



**Concepts and Techniques for Setting Minimum Wages: A
National Capacity-Building Workshop for Wage Board
Members
ILO CO Dar es Salaam, Tanzania
19 – 24 September 2011**

Background

The project on Improving Labour Law Compliance in the United Republic of Tanzania (ILLC) seeks, as its key project objectives:

- to increase knowledge among employers and workers of rights, obligations and services under national labour laws;
- to increase the effectiveness of the labour administration and labour inspection system, to increase the effectiveness of the labour administration and labour inspection system, including the promotion of social dialogue and resolution of labour disputes and
- to increase the ability to collect and analyze labour market information related to labour relations.

With a view towards achieving the above objectives, in 2009 the ILLC project carried out , a diagnostic audit of Tanzania's labour administration and inspection systems in cooperation with the mainland and Zanzibar Ministries for Labour. The audit report noted the need to strengthen effectiveness of the tripartite social dialogue institutions, including the Wage Boards.

Social partners have also noted the need for capacity building of the sectoral Wage Boards, with TUCTA and the Ministry of Labour and Employment having made formal requests between May and July 2011 for ILO assistance in this area.

Training Workshop

Towards this end, and as agreed with the Ministry, the ILLC project is organizing a specialized training for all members of the Wage Boards.

The proposed content of the training sessions consists of:

- An overview of minimum wage-setting, including a discussion on ILO Convention 131;
- The objectives and mandate of minimum wage boards;
- Using wage data, and
- Negotiation skills for wage-setting and consensus building.

The sessions on wage-setting will be led by an expert from ILO headquarters (TRAVAIL), while the negotiation skills sessions will be led by the ILLC Chief Technical Adviser.

Participants will be grouped by Wage Board. The first group will be trained on September 19 and 20, the second group on September 21 and 22, and the last group on September 23 and 24. Each training group will be composed of 36 members (corresponding to the members from four Wage Boards), as well as a few Labour Officers who provide secretariat support to those Boards. All sessions will take place at the ILO Country Office Dar es Salaam Conference Hall, Kazi House.

Tentative Agenda

Concepts and Techniques for Setting Minimum Wages: A National Capacity-Building Workshop for Wage Board Members

ILO – Kazi House, Dar es Salaam
19-20 September 2011

Day 1

8:30 – 9:00 Registration

9:00 – 9:30 Opening

Welcome – Mr Alexio Musindo, Director, ILO-Dar es Salaam

Remarks by ATE, TUCTA

Opening remarks by Hon. Gaudensia Kabaka, Minister of Labour and Employment

9:30 – 10:00 Health Break & Group Photo

10:00 – 11:30 Minimum Wage Setting: Concepts and Practices

ILO

ILO Convention 131

Objectives, criteria and institutions

Comparative experiences from around the world

Discussion

11:30 – 12:30 Group work on three basic questions

What are the objectives of setting the minimum wage?

What are the dangers of setting the minimum wage too low?

What are the dangers of setting the minimum wage too high?

12:30 – 13:00 Wage Setting in Tanzania: Experience from the Public Sector

Ministry of Labour and Employment

13:00 – 14:00 Lunch

**14:00 – 14:45 Wage Setting and the Wage Boards in
Tanzanian law**

Ministry of Labour and Employment

Discussion

14:45 – 15:15 Data-based Approaches to Wage Setting

15:15 – 15:45 Health Break

**15:45 – 17:00 Group Exercise on minimum wage setting:
Using wage data**

17:00 – 17:15 Wrap-up of Day 1

Day 2

8:30 – 9:30 Overview of the Negotiation Process

**9:30 – 10:00 Understanding Positional vs Needs-Based
Negotiation**

10:00 – 10:30 Health Break

**10:30 – 11:00 Techniques for Successful Negotiations
Distinguishing, Reframing, Finding Mutual Gain
Outcomes**

11:00 – 12:00 Practical Exercise in Negotiation

**12:00 – 13:00 Techniques for Successful Negotiations
Active Listening, Paraphrasing, Saving Face**

13:00 – 14:00 Lunch

14:00 – 15:00 Negotiation Role Plays

**15:00 – 15:30 Using Negotiation Techniques in Wage
Setting**

15:30 – 15:45 Health Break

**15:45 – 17:00 Consensus building on way forward:
Group Exercise**

17:00 – 17:30 Award of Certificates and Closing