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## PREPARATORY MEETING OF EXPERTS

Preparatory Meeting Of Experts On Elevating Labour Administration  
Systems To Key Contributors For Social Economic Development  
Tuesday – 8 February 2011

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Participating Experts are requested to provide and present to the Meeting a brief report on The Role of Labour Administration And Labour Inspection In The Promotion of Economic Development at their country level.

At this Meeting, experts will each *make a* 10-minute presentation outlining the overall management and structure of labour administration and labour inspection systems as a central component of the promotion of socio-economic development and its vital contribution to the national development agenda in their respective countries. (please refer to the guidelines attached in preparation of the report)

It would be highly appreciated if the presentation could also recommend what ARLAC should do to build the capacity of member countries in this respect.

The presentation will strictly be ten minutes per country and the type-written country report can be given as a hand out to other delegates to draw comparisons on different national situations, regarding proposed reforms and other country experiences which will be used to craft a report on Elevating Labour Administration Systems To Key Contributors For Social Economic Development.

**Individual country reports should be sent to ARLAC in advance for reproduction.**

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# PREPARATORY MEETING OF EXPERTS

## MEETING OF EXPERTS ON ELEVATING LABOUR ADMINISTRATION SYSTEMS TO KEY CONTRIBUTORS FOR SOCIAL ECONOMIC DEVELOPMENT

### COUNTRY REPORT GUIDE LINES

<b>1</b>	<b>POLICY MAKING CAPACITY AND ROLE IN NATIONAL DEVELOPMENT</b>
	<ul style="list-style-type: none"><li>➤ What is the mandate of your ministry?</li><li>➤ Were there any recent changes?</li><li>➤ What is the relationship of your ministry with other ministries involved in labour administration and related matters?</li><li>➤ What is your ministry's influence on Government's policy making?</li><li>➤ Is your ministry playing a coordinating role in labour-related matters? If yes, how?</li><li>➤ What kind of strategic policy documents (employment policy, labour policy, etc) have been adopted recently or are being planned?</li><li>➤ What is the institutional capacity of your ministry in terms of budgetary allocations and staff?</li><li>➤ What is your ministry's proportion in the General State Budget? Is it increasing or declining?</li></ul>
<b>2</b>	<b>MODERNISATION IN THE POST-CRISIS ENVIRONMENT</b>
	<ul style="list-style-type: none"><li>➤ What were the main institutional changes introduced at your ministry/its agencies as a reaction to the crisis, if any?</li><li>➤ Did you strengthen your institutional capacity during the crisis period? Do you use management by objective system?</li><li>➤ How is your staff compensated for performance? Do you use performance related pay (PRP)?</li><li>➤ How do your labour administration cooperate with private/public sector? Could you give examples of good practice in the area?</li><li>➤ What is your experience with use of new technologies in labour administration?</li><li>➤ What is the efficiency of your public employment services? Do you plan any changes in this area?</li></ul>
<b>3</b>	<b>CHALLENGES OF LABOUR INSPECTION</b>
	<ul style="list-style-type: none"><li>➤ What major challenges is labour inspection facing in your country?</li><li>➤ What is the role of central inspection authority and how is LI coordinated?</li><li>➤ How is your labour inspection collaborating with other partners (technical inspection, judiciary system, social partners, etc)</li><li>➤ How do you address undeclared work?</li></ul>
<b>4</b>	<b>CONCLUSION</b>
	<ul style="list-style-type: none"><li>➤ What is your experience with ILO assistance in Labour Administration/Inspection fields?</li><li>➤ What are your expectations from the ILO technical assistance in these two fields?</li><li>➤ What should ARLAC do to build the capacity of member countries in this respect?</li></ul>

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## MEETING OF EXPERTS ON ELEVATING LABOUR ADMINISTRATION SYSTEMS TO KEY CONTRIBUTORS FOR SOCIAL ECONOMIC DEVELOPMENT

TUESDAY – 8 FEBRUARY 2011

### PROGRAMME

**1045 - 1100 Hours - Welcome Remarks**

*Officials Preparatory Meeting on ARLAC's Common Position  
On the Role of Labour Administration Systems As Key  
Contributors For Social Economic Development.*

**1100 - 1300 - Country Presentations And Discussions**

*Botswana - Egypt - Ethiopia  
Ghana - Kenya - Lesotho  
Liberia - Malawi - Mauritius  
Namibia - Nigeria - Seychelles  
Sierra Leone - Somalia  
South Africa - Sudan - Swaziland  
Uganda - Zambia - Zimbabwe*

**1300 - 1400 Hours - HEALTH BREAK**

**1400 - 1600 Hours - Experts Report Drafting by the Drafting Committee**

**1600 - 1700 Hours - Discussions of Final Experts' Report by All Experts**