

Checklist of possible obstacles

USERS' NOTE:

This tool has been prepared by the International Labour Standards, Rights at Work and Gender Equality Programme of the ITCILO in the context of the project "Managing international labour standards reporting".

	Yes	No
Management issues		
Is there a need to improve the awareness of the significance of the reporting requirements and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a need to improve the knowledge about the reporting requirements and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a need to increase the level of priority for reporting work in the face of competing priorities?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a need to improve planning of the reporting work?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a need to ensure a more efficient use of scarce resources to carry out the work?	<input type="checkbox"/>	<input type="checkbox"/>
Human resources		
Is there a need for more staff to carry out the work?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a need to provide for additional training of staff?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a shortage of staff due to a rapid turnover?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a lack of appropriate language skills among the available staff?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a lack of motivation among the staff responsible?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an unclear distribution of responsibilities for carrying out the work?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a need to set clearer priorities for the reporting work?	<input type="checkbox"/>	<input type="checkbox"/>
Material resources		
Is there a need to improve the availability of appropriate and relevant documentation for the work?	<input type="checkbox"/>	<input type="checkbox"/>
Is there need to provide for a more efficient use of scarce technological resources (equipment, Internet, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Inter-ministerial cooperation		
Is there a need to improve the awareness of or interest for ILO Conventions and article 22 reporting among other ministries or agencies?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a need to improve the level of cooperation between ministries and agencies in relation to the reporting work?	<input type="checkbox"/>	<input type="checkbox"/>
Are responses to requests for information addressed to other ministries and agencies received late or are they incomplete?	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with social partners		
Is there a lack of awareness of and interest for ILO Conventions and article 22 reporting among social partners?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a need to improve the level of communication and cooperation with the social partners regarding the reporting work?	<input type="checkbox"/>	<input type="checkbox"/>
Are responses to requests for information addressed to social partners received late or are they incomplete?	<input type="checkbox"/>	<input type="checkbox"/>

Checklist of possible solutions

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	Yes	No
Management issues		
<i>Improving awareness</i>		
Have briefing sessions on the significance of the reporting requirements been held?	<input type="checkbox"/>	<input type="checkbox"/>
Have responsible managers been trained on ILO-related work?	<input type="checkbox"/>	<input type="checkbox"/>
Have information on reporting requirements for the current year been duly collected?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Improving previous performance</i>		
Have responsible managers ensured that an assessment is made of last year's reporting work?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to ensure that assessment is made of previous performance in the light of progress made (indicators)?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Planning of work</i>		
Have the managers scheduled a planning meeting early in the year?	<input type="checkbox"/>	<input type="checkbox"/>
Has an assessment of the principal obstacles and possible solutions for fulfilling the reporting obligations been carried out?	<input type="checkbox"/>	<input type="checkbox"/>
Have targets been set for obstacles to overcome over the current year?	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan include a mid-term review?	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan provide for indicators of progress?	<input type="checkbox"/>	<input type="checkbox"/>
Human resources		
<i>Availability of staff</i>		
Has the availability of staff – in particular until 1 September – been ensured?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to ensure a timely filling of any vacancies?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to limit the turnover of staff to ensure continuity and to capitalize on investments made in training of staff?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Training</i>		
Have measures been taken to ensure that recruited staff has the appropriate training (legally trained staff is often an asset)?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to ensure that the responsible staff is appropriately trained on ILO-related work?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to ensure that responsible staff has the required language skills?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Organization of work</i>		
Had a plan of action for the reporting work been developed?	<input type="checkbox"/>	<input type="checkbox"/>
Have clear lines of responsibility for the work been established?	<input type="checkbox"/>	<input type="checkbox"/>
Have clear timeframes been set up for the work?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Incentives and motivation</i>		
Have measures been taken to ensure that report-writing work is properly appreciated (including giving positive feed-back when due)?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to ensure that an evaluation of the article 22 report-writing work is included in the work assessment of staff?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to provide additional training as an incentive to well-performing staff?	<input type="checkbox"/>	<input type="checkbox"/>

