the HealthWISE workplace toolkit in Senegal and the United Republic of Tanzania and will be fully integrated into the next revision of that tool, which is currently being prepared and will be published in 2013.

19. As announced at the November 2010 session of the Governing Body, the *Guidelines on HIV and AIDS for the postal sector*, which, at that time, were still being field tested, were finalized in 2011. The *Guidelines on HIV and AIDS for the postal sector* are based on the ILO code of practice on HIV/AIDS and the world of work and the accompanying training manual, and are the result of the joint efforts of the ILO, the Universal Postal Union (UPU) and UNI Global Union. The *Guidelines on HIV and AIDS for the postal sector* is a compilation of resources, including tools and information, which can be used by the different actors in the postal sector to help slow the spread of HIV. After having been field tested in Burkina Faso in 2010, the guidelines were launched at a regional seminar for 20 African countries in Yaoundé and at the UPU Council of Administration (Bern) in autumn 2011. They were further promoted at a regional seminar for 20 Asia-Pacific countries in Ho Chi Minh City in June 2012. The preparation and promotion of the guidelines are part of a global HIV/AIDS awareness campaign under way in over 20 countries. The campaign was launched in July 2009 by the UPU, the ILO, UNAIDS and UNI Global Union and is aimed at spreading the HIV-prevention message through postal networks, devising HIV workplace policies that provide training to all postal staff about the importance of prevention, and protecting and assisting employees living with the virus.
20. In the light of the positive experiences with the 2007 training toolkit on HIV/AIDS for the road transport sector (“Driving for change”), a similar toolkit for the railway sector was published in 2010.<sup>20</sup> The training toolkit on HIV/AIDS for the railway sector (“On the right track”), which was jointly prepared with the International Union of Railways and the International Transport Workers’ Federation, targets policy-makers, managers and workers in the railway industry. It comprises training modules that raise awareness and provide guidance on HIV/AIDS prevention, counselling, testing, care and support in the specific context of the sector, drawing on the ILO code of practice on HIV/AIDS and the world of work and reflecting the principles of Recommendation No. 200.
21. Tourism is also a priority sector, as it is extremely labour-intensive and has a large global workforce, and, as such, can make a major contribution to countering the global HIV and AIDS crisis. To this end, the *HIV and AIDS: Guide for the tourism sector*, which was published in mid-2012, aims to help stakeholders in the sector and their affiliated members to devise and implement their own workplace HIV and AIDS policies and programmes, as well as to support the effective implementation of the key principles established in Recommendation No. 200.

## Social dialogue

22. In addition to being one of the distinguishing characteristics of the work of the Sectoral Activities Programme, as seen in the context of sectoral country work, the promotion of sectoral social dialogue has also been a main objective for some sectors. In keeping with

<sup>20</sup> Available in English; a French translation has been prepared, but has not yet been published.

this objective, in recent years, guidance for health services,<sup>21</sup> ports,<sup>22</sup> public emergency services,<sup>23</sup> and the tourism<sup>24</sup> sector has been prepared.

23. The newest addition to these guidance documents is the *Manual on collective bargaining and dispute resolution in the public service*, published in 2011.<sup>25</sup> The manual provides examples on how different countries have devised successful mechanisms for preventing and resolving disputes in labour relations in the public service, and showcases effective ways to establish collective bargaining systems, as well as approaches and formulas for dispute resolution. The examples provided represent an array of mechanisms, mostly interconnected, that governments and social partners around the world have devised to minimize and resolve disputes in the public services, especially interest disputes in collective bargaining. In particular, the manual aims to identify approaches and practices around the world that have enabled unions and public sector employers to engage in negotiations regarding wages and working conditions on an equal footing and with minimal disruption to public services. As described in more detail in the Appendix to GB.316/POL/4, which provides an overview of sectoral work in the first half of 2012, this manual has been used in three workshops (Bosnia and Herzegovina, the Philippines and the former Yugoslav Republic of Macedonia).

