



International
Labour
Organization

Decent Work Team and Office for the Caribbean

CARIBBEAN TRAINING COURSE ON REPORTING ON ILO CONVENTIONS AND RECOMMENDATIONS

Savannah Suite, Pegasus Hotel Guyana
Georgetown,
Cooperative Republic of Guyana
13-15 September 2017

Facilitators:

Mr Shingo Miyake, International Labour
Standards and Labour Law Specialist
Ms Marcia Rampersad, Programme Manager,
UNDP

DAY ONE - 13 SEPTEMBER 2017

OPENING CEREMONY

9:00-9:30 a.m.

Welcome: Mr Shingo Miyake, ILO

Keynote Address: The Honourable Keith Scott,
Minister within the Ministry of Social Protection,
Cooperative Republic of Guyana

9:30-9:40 a.m. - Overview of the training
Mr Shingo Miyake, ILO

9:40-10:00am Coffee break

PART 1: OVERVIEW OF REPORTING

10:00-10:40 a.m. - Overview of reporting on ILO
- Mr Shingo Miyake, ILO

10:40-11:00 a.m. - Presentation of NORMLEX -
Mr Shingo Miyake, ILO

11:00-12:00 p.m. - Reporting activities: When to
do what - Mr Shingo Miyake, ILO and Ms Marcia
Rampersad, Programme Manager, UNDP

12:00-1:00pm Lunch

PART 2: REPORTING ON RATIFIED CONVENTIONS (1) SIMULATION (REPORT PLANNING)

1:00-1:45 p.m. - Simulation (1): Assessing
reporting obligation - Mr Shingo Miyake, ILO and
Ms Marcia Rampersad, Programme Manager,
UNDP

1:45-2:30 p.m.- Simulation (2): Planning
meeting - Ms Marcia Rampersad, Programme
Manager, UNDP

2:30-3:00 p.m. - Coffee break

3:00-4:00 p.m. - Simulation (2): Planning
meeting (cont.) - Ms Marcia Rampersad,
Programme Manager, UNDP

6:00-7:30pm Cocktail

DAY TWO - 14 SEPTEMBER 2017

PART 3: REPORTING ON RATIFIED CONVENTIONS (2) EXERCISE (ANALYSIS AND WRITING)

8:30-9:00 a.m. - Report-writing: tips and tools -
Ms Marcia Rampersad, Programme Manager,
UNDP

9:00-9:45 a.m. - Exercise (1): Analysis & writing
(Detailed report) - Mr Shingo Miyake, All

9:45-10:15 a.m. Coffee break

10:15-11:00 a.m. Exercise (2): Analysis &
writing (Simplified report) - Mr Shingo Miyake, All

PART 4: REPORTING ON UNRATIFIED CONVENTIONS & RECOMMENDATIONS (GENERAL SURVEYS)

11:00-11:15 p.m. - Reporting on unratified
Conventions and Recommendations - Mr Shingo
Miyake, ILO

11:15-12:00 p.m. Report planning - Ms Marcia
Rampersad, Programme Manager, UNDP

12:00-1:00 p.m. - Lunch

1:00-1:15 p.m. ILO video

PART 5: SUBMISSION OF CONVENTIONS AND RECOMMENDATIONS TO THE COMPETENT AUTHORITY

1:15-2:15 p.m. - Submission of Conventions and
Recommendations to the competent authority
Mr Shingo Miyake, ILO and Ms Marcia
Rampersad, Programme Manager, UNDP

2:15-2:45 p.m. - Coffee break

2:45-3:00 p.m. - Submission experience in
Jamaica - Ms Camille Bennett-Campbell,
Ministry of Labour and Social Security, Jamaica

3:00-4:00 p.m. - Discussion: Sharing
experiences - Ms Marcia Rampersad,
Programme Manager, UNDP

DAY THREE- 15 SEPTEMBER 2017

PART 6: PLANNING A REPORTING TRAINING PROGRAMME FOR YOUR OFFICE

8:30-9:15 a.m.

Identification of main contents - All

9:15-10:00 a.m. - Prepare a training programme
- Group by topic

10:00-10:30 a.m. - Coffee break

10:30-11:00 a.m. - Prepare a training programme (cont.) - Group by topic

11:00-12:00 p.m. - Presentation and synthesis

12:00-1:00 p.m. - Lunch

1:00-1:15 p.m. - ILO video



<http://www.ilo.org/global/lang--en/index.htm>

<http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:1:0::NO::>

<http://www.ilo.org/global/standards/lang--en/index.htm>

PART 7: CREATING A REPORT ACTIVITY CALENDAR FOR YOUR OFFICE

1:15-2:00 p.m. - Adjusting the standard calendar to your national situation - Individual work

CLOSING

2:00-3:00 p.m. - Discussion: What we achieved and way forward - All participants

Coffee break