Material resources		
<i>Improving availability of documentation</i>		
Have measures been taken to organize internal archives, including, for example, previous article 22 reports submitted?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to ensure that key staff has a proper knowledge of the NORMLEX database?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to ensure that responsible staff knows where to request complementary information (through Headquarters as well as through field Offices)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered preparing internal manuals or other tools to ensure that the institutional memory is maintained and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Coping with limited technological resources</i>		
If Internet access is uncertain, have measures been taken to ensure access to ILS materials published yearly on CD-ROMs by NORMES?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to download key documents – in due time - from NORMLEX?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to ensure access to the yearly written reporting requests sent by the Office in April for all relevant staff?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been taken to ensure that managers and staff travelling to ILO Headquarters are aware of needs for documentation?	<input type="checkbox"/>	<input type="checkbox"/>
Inter-ministerial cooperation		
<i>Improving awareness</i>		
Have you taken measures to hold briefing sessions on ILO reporting work with other ministries and agencies?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that other ministries and agencies are duly and regularly informed of relevant ILO matters including article 22 reporting issues?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Improving cooperation</i>		
Have you taken measures to establish specific procedures for timely contacts with other ministries and agencies (for example in the form of ad hoc meetings or through an institutionalized body)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered proposing the establishment of specific lines of communication (such as focal points for contact) with other ministries and agencies?	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a specific method for ensuring timely receipt of relevant information (including timely send-out of requests, verification of receipt of information, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with social partners		
<i>Improving awareness</i>		
Have you taken measures to hold briefing sessions on ILO reporting work with the social partners?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that the social partners are appropriately informed of relevant ILO matters including article 22 reporting issues?	<input type="checkbox"/>	<input type="checkbox"/>
Have you taken measures to involve the social partners in all meetings of relevance?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Improving cooperation</i>		
Have you established an appropriate method for interacting with the social partners (including, for example, through focal points for contact, at <i>ad hoc</i> meetings or through an institutionalized tripartite body)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you planned for when to involve the social partners during the current year?	<input type="checkbox"/>	<input type="checkbox"/>
If you are a party to Convention No. 144, have you scheduled timely consultations with the social partners on the article 22 reports (or scheduled this on agendas of any tripartite bodies)?	<input type="checkbox"/>	<input type="checkbox"/>

Checklist of indicators of progress

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	Yes	No
National level indicators		
Management issues		
Has the article 22 reporting work been given increased (and due) attention at the management level?	<input type="checkbox"/>	<input type="checkbox"/>
Has the article 22 reporting work been given sufficient priority among other commitments and engagements by the management?	<input type="checkbox"/>	<input type="checkbox"/>
Human resources		
Has there been enough staff assigned to fulfill the reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Has the responsible staff been appropriately trained to fulfill their functions?	<input type="checkbox"/>	<input type="checkbox"/>
Is responsible report writing staff motivated and does such staff experience job-satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>
Material resources		
Has the internal organization of relevant documents improved?	<input type="checkbox"/>	<input type="checkbox"/>
Has improved access to relevant ILO documentation been ensured?	<input type="checkbox"/>	<input type="checkbox"/>
Have your efforts to organize your internal archives and national sources been successful?	<input type="checkbox"/>	<input type="checkbox"/>
Has improved access to technological resources been ensured (including access to Internet)?	<input type="checkbox"/>	<input type="checkbox"/>
Inter-ministerial cooperation		
Has the inter-ministerial cooperation functioned more efficiently?	<input type="checkbox"/>	<input type="checkbox"/>
Has the flow of information to other ministries and agencies improved?	<input type="checkbox"/>	<input type="checkbox"/>
Have requests for information from other ministries and agencies been responded to in a more timely fashion?	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with social partners		
Has the interaction with the social partners functioned more efficiently?	<input type="checkbox"/>	<input type="checkbox"/>
Has the flow of relevant information to the social partners improved?	<input type="checkbox"/>	<input type="checkbox"/>
Have requests for information from the social partners been responded to in a more timely fashion?	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No
Committee of Experts indicators		
Is your country among those from which no report has been received?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country among those which have submitted late reports?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country among those which have not submitted first reports due?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country among those which have failed to supply information in reply to comments made by the Committee of Experts?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country subject to procedures under article 24 or article 26 of the ILO Constitution?	<input type="checkbox"/>	<input type="checkbox"/>
Has your country been requested to provide full particulars to the International Labour Conference?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country subject to follow-up to conclusions of individual cases adopted by the Conference Committee on the Application of Standards?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country subject to requests for early reports (report cycle broken)?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country subject to requests to submit detailed reports when simplified reports otherwise would be due?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country included among those for which technical assistance has been considered particularly useful?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country mentioned among those countries who have submitted all their reports in due time?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country subject to expressions of satisfaction in comments by the Committee of Experts in published observations?	<input type="checkbox"/>	<input type="checkbox"/>
Is your country subject to expressions of interest in comments by the Committee of Experts?	<input type="checkbox"/>	<input type="checkbox"/>
Has your country been able to resolve questions to the satisfaction of the Committee of Experts (i.e. issue no longer raised in comments made)?	<input type="checkbox"/>	<input type="checkbox"/>