



ONLINE

INTERNATIONAL LABOUR STANDARDS

BEST PRACTICES IN ILS REPORTING

7 APRIL – 16 MAY 2025

🕒 6 WEEKS, 6 HRS/WEEK

Information Note

BACKGROUND AND RATIONALE

One of the oldest and most important functions of the International Labour Organization (ILO) is the setting of International Labour Standards (ILS). These standards cover a wide range of subjects in the world of work. They are adopted by the tripartite International Labour Conference and take the form of Conventions, Recommendations and Protocols. Conventions are international treaties that are open to ratification by member States. By ratifying them, member States formally undertake to make their provisions effective, both in law and in practice, and to periodically report on steps being taken in this regard. Recommendations are non-binding instruments which provide guidance for national policy, legislation and practice. Protocols are partial and optional revisions or amendments of earlier Conventions. Since the foundation of the ILO in 1919, 191 Conventions, 208 Recommendations and 6 Protocols have been adopted.

Since its creation, the ILO has developed mechanisms for monitoring the application of ILS in law and practice which are unique at the international level. The regular system for supervising the application of ILS is based primarily on information provided by governments in their reports on the application of ratified Conventions due in accordance with article 22 of the ILO Constitution and on observations in this regard made by employers' and workers' organizations. Two bodies examine this information: the Committee of Experts on the Application of Conventions and Recommendations (CEACR) and the Conference Committee on the Application of Standards (CAS). Both Committees have recalled on numerous occasions that failures to fulfil reporting obligations hinder the functioning of the supervisory system as a whole.

The International Training Centre of the ILO (ITCILO), in collaboration with the International Labour Standards Department (NORMES), seeks to assist countries in complying with reporting obligations on the application of ratified Conventions.

WHO IS THE TARGET AUDIENCE?

- Government officials responsible for ILS reporting.
- Representatives of employers' and workers' organizations involved in ILS reporting activities.

WHY SHOULD I JOIN?

To strengthen national capacity to discharge the reporting obligations under article 22 of the ILO Constitution, by providing reports on time and with informative and responsive content.

WHAT WILL I GAIN FROM THE COURSE?

- Background knowledge of the ILO and its ILS system.
- Detailed and updated knowledge of the role and operation of reporting in the ILS system.
- Knowledge on how to use the databases and resources relevant to ILS reporting.
- Capacity to prepare (or participate in the preparation of) the reports on the application of ratified Conventions owed by member States under the ILO Constitution.

WHAT TOPICS DOES THE COURSE COVER?

- SESSION 1. Report Types
- SESSION 2. Report Forms
- SESSION 3. CEACR Comments
- SESSION 4. Communication and Consultation
- SESSION 5. CEACR Report
- SESSION 6. CAS
- SESSION 7. Reporting Periodicity
- SESSION 8. Exceptions in Regular Reporting
- SESSION 9. Calendar of Action
- SESSION 10. Reporting Challenges

The course also provides background information about the ILO and reporting and covers the content of a selection of ILS.

HOW IS THE COURSE ORGANIZED?

- The course runs at a distance, via Internet, and is hosted on the ITCILO eCampus.
- Participation requires approximately 6 hours each week, which must be set aside as a part of normal work time.
- The course is based on 10 substantive sessions with: objectives, materials to work with, assessment and forum questions.
- A few live webinars will complement the substantive sessions.
- The course includes e-coaching sessions for the preparation of a major written assignment, consisting in the drafting of a report on the application of a ratified ILO Convention.

WHAT IS THE LANGUAGE OF THE COURSE?

The course will be offered in English. A good command of the working language is required.

WHAT METHODS AND MATERIALS WILL BE USED?

- Interactive self-guided sessions, including videos and screencasts of the NORMLEX database, combined with live sessions via Zoom (individually and in plenary).
- Multiple-choice and short answer quizzes.
- A discussion forum where to engage in conversations about specific topics.
- Knowledge assessment at the start and at the end of the training.

WHO ARE THE RESOURCE PERSONS?

An ITCILO tutor will follow participants' progress throughout the course. She will be supported by experts from the International Labour Office.

HOW MUCH DOES THE COURSE COST?

The tuition fee for the course is **1,080 Euros**.

HOW TO PAY FOR THIS COURSE?

Tuition cost must be paid in advance before the beginning of the course by the participant or the sponsor through bank transfer or credit card.

Payments by bank transfer should be made to:

International Training Centre of the ILO Account No. 560002
Bank: Intesa-Sanpaolo Ag. 523
IBAN: IT96 G030 6909 2141 0000 0560 002 BIC: BCITITMM
Address: Corso Unione Sovietica 409, 10135 Turin – Italy

Note: on the bank transfer form, the participant's name and the course code should be indicated.

For payments by credit card, please e-mail to ils@itcilo.org.

For detailed information regarding payments, cancellations and refunds, please consult: <https://www.itcilo.org/applications-payments-cancellation>.

HOW TO APPLY?

The deadline for submitting applications is **31 March 2025**.

Candidates must submit through the course webpage the following documents:

- on-line application form duly completed, available at:
<https://oarf2.itcilo.org/DST/A9718002/en>;
- letter from the sponsor indicating financial support (or letter from the applicant stating that participation cost is covered by himself/herself), to be uploaded when filling in the on-line application.

Incomplete applications will not be considered.

Applications from employers' organizations and workers' organizations will have to be endorsed by the Secretaries of the Employers' group and of the Workers' group of the Governing Body of the ILO.

ARE THERE ANY FELLOWSHIPS?

A very limited number of fellowships are available to qualified candidates coming from eligible countries.

As an Organization dedicated to promoting social justice and internationally recognized human rights at work, the ILO is taking a leading role in international efforts to foster gender equality. In line with this ILO focus, women are particularly encouraged to apply to ITCILO courses.

WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

INFO

FOR FURTHER INFORMATION PLEASE CONTACT

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International Labour Standards, Rights at Work
and Gender Equality (ILSGEN)
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COURSE CODE: A9718002