## International labour standards

24. In line with the 2011–16 Action Plan to improve the conditions of work of fishers through the widespread ratification and effective implementation of the Work in Fishing Convention, 2007 (No. 188), and the effect given to the Work in Fishing Recommendation, 2007 (No. 199), the Office prepared and published several guidance documents to assist social partners and member States in better understanding and implementing Convention No. 188.
25. To this end, the *Handbook for improving living conditions on board fishing vessels* was published in 2010,<sup>26</sup> with the goal of assisting competent authorities and the representative organizations of employers and workers in the fishing sector in gaining a better understanding of Convention No. 188 and Recommendation No. 199, and of stimulating national tripartite discussion that might encourage States to take practical steps towards the ratification and implementation of the Convention. A short brochure, *Decent working conditions, safety and social protection – Work in Fishing Convention, 2007 (No. 188), and Recommendation No. 199*, also provides a brief overview of these standards.<sup>27</sup>

<sup>21</sup> *Social Dialogue in the health services: A tool for practical guidance – The handbook for practitioners*, 2005.

<sup>22</sup> *Social dialogue in the process of structural adjustment and private sector participation in ports: A practical guidance manual*, 2006.

<sup>23</sup> *Guidelines on social dialogue in public emergency services in a changing environment*, 2003.

<sup>24</sup> *Guide for Social Dialogue in the Tourism Industry*, 2008.

<sup>25</sup> In 2011, English, French, Spanish, Portuguese and Macedonian versions were finalized. Arabic, Greek, Serbian, Ukrainian versions have been prepared and will be published later this year.

<sup>26</sup> Available in English, French and Spanish.

<sup>27</sup> Available in English, French, Spanish, Portuguese and Japanese.



26. Since the undertaking of a comparative analysis is typically the first step towards the ratification of the Convention, the Office has also produced a *Guideline to undertake a comparative analysis of the Work in Fishing Convention, 2007 (No. 188) and national laws, regulations or other measures* in 2011.<sup>28</sup> To assist member States in this process, the guideline suggests an approach that governments can take to determine the extent to which its laws and regulations would need to be adjusted or supplemented to meet the requirements of the Work in Fishing Convention, 2007 (No. 188).
27. Building on the positive experiences with similar guidance prepared for the promotion of the Maritime Labour Convention, 2006 (namely, the *Guidelines for flag State inspections under the Maritime Labour Convention, 2006* and the *Guidelines for port State control officers carrying out inspections under the Maritime Labour Convention, 2006*), a meeting of experts held in February 2010<sup>29</sup> reviewed and adopted *Guidelines for Port State Control Officers Carrying out Inspections under the Work in Fishing Convention, 2007 (No. 188)*,<sup>30</sup> which are intended to provide supplementary practical information and guidance to port State administrations that can be adapted to reflect national practices and policies and other applicable international arrangements in force governing port State control inspections of fishing vessels. The guidelines are intended to provide assistance to port State administrations in ensuring compliance with Convention No. 188 and should be regarded as complementary to the measures taken by administrations of flag States in their countries and abroad.
28. The guidelines are complemented by the *Training Manual on the Implementation of the Work in Fishing Convention, 2007 (No. 188)*, which also aims to improve its users' understanding of the requirements of Convention No. 188. The manual is primarily geared towards those persons carrying out flag State inspections to monitor compliance with national laws, regulations and other measures for the implementation of the Work in Fishing Convention, 2007 (No. 188), and towards those persons carrying out port State control inspections of foreign vessels. Like the other tools mentioned in this section, the manual is being used in the implementation of the 2011–16 Action Plan.
29. In order to provide maritime administrations with an internationally recognized set of criteria for use by the competent authorities, either directly or as the basis for framing national medical examination standards that will be compatible with international requirements, a joint ILO/IMO working group prepared and adopted *ILO/IMO Guidelines on the medical examinations of seafarers* in September 2011. These guidelines are of particular importance since they are referred to in the Maritime Labour Convention, 2006. Their publication was endorsed by the Governing Body at its March 2012 session<sup>31</sup> and is forthcoming.

<sup>28</sup> Available in English, French and Spanish.

<sup>29</sup> GB.309/STM/2, paras 1–7.

<sup>30</sup> Available in English, French and Spanish.

<sup>31</sup> GB.313/PV, para. 367.

## Further information

30. Regularly updated lists of sectoral codes of practice and guidelines,<sup>32</sup> training materials<sup>33</sup> and publications<sup>34</sup> are available online.

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<sup>32</sup> <http://www.ilo.org/sector/Resources/codes-of-practice-and-guidelines/lang--en/index.htm>.

<sup>33</sup> <http://www.ilo.org/sector/Resources/training-materials/lang--en/index.htm>.

<sup>34</sup> <http://www.ilo.org/sector/Resources/publications/lang--en/index.htm